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   No

   b. Cluster GS-11 to SES (PWD)   Answer   No

No. GS-1 to GS-10 (PWD) (permanent) = 21.37% No. GS-11 to SES (PWD) (permanent) = 14.27% No. Totals (PWD) (permanent) = 14.95% Schedule A employee (Persons With Disabilities) must complete the SF-256 specifying their disability.

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*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   No

   b. Cluster GS-11 to SES (PWTD)   Answer   No

No. GS-1 to GS-10 (PTWD) (permanent) = 5.31% No. GS-11 to SES (PTWD) (permanent) = 3.27% No. Totals (PTWD) (permanent) = 3.45%

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical 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 communicated numerical goals to CDC leaders through the CDC Management Official Team (MOT). The agency also uses other methods to communicate the numerical goals to hiring managers and recruiters. They include facilitation of Schedule A/Persons with Disabilities presentations, Road Shows with the Strategic Programs Office Recruiter Cadre, and use of the Strategic Recruiting Tracking System (SRTS). The SRTS is a data base used to house resumes and Schedule A letters for Persons with Disabilities and Veterans. All CDC Hiring managers have access to the SRTS and can select and hire qualified candidates with

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disabilities non-competitively. The agency also publishes a CDC Scorecard to hiring managers, which provides a quarterly snapshot of agency performance related to hiring initiatives, including those related to PWD. Additionally, the Disability Program Manager (DPM) communicates hiring goals and initiatives to supervisors/managers during briefings and training opportunities.

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.

<div align="right">Answer   Yes</div>

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	2	0	0	Darlene Lumpkin, Sr. HR. Specialist Thayes Carswell, HRO, Strategic Program Offices
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Darlene Lumpkin, Sr. HR. Specialist
Processing reasonable accommodation requests from applicants and employees	5	0	0	Anthony Stockton, EEO Manager Laura Taylor, EEO Specialist, CDC/OEEO
Section 508 Compliance	1	0	0	Mark Urban, CDC Section 508 Coordinator, CDC
Architectural Barriers Act Compliance	1	0	0	
Special Emphasis Program for PWD and PWTD	2	0	0	Donna Jordan, Special Emphasis Team Chief, Client Services Office

3. 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.

<div align="right">Answer   Yes</div>

The HRO Staff attend recurring OPM training on Persons with Disabilities, which is addition to internal HRO training and reviewing the policies and procedures for Persons with Disabilities. The HRO Staff also conducts training on Hiring Flexibilities for the CDC hiring managers to provide education and informational sessions on Hiring Persons with Disabilities. HRO also created a Hiring Flexibilities Manual, which is posted on the CDC Intranet as a guide for hiring managers.

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

Brief Description of Program Deficiency	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]

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

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

CDC implements a comprehensive annual plan to increase the recruitment and hiring of individuals with disabilities. CDC's Human Resources Office Special Emphasis Programs have been established to promote equal opportunity in the hiring, advancement, training, and treatment of persons and veterans with disabilities, women, and minorities. HRO coordinated several events throughout the year that focused on the recruitment and retention of PWDs. CDC also has a Recruiter Cadre, comprised of representatives from each Center, Institute, and Office, (CIO), along with other key partners, that focuses on filling mission-critical positions while ensuring a diverse workforce. CDC uses the Strategic Recruitment Tracking System (SRTS) as a repository to house the resumes of Schedule A and other candidates who could be hired noncompetitively. CDC promotes non-competitive hiring as a practice during the pre-consultation stage of hiring actions. In addition, applicants applying to vacancies as a schedule A applicant are placed on a non-competitive referral list. Hiring managers have the option of selecting candidates, from the SRTS, who can be non-competitively hired following a review of their qualifications for the positions. FY 2019 Recruitment and Outreach Summary • Total Events: 60 approved and attended • Total Number of events targeting Veterans: 12 • Total Number of events targeting Persons with Disabilities: 4 Fast Facts • Total number of contacts: 1772 • Number of veterans reached: 180 • Number of Persons with Disabilities: 43

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

CDC has authority to utilize 5 CFR 213.3102(u) to hire persons under the schedule A authority, as well as the use of schedule A to hire students under the workforce recruitment plan (WRP), Persons with Disabilities Internship Program, and Non-Paid Work Experience Program for disabled veterans. HRO discusses hiring flexibilities and provides Schedule A and Veterans information during the pre-consultation phase of the hiring process.

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 CDC uses the Strategic Recruitment Tracking System (SRTS), as a repository to house the resumes of candidates eligible for schedule A. HR Staff consult with candidates to determine eligibility for schedule A hiring and upload information into SRTS. During pre-consultation phase of each hiring process, HR Staff provides a list of eligible candidates in SRTS for consideration by hiring managers. SRTS is also discussed with hiring managers during the consultation phase of the hiring process. Hiring managers have access to SRTS to search for candidates who are eligible under schedule A and non-competitive hiring options on a continuous basis.

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   Yes

> Yes. The Schedule A program and hiring flexibilities are discussed with agency hiring managers during the Enterprise Hiring Planning meetings, during pre-consultation and consultation meetings for all hiring actions, and during disability program meetings.

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 agency's HRO and EEO office work in partnership with the Veteran's Administration to recruit individual via the Non-Paid Veteran's Program. This mechanism is used to train and hire persons with disabilities. The Disability Program Manager also maintains partnerships with the Department of Labor, Disability Link, and various Rehabilitation Centers and Programs in the community to promote the Schedule A program.

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   No

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

> The hiring rate for PWTD in the grade clusters GS-00 to 10 was 1.79%, which is below the target of 2%.

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

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   Yes

b. New Hires for MCO (PWTD)   Answer   Yes

No PWD were selected for the following MCO series: 0101 Social Science; 0201 Human Resources Management; 0301 Miscellaneous Administration and Program; 0403 Microbiology; 0602 Physician; 0610 Nursing; 1102 Contracting, and 1320 Chemistry. PWD were selected for the following MCO series: 0601 General Medical and Healthcare (0.36%), 0685 Public Health Program Specialist (0.58%), and 2210 Information Technology Management (1.28%).

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   Yes

b. Qualified Applicants for MCO (PWTD)   Answer   Yes

No PWD who were internal applicants and qualified for the following MCO series were selected: 0101 Social Science; 0403 Microbiology; 0601 General Medical and Healthcare; 0602 Physician; 0610 Nursing; 1102 Contracting, and 1320 Chemistry. PWD were selected for MCO series 0685 Public Health Program Specialist at a rate of 1.02%.

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   Yes

b. Promotions for MCO (PWTD)   Answer   Yes

No qualified PWD were promoted to MCOs: 0343 Management and Program Analysis; 0401 General Natural Resources Management and Biological Sciences; 0403 Microbiology; 0601 General Medical and Healthcare; 0602 Physician; 1102 Contracting, and 1320 Chemistry. The rate of PWD promoted to MCO series 0201 Human Resources Management was 1.23, 0301 Miscellaneous Administration and Program was 1.59%, and 0685 Public Health Program Specialist was 1.22%.

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.

CDC leaders are dedicated to implementing training and programs designed to enhance organizational knowledge and opportunities for advancement. The Agency supports a learning environment that promotes excellence and may lead to promotion opportunities. CDC has diverse career development and training opportunities for its employees. The Human Resources Office (HRO), through the CDC University, provides guidance, training, and developmental opportunities to all CDC employees. Career development is a shared responsibility between an employee and his or her respective supervisor and manager. The cornerstone of the agency's programs is the Individual Development Plan (IDP), which is required for all employees. The Schedule A program is widely marketed as a hiring flexibility. Candidates may be hired for career ladder positions.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Career development opportunities are provided in all of the categories listed below. • The Pathways Internship Program provides students with paid opportunities to work and explore Federal careers while still in school. • The Pathways Public Health Associates Program (PHAP) is a 2-year program with formal training and developmental opportunities to meet specific agency needs. The applicant pool can vary between 2,000-4,000 applicants, and the class size varies from 110-200 annually depending on program funds. • The Presidential Management Fellow program is a 2-year leadership development program. • The CDC-University has a robust mentoring and coaching program, available to all staff. • OEEO and the National Center for Birth Defects and Developmental Disabilities collaborated to establish the agency's first Mentoring/Coaching Circle for PWDs and Veterans to support career advancement and personal and professional development. • All staff may also participate in temporary details to explore new opportunities and further career advancement .

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 (%)
Training Programs		2906		10.90		
Coaching Programs						
Fellowship Programs		132		0		
Other Career Development Programs						
Detail Programs						
Internship Programs						
Mentoring Programs		79		15.19		

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   N/A

      b. Selections (PWD)   Answer   N/A

Data are not available to complete a comprehensive assessment of participation by PWD. CDC will be working during the next several months to improve our data systems, data collection methods, reporting mechanisms, and use of data, including data regarding career development programs. See the Executive Summary of Planned Activities for additional details regarding data concerns and Part H for the HHS/CDC plan to address deficiencies.

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   N/A

    b. Selections (PWTD)   Answer   N/A

> Data are not available to complete a comprehensive assessment of participation by PWTD in career development opportunities. CDC will be working during the next several months to improve our data systems, data collection methods, reporting mechanisms, and use of data, including data regarding career development programs. See the Executive Summary of Planned Activities for additional details regarding data concerns and Part H for the HHS/CDC plan to address deficiencies.

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   Yes

    b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

> The inclusion rate for PWD is 14.92%. PWD receiving cash awards was below the inclusion rate for: $1000 - $1999 at 13.96%; $2000 - $2999 at 11.64%; $3000 - $3999 at 8.03%; $4000 - $4999 at 7.95%; $5000 - $5999 at 3.57%; $6000 - $6999 at 10%; $7000 - $7999 at 0%; $8000 - $8999 at 0%; $9000 - $9999 at 7.69%; $10000 - $19999 at 8%, and $20000 - $29999 at 0%. The inclusion rate for PWTD is 2.06%. PWTD receiving cash awards was below the inclusion rate for: $5000 - $5999 at 1.79%; $6000 - $6999 at 0%; $7000 - $7999 at 0%; $8000 - $8999 at 0%; and $20000 - $29999 at 0%.

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

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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   Yes

    b. Pay Increases (PWTD)   Answer   Yes

> The inclusion rate for persons with disabilities (PWD) is 14.92%. PWD receiving quality step increases was below the inclusion rate at 13.51%.

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

Data are not available to complete a comprehensive assessment of participation by PWD and PWTD in other employee recognition programs.. CDC will be working during the next several months to improve our data systems, data collection methods, reporting mechanisms, and use of data, including data regarding 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   Yes

          ii. Internal Selections (PWD)   Answer   Yes

     b. Grade GS-15

          i. Qualified Internal Applicants (PWD)   Answer   Yes

          ii. Internal Selections (PWD)   Answer   Yes

     c. Grade GS-14

          i. Qualified Internal Applicants (PWD)   Answer   Yes

          ii. Internal Selections (PWD)   Answer   Yes

     d. Grade GS-13

          i. Qualified Internal Applicants (PWD)   Answer   Yes

          ii. Internal Selections (PWD)   Answer   Yes

For promotions to GS 13 positions, 8.63% of PWD who were internal applicants were qualified, 6.57% were qualified for promotions to GS 14 positions, and 5.91% were qualified for GS 15 positions. For promotions to SES positions, 3.33% PWD were qualified. Of those qualified, 8% were selected for promotions to GS 13 positions, 1.97% for promotions to GS 14, and 0% for promotions to both GS 15 and SES.

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   Yes

          ii. Internal Selections (PWTD)   Answer   Yes

     b. Grade GS-15

          i. Qualified Internal Applicants (PWTD)   Answer   Yes

          ii. Internal Selections (PWTD)   Answer   Yes

c. Grade GS-14

    i. Qualified Internal Applicants (PWTD)   Answer   No

    ii. Internal Selections (PWTD)   Answer   Yes

d. Grade GS-13

    i. Qualified Internal Applicants (PWTD)   Answer   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

1.25% of individuals who identified as PWTD qualified for promotions to GS 13, 1.56% qualified for GS 15, and 1.23% qualified for SES. Of those PWTD qualified, 0.02% were selected for promotions to GS 13. Zero percent (0%) of PWTD were selected to GS 14, GS 15, nor SES grades.

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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   Yes

    b. New Hires to GS-15 (PWD)   Answer   Yes

    c. New Hires to GS-14 (PWD)   Answer   Yes

    d. New Hires to GS-13 (PWD)   Answer   Yes

4.53% of new hire applicants identified as PWD for grade GS 13. 5.47% identified as PWD for grade GS 14 and 4.7% identified as PWD for grade GS 15. 9.09% identified as PWD for SES grades. 2.68% of those who identified as PWD were selected for grade GS 13 while none (0%) who identified as PWD were selected for grades GS 14, GS 15 and SES.

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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   Yes

    b. New Hires to GS-15 (PWTD)   Answer   Yes

    c. New Hires to GS-14 (PWTD)   Answer   Yes

    d. New Hires to GS-13 (PWTD)   Answer   Yes

Of those identified as PWTD for grade GS 13, 1.11% were qualified. 5.16% were qualified for GS 14 grades. Zero percent (0%) of new hire applicants who identified as PWTD were qualified for SES grades. 0.01% of new hire applicants who identified as PWTD and were qualified were selected for grade GS 13. No PWTD who qualified were selected for grades GS 14, GS 15 and SES.

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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   Yes

      ii. Internal Selections (PWD)   Answer   Yes

    b. Managers

      i. Qualified Internal Applicants (PWD)   Answer   Yes

      ii. Internal Selections (PWD)   Answer   Yes

    c. Supervisors

      i. Qualified Internal Applicants (PWD)   Answer   Yes

      ii. Internal Selections (PWD)   Answer   Yes

10% of internal applicants who identified as PWD applied to internal promotions for positions as supervisors; however, none were selected. 7.10% of internal applicants who identified as PWD applied to promotions for managerial positions; however, none were selected. 6.02% of internal applicants who identified as PWD applied for promotions to executive positions; however, none were selected.

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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   No

      ii. Internal Selections (PWTD)   Answer   Yes

    b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

    c. Supervisors

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

The relevant applicant pool for PWTD for promotions to supervisors was 3.14%. Of those applicants, 1.25% of were qualified for promotions to supervisors. The relevant applicant pool for PWTD for promotions to managers was 12.23% and 9.14% were qualified for promotions to managers. The relevant applicant pool for promotions to executives was 1.23% and 1.23% of PWTD were qualified for promotions to executives. Of those PWTD qualified for promotions to supervisor positions, 0.02% were selected as supervisors. Zero percent (0%) of PWTD qualified for promotions to managers and executives were selected.

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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   Yes

      b. New Hires for Managers (PWD)   Answer   Yes

      c. New Hires for Supervisors (PWD)   Answer   Yes

No applicants for new hires to supervisory positions identified as a PWD, 6.4% of applicants to new hires for managers identified as a PWD, and 5.3% of applicants to new hires for executives identified as a PWD. No new hire applicants who identified as PWD were selected for managers or executives.

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   Yes

      b. New Hires for Managers (PWTD)   Answer   Yes

      c. New Hires for Supervisors (PWTD)   Answer   Yes

1.11% of new hires who identified as PWTD were qualified for supervisor positions. However, none of qualified PWTD were selected to supervisor positions. 7.74% of new hires who identified as PWTD were qualified for manager positions, but none were selected. Zero percent (0%) of new hires who identified as PWTD were qualified for executives.

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

No, as some Schedule A employees convert to a higher graded position in the Excepted Service Hiring Authority. Example: A GS-9 employee, if qualified, can covert/be promoted to a GS-11 position. The employee remains in the Excepted Service and is not converted to the competitive service at that time.

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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.

A trigger does not exist.

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.

An individual that desires to file a complaint can go to www.cdc.gov/contact/accessibility.html.

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.

The information on Architectural Barriers Act is found at www.cdc.gov/eeo/eoguidance/policy.htm#barriers.

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.

OEEO Reasonable Accommodation (RA) Team, Disability Program Manager, and CDC Section 508 Coordinator collaborated to revise the meeting accessibility request process to make the request process more efficient for PWD. Furthermore, the Agency conducts building accessibility assessments to identify and report any issues to the appropriate facilities management personnel for resolution. The accessibility issues are submitted to the DPM, and the DPM facilitates resolution with RA and the Office of Safety, Security, and Asset Management, resulting in installations of accessible button on doors, additional accessible parking, installation of automatic faucets, and procurement of two scooters.

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.)

88.09% of RA cases where processed within 60 days.

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.

FY 2019 Reasonable Accommodation (RA) Report RA Requests • 475 (88%) closed w/in 60 days of receipt of qualifying info Top Three Accommodations Provided • Modified Work Schedules (Telework, Flex hours, etc.) – 180 (40%) • Sign Language Interpreting Services – 136 (28%) • Other than Coach Class Travel – 59 (12%) • General Equipment – 59 (12%) Accomplishments • Federal Occupational Health (FOH) provided training to the CDC Medical Reviewing Authority (MRA) • Established alternative methods for requesting Sign Language Interpreting Services (SLI) and Communications Access Real-Time (CART) services • Collaborated with GA Tech for "Tools for Life" display for 2019 OEEO Expo • Provided National Employment Law Institute training for supervisors and non-supervisory staff on recent developments under the ADA • Supported a mental health training series and Safety Expo • Facilitated and assisted with the implementation of Civil Treatment training • Collaborated with OSSAM Security Office on Comfort and Service Animals

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 PAS Policy was approved in August 2019. It was published and announced via CDC Connects and sent to management officials. There were no request for PAS in FY 2019.

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   Yes

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.

There were no findings. Settlement agreements terms included attorney's fees and lump sum payments to complainants

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   Yes

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   Yes

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.

There were no findings. Settlement agreements terms included reassignment, telework approval, and lump sum payments.

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.

N/A

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

N/A

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.

N/A