

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                |        |     |
|--------------------------------|--------|-----|
| a. Cluster GS-1 to GS-10 (PWD) | Answer | Yes |
| b. Cluster GS-11 to SES (PWD)  | Answer | Yes |

a) According to the data provided in Tables B1 and B4 for the agency's permanent workforce, the agency has no identified PWD (0%) at the GS-1 to GS-10 levels. There are two PWD at an unspecified grade level, but even if they were a PWD at the GS-1 to GS-10 levels, the percentage would still be below 12%. (2/94 permanent employees equates to 2.12%). However, it should be noted that, due to the agency's critical mission and the majority of the agency's workforce being attorneys, the agency does not employ any employees at the GS-1 to GS-6 levels or at the GS-10 level, which significantly limits the number of employees within this grade level cluster. b) Based on Tables B1 and B4 for the agency's permanent workforce, the agency has 7 identified PWD at the GS-11 to SES levels out of 94 permanent employees, which represents 7.4% of the agency's permanent workforce. If the additional two PWD at unspecified grade levels are presumed to be GS-11 to SES levels (likely, given the large number of high-graded employees at the agency), the total percentage of PWD at the GS-11 to SES levels would be 9 out of 94 permanent employees or 9.6%. Notably, both of these percentages (presumed and non-presumed) are higher than the agency's Fiscal Year (FY) 18 data comparisons for this grade level cluster, indicating improvement in this cluster towards reaching the agency's goal of 12% as the benchmark, despite the FY 19 data comparisons still falling slightly short of the 12%.

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                 |        |     |
|---------------------------------|--------|-----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | Yes |
| b. Cluster GS-11 to SES (PWTD)  | Answer | No  |

a) According to the data provided in Table B4 for the agency's permanent workforce, the agency has no identified PWTD (0%) at the GS-1 to GS-10 levels. There is one PWTD at an unspecified grade level, but even assuming they were at the GS-1 to GS-10 level (which is unlikely given the makeup of the agency's workforce), the percentage would still be below 2%. However, it should again be noted that the agency does not employ any employees at the GS-1 to GS-6 levels or at the GS-10 level, which significantly limits the number of employees within this grade level cluster. b) According to the data provided in Table B4 for the agency's permanent workforce, the agency has one PWTD at the GS-14 level, which represents 1% of the agency's permanent workforce. There is one additional PWTD at an unspecified grade level. Presuming the additional PWTD is at the GS-11 to SES level (which is likely given the agency's workforce makeup), the percentage of PWTD at this grade level cluster would be 2.12%, which satisfies the goal of 2% as a benchmark.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The agency has posted its Affirmative Action Plan on its website detailing its numerical goals to the public, as well as to hiring managers and recruiters. The Affirmative Action Director also plans to reconfirm these goals at an upcoming management meeting to all hiring managers.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	3	0	0	Paula Chandler, HR Director, pchandler@flra.gov Patricia Midgett, Senior HR Specialist, pmidgett@flra.gov
Architectural Barriers Act Compliance	1	0	0	Emily Sloop, EEO Director, esloop@flra.gov
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Paula Chandler, HR Director, pchandler@flra.g Patricia Midgett, Senior HR Specialist, pmidg
Special Emphasis Program for PWD and PWTD	1	0	0	Paula Chandler, HR Director, pchandler@flra.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	3	0	0	Paula Chandler, HR Director, pchandler@flra.gov Patricia Midgett, Senior HR Specialist, pmidgett@flra.gov
Section 508 Compliance	0	0	0	

- Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The disability program staff is currently receiving ongoing training regarding use and implementation of Schedule A hiring and special emphasis hiring authorities, as well as how to successfully reach out to and interact with affinity groups regarding employment opportunities for PWD and PWTD within the FLRA. They have also receiving training regarding required non-discriminatory language to be utilized when posting job vacancies for the agency.

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

**Section III: Program Deficiencies In The Disability Program**

**Section IV: Plan to Recruit and Hire Individuals with Disabilities**

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

**A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES**

- Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The agency has implemented and utilized Schedule A hiring authorities during the reporting period. As consistent with the agency's Strategic Plan and Goals, the agency will continue to: • Ensure that hiring a diverse workforce, including hiring people with disabilities, is part of the overall recruitment strategy for each staffing action. • Conduct targeted outreach to attract qualified candidates with disabilities. Successful recruitment efforts can be built through collaboration with community-based partners such as nonprofit organizations, national and local disability organizations, and federally funded state and local employment programs that have connections to qualified candidates. Examples include vocational rehabilitation facilities, employment networks, American Job Centers and Centers for Independent Living. • Develop community linkages that will allow the establishment of ongoing relationships that facilitate our ability to diversify the workforce. • Retain and review applications from people with disabilities for future openings. • Ensure the utilization of fully accessible online job applications and electronic and social media

recruitment materials. Posting vacancies on job boards designed for people with disabilities, in disability-related publications and with disability organizations that will increase the diversity of the applicant pool. Examples of national job boards for people with disabilities that the agency will utilize include the Workforce Recruitment Program and the Talent Acquisition Portal.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The agency has implemented and utilized Schedule A hiring authorities during the reporting period. As consistent with the agency's Strategic Plan and Goals, the agency will continue to: • Ensure that hiring a diverse workforce, including hiring people with disabilities, is part of the overall recruitment strategy for each staffing action. • Conduct targeted outreach to attract qualified candidates with disabilities. Successful recruitment efforts can be built through collaboration with community-based partners such as nonprofit organizations, national and local disability organizations, and federally funded state and local employment programs that have connections to qualified candidates. Examples include vocational rehabilitation facilities, employment networks, American Job Centers and Centers for Independent Living. • Develop community linkages that will allow the establishment of on-going relationships that facilitate our ability to diversify the workforce. • Retain and review applications from people with disabilities for future openings. • Ensure the utilization of fully accessible online job applications and electronic and social media recruitment materials. Posting vacancies on job boards designed for people with disabilities, in disability-related publications and with disability organizations that will increase the diversity of the applicant pool. Examples of national job boards for people with disabilities that the agency will utilize include the Workforce Recruitment Program and the Talent Acquisition Portal.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The Affirmative Action Director (AAD)/Human Resources Director (HRD) reviews and maintains all resumes submitted to the agency requesting consideration under special hiring authorities to include the Schedule A hiring authority. Each applicant receives direct communication from the AAD/HRD regarding their submission and the submission is specifically reviewed to determine if the candidate meets qualifications for any current agency job opportunities and the requirements for Schedule A and other special hiring authorities. If there is an open vacancy announcement applicable to the candidate's credentials, the AAD/HRD refers the candidate directly to the hiring office for consideration. If there are no applicable job opportunities available for the candidate at the time of the submission of their resume, the AAD/HRD reviews the resume file for each FLRA vacancy announcement to ensure candidates are properly considered.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer No

The agency posted its Affirmative Action Plan on its website detailing its numerical goals to the public, as well as to hiring managers and recruiters. The Affirmative Action Director also plans to reconfirm these goals at an upcoming management meeting to all hiring managers. The agency is scheduled to provide the training course titled Human Resource Management for Supervisors for all FLRA supervisors and managers in November of 2019. The training will include information on managing a diverse workforce and other EEO Responsibilities Specifically the course will give detailed information on the supervisor's roles and responsibilities related to Schedule A hiring practices and procedures. The FLRA is committed to providing a variety of management training to support the continuation of the use of Schedule A and special emphasis hiring authorities.

## **B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Affirmative Action Director/Human Resources Director established direct contact with organizations that assist PWD and PWTD in securing employment including: America Job Centers, state vocational rehabilitation agencies, the Veterans' Vocational rehabilitation and Employment Program, Centers for Independent Living, and employment network service providers. The agency now receives direct communication from these entities to ensure that all of our job opportunity announcements are posted on the requisite websites or job portals to advertise to PWD and PWTD communities. These partnerships have been critical in obtaining high quality candidates for consideration for our FY 2019 recruitment efforts.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

As discussed above, the agency's workforce is primarily made up of higher-graded positions (i.e. attorneys) due to its critical mission and does not employ any employees at the GS-1 to GS-6 levels or at the GS-10 level, which significantly limits the number of employees within this grade level cluster. Based on the data provided in Tables B7 and B8 for the permanent workforce, the agency hired three PWD out of 13 total new hires to its permanent workforce (3/13 or 23%), but the tables do not identify which grade levels the PWDs were hired at. Therefore, a trigger exists with regards to new hires at at least one grade level cluster for PWDs using the goal of 12%. However, it is likely that the trigger exists at the GS-1 to GS-10 level given the makeup of the agency's workforce. The agency did not hire any PWTD during the reporting year. Therefore, there is a trigger at both levels for PWTD in terms of new hires.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer N/A

b. New Hires for MCO (PWTD) Answer N/A

The applicant pool data for MCOs is not currently available to the agency via OIBEE. The agency plans to investigate whether there are services available to automatically capture this data, and if not, it plans to explore options for manually tracking the information for each vacancy announcement when considering costs and available resources.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |  |        |     |
|--|--------|-----|
| a. Qualified Applicants for MCO (PWD)  | Answer | N/A |
| b. Qualified Applicants for MCO (PWTD) | Answer | N/A |

The applicant pool data for MCOs is not currently available to the agency via OIBEE. The agency plans to investigate whether there are services available to automatically capture this data, and if not, it plans to explore options for manually tracking the information for each vacancy announcement when considering costs and available resources.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                              |        |     |
|------------------------------|--------|-----|
| a. Promotions for MCO (PWD)  | Answer | N/A |
| b. Promotions for MCO (PWTD) | Answer | N/A |

The applicant pool data for MCOs is not currently available to the agency via OIBEE. The agency plans to investigate whether there are services available to automatically capture this data, and if not, it plans to explore options for manually tracking the information for each vacancy announcement when considering costs and available resources.

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

FLRA is a small agency with a full- time staff level of around 110 employees, therefore PWD and PWTD are afforded the same career development programs as persons without disabilities within the agency.

### B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

Due to FLRA's agency size and staffing levels, we do not currently employ any career development programs apart from the normal career-ladder progression of each position. The agency currently utilizes a team concept to implement its strategic plan goals, which affords all agency employees the opportunity to volunteer for various teams that address diversity and inclusion, learning and development, performance management, etc.. The teams are charged with developing recommendations to present to agency leadership for the betterment of the agency overall.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs						
Mentoring Programs						
Other Career Development Programs						
Fellowship Programs						
Detail Programs						
Internship Programs						
Training Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

As there are no such programs, there are no triggers.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

As there are no such programs, there are no triggers.

**C. AWARDS**

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

As reflected in Table B13, during FY 19, the agency awarded 81 cash awards between \$100-\$501+. Out of the 81 cash awards, 6 went to PWD (6/81= 7.4%) and 1 went to PWTD (1/81= 1.2%). The agency also awarded 25 time-off awards. Out of the 25 time-off awards, 2 (2/25=8%) went to PWD and 1 (1/25=4%) went to PWTD.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards					

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step

increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

As reflected in Table B13, the agency issued only 1 Quality Step Increase (QSI), which did not go to to a PWD or PWTD. However, because the single QSI made up such a low percentage of the agency's total awards, bonuses, and incentives (1/117 total awards= .8%), there does not appear to be a trigger for PWD or PWTD.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

The agency does not have other types of employee recognition programs.

**D. PROMOTIONS**

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A

In the absence of data regarding PWD among qualified internal applicants and/or selectees for promotions to the senior grade levels, it is unclear whether there are triggers.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

In the absence of data regarding PWTD among qualified internal applicants and/or selectees for promotions to the senior grade levels, it is unclear whether there are triggers.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer N/A

b. New Hires to GS-15 (PWD) Answer N/A

c. New Hires to GS-14 (PWD) Answer N/A

d. New Hires to GS-13 (PWD) Answer N/A

In the absence of data regarding PWD among qualified internal applicants and/or selectees for new hires to the senior grade levels, it is unclear whether there are triggers.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer N/A

b. New Hires to GS-15 (PWTD) Answer N/A

c. New Hires to GS-14 (PWTD) Answer N/A

d. New Hires to GS-13 (PWTD) Answer N/A

In the absence of data regarding PWTD among new hires to the senior grade levels, it is unclear whether there are triggers.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

In the absence of data regarding PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions, it is unclear whether there are triggers.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

In the absence of data regarding PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions, it is unclear whether there are triggers.

7.

Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer N/A
- b. New Hires for Managers (PWD) Answer N/A
- c. New Hires for Supervisors (PWD) Answer N/A

In the absence of data regarding PWD among the selectees for new hires to supervisory positions, it is unclear whether there are triggers.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

In the absence of data regarding PWTD among the selectees for new hires to supervisory positions, it is unclear whether there are triggers.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer No

The employees currently appointed under the Schedule A Hiring authority with the FLRA were appointed in FY 19 and have not completed the 2-year trial period required for Schedule A employment.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWD) Answer No
- b. Involuntary Separations (PWD) Answer No

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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3.

Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

NA

### B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

[https://www.flra.gov/system/files/webfm/FLRA%20Agency-wide/EEO%20&%20No%20FEAR/Notice%20of%20Rights\\_%20Rehabilitation%20Act%20of%201973%20and%20the%20Architectural%20Barriers%20Act%20of%201968\(1462718.1\)%20\(002\)\(1462839.1\).pdf](https://www.flra.gov/system/files/webfm/FLRA%20Agency-wide/EEO%20&%20No%20FEAR/Notice%20of%20Rights_%20Rehabilitation%20Act%20of%201973%20and%20the%20Architectural%20Barriers%20Act%20of%201968(1462718.1)%20(002)(1462839.1).pdf)

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

[https://www.flra.gov/system/files/webfm/FLRA%20Agency-wide/EEO%20&%20No%20FEAR/Notice%20of%20Rights\\_%20Rehabilitation%20Act%20of%201973%20and%20the%20Architectural%20Barriers%20Act%20of%201968\(1462718.1\)%20\(002\)\(1462839.1\).pdf](https://www.flra.gov/system/files/webfm/FLRA%20Agency-wide/EEO%20&%20No%20FEAR/Notice%20of%20Rights_%20Rehabilitation%20Act%20of%201973%20and%20the%20Architectural%20Barriers%20Act%20of%201968(1462718.1)%20(002)(1462839.1).pdf)

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The agency has connected with the Computer/Electronic Accommodations Program (CAP). The Department of Defense (DoD) established CAP in 1990 to centralize assistive technology (AT) resources and remove the cost of accommodations as a barrier to employment of individuals with disabilities. CAP provides assistive technology at no cost to DoD and 70 partner agency employees. The AT and services that CAP provides enables individuals with disabilities and Service members to enhance their functional capabilities in the workplace. CAP supports federal disability inclusion and productivity throughout the employment lifecycle and rehabilitation process. CAP helps federal employees with disabilities and wounded, ill and injured Service members come to work, stay at work, and return to work. FLRA receives quarterly updates and has used the program to assist in the facilitation of returning an employee to work by providing technology options for employee to consider as they make the transition.

### C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

No more than 45 days as prescribed by our Reasonable Accommodation Procedures.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The agency updated its Reasonable Accommodation Procedures (RAP), Personal Assistance Services (PAS), EEO policy, Anti-harassment (both EEO and non-EEO), EEO Policy Statement, and EEO Counselor listing between FYs 18 and 19 (all of which are posted on the agency's website) to ensure more efficient and effective agency practices. The agency also provides Bi-Annual NoFear Act and Whistle Blower training (and training to all new employees), EEO training for managers, and has been exploring options to improve its exit interview process. The Reasonable Accommodation Coordinator and EEO Director also remain members of the Small Agency Diversity and Inclusion Committee, which strives to inform members of best practices within small agencies.

**D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The agency finalized its PAS updates in FY 19, which were approved by the EEOC, and are posted on the agency's website. The PAS provide for timely processing of requests for PAS and timely provision of services when approved. The Reasonable Accommodation Coordinator is exploring training options on the provision of PAS for managers and supervisors to be implemented in FY 20.

**Section VII: EEO Complaint and Findings Data**

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

NA

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

- 1.

During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

NA

### Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

NA. The agency completed its planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

In FY 19, the agency planned and coordinated a cultural potluck and Disability Awareness Month program. The program was held at the beginning of FY 20 (October 2019). The agency had a notable turnout and several employees expressed gratitude for the program being held, which they indicated was very informative. The agency also planned and coordinated an "inclusion walk" during FY 19 inviting all employees to take part in a local walking excursion to cultivate inclusiveness among employees. In addition, the agency purchased and posted bulletin boards in the agency's break rooms so that employees could share diversity and inclusion related events they learned about in the local area with fellow employees. Likewise, the Diversity and Inclusion Team sent out email and newsletter blasts about diversity and inclusion related events happening in the area, as well as inter-agency events hosted by other federal agencies. Moreover, the Diversity and Inclusion Team sent a survey out to all employees in order to gauge interest about what diversity and inclusion related programs that they would like to see in FY 20. The Team selected the four highest rated programs and has assigned them to agency components to plan and carry out the events in the upcoming FY.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

NA