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 Yes

Cluster GS-1 to GS-10 PWD - 12.51% NARA has no PWD representation at the GS-10; however, there are 3 GS-10s in the workforce NARA is well represented at the GS-1 – GS-10 cluster at 12.51%. This is a decrease compared to 2018 at 15.68%. Cluster GS-11 to SES PWD - 7.39% NARA GS-11 to SES PWD is below the 12% benchmark at 7.39%. This is a decrease compared to 2018 at 9.76%. NARA GS-11 to SES is represented at GS-11 (9.18%); GS-12 (7.77%); GS-13 (7.06%); GS-14 (7.98%); GS-15 (2.22%) and SES (4.17%) which are all below the 12% benchmark.

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 Yes

Cluster GS-1 to GS-10 PWTD - 3.29% NARA is well represented at the GS-1 to GS-10 at 3.29%. This is an increase compared to 2018 at 2.33%. Cluster GS-11 to SES PWTD - 1.94% NARA GS-11 to SES PWTD is below the 2% benchmark at 1.94%. This is an increase compared to 2018 at 1.18% NARA GS-11 to SES PWTD is represented at GS-11 (1.93%); GS-12 (1.70%); GS-14 (1.88%); GS-15 (0.00%); and SES (0.00%) which are all below the 2% benchmark. NARA is above the 2% benchmark at the GS-13 at 2.94%.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.
During FY-19, NARA communicated our hiring goals for PWD and PWTD by posting information on the Internal Collaboration Network (ICN). The information gave insight to hiring managers, supervisors, and employees regarding Section 501 of the Rehabilitation Act, which mandates the 12% goal for PWD and 2% goal for PWTD.

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
For FY19, the Disability Program Manager (DPM) participated in the following trainings: 01 July 2019 - Microsoft Excel Level 1 23 July 2019 - Microsoft Excel Level 2 24 - 25 July 19 - Jump Start High Performing Teams 05-08 August 2019 - Disability Management Employer Coalition Conference 14-16 August 2019 - Program Management

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

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>Objective</th>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.4.a.8 – B.6.a – B.6.b – B.6.c: 1. Submit SEP proposal to senior leadership. 2. Develop roles and responsibilities. 3. Select SEPMs to align with EAGs. 4. Train SEPMs on barrier analysis. 5. Engage senior leadership and stakeholders such as Human Capital for barrier analysis. 6. Develop action plans with stakeholders and senior leaders. 7. Monitor and assess plan, implementation and completion.</td>
<td>Develop agency wide Special Emphasis Program.</td>
<td>Sep 30, 2020</td>
<td>September 13, 2019</td>
<td></td>
</tr>
</tbody>
</table>

Planned Activities

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Completed a revised Special Emphasis Program structure and presented it to NARA Leadership. Buy in and approval received.</td>
</tr>
</tbody>
</table>
Brief Description of Program Deficiency: C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.

Objective: Create improved RA tracking log.

Target Date: Apr 30, 2019

Completion Date: Sep 13, 2019

Planned Activities:

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 31, 2018</td>
<td>September 13, 2019</td>
<td>Create revised RA tracking log.</td>
</tr>
</tbody>
</table>

Accomplishments:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Autism Awareness and Accommodation training posted on NARA’s internal website for awareness to all managers, supervisors and employees. Posted NARA’s PWD and PWTD hiring goals on the internal website and ICN, which created awareness for all hiring managers and employees. The post gave insight into Section 501 of the Rehabilitation Act, which mandates the 12% goal for PWD and 2% goal for PWTD. Posted “Disability Terminology- Is there such a thing? Why does it matter?” on NARA’s ICN. The post discussed the terminology used when describing accessibility versus a person with a disability and disability concepts. The discussion generated participation and feedback from the workforce. Observed National Post-Traumatic Stress Disorder (PTSD) Awareness Month by posting information on NARA’s ICN that gave historical information about PTSD, statistical data, and available resources for the workforce to use to help overcome the misconceptions about PTSD. Observed Women’s History Month by posting an article titled, “In Honor of Women’s History Month: Article featuring Regina Olson Hughes” written by a member of NARA’s disABILITY EAG member. The article showcased Ms. Regina Olson Hughes, a deaf woman whose intricate drawings greatly contributed to research in natural science. The article received great reviews from NARA’s workforce. Completed the Affirmative Action Plan/PART J.</td>
</tr>
</tbody>
</table>

Brief Description of Program Deficiency: D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]

Objective: Implement exit interview tool related to disability.

Target Date: Jan 31, 2019

Completion Date:

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31, 2020</td>
<td></td>
<td>Implement exit interview tool related to disability. 1. Partner with Human Capital to review previously made exit interview tools for questions relating to disability. 2. Amend tool as necessary to include disability questions. 3. Review and finalize tool. 4. Partner with Human Capital to integrate tools into the exit process.</td>
</tr>
</tbody>
</table>

Accomplishments:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>NARA has taken some steps to ensure persons with disabilities are aware of and encouraged to apply for job vacancies. We recently began posting our external vacancies on our NARA Linked In account. We are reviewing potential applicants through DOL’s Workforce Recruitment Program, which specifically targets persons with disabilities. We participate in the VA’s Compensated Work Therapy Program, of which about 95% of participants are Schedule A eligible. We identify jobs that are suitable for persons with disabilities in our USAJOBS vacancy announcements.</td>
</tr>
</tbody>
</table>
Brief Description of Program Deficiency

D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]

Objective

Targeted outreach to PWD and PWTD.

Target Date

May 31, 2020

Completion Date

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 30, 2019</td>
<td></td>
<td>Create list of agencies and orgs who work with PWD and PWTD for targeted outreach.</td>
</tr>
<tr>
<td>Jan 31, 2020</td>
<td></td>
<td>Create Schedule A Fact Sheet/job aid, partner with Human Capital for feedback. Partner with Human Capital to analyze recruitment efforts.</td>
</tr>
<tr>
<td>Feb 28, 2020</td>
<td></td>
<td>Partner with Human Capital to analyze vacancy advertisements (including brochures, flyers, agency’s website, recruiters, USAJobs, specific professional societies and associations, or specific colleges).</td>
</tr>
<tr>
<td>Mar 31, 2020</td>
<td></td>
<td>Partner with Human Capital to examine Policies, Practices, or Procedures limiting its recruitment and/or selection of qualified PWD and PWTD (ie advertising, selection, hiring officials). Partner with Human Capital to participate in job fairs (at Universities-Gallaudet for example, other sponsored job fairs and events focused on disability employment).</td>
</tr>
</tbody>
</table>

Accomplishments

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
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<tr>
<td>2019</td>
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</tr>
</tbody>
</table>

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.

During FY-19, the DPM and the disABILITY Employee Affinity Group (EAG) created a list of resources that identified agencies and organizations that have a disability population in the local and surrounding areas that provide for recruitment opportunities of PWD and PWTD.

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

Since conversion to Human Capital shared services in May 2019, Schedule A language appears in Merit Promotion announcements, which includes instructions for PWD and PWTD applying under Schedule A.

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.

1) The determination of eligibility for appointment under one of the hiring authorities that take disability into account is made through the documentation provided by the applicant, i.e., the resume, transcripts (if required by the position), officially signed disability letter, DD-214 and/or Veterans Disability Letter. (2) The individual’s name is added to a certificate created from the job announcement posting and forwarded to the Selecting Official.

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

Human Capital Specialists provide training to all new managers and supervisors during the New Supervisor Development Program conducted two times a year. NARA’s shared services center for Staffing – Administrative Resource Center (ARC), conducts a Strategic Recruitment Conversation with the hiring manager, and this includes discussing alternate hiring authorities, to include Schedule A disability appointments.

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.

In FY-19, establishing and maintaining organizations that assist PWD, including PWTD was identified as a priority action for FY-20. As during FY-19, completing conversion to the Human Capital shared services model was essential. During FY-19, the DPM and the disABILITY EAG created a list of resources that identified disability agencies and organizations in the local and surrounding areas that provide for recruitment opportunities of PWD and PWTD.

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: No

Table B1-1 – New Hires by Type of Appointment PWD - 13.46% PWD new hires decreased compared to 2018 at 18.50% PWTD -10.58%. PWTD new hires increased compared to 2018 at 2.20%

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce (%)</td>
<td>Temporary Workforce (%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
From Table B7 Applications and Hires Applicant Flow Data & Pivots Qualified Applicant Pool (QAP) PWD QAP Total PWD
Total PWD Benchmark New Hires Percentage QAP 301 5.01% 0.00% -5.01% 343 9.92% 0.00% -9.92% 1001 5.57% 7.69% 2.12% 1420 3.75% 12.50% 8.75% 1421 6.63% 4.50% -2.13% 2210 7.91% 0.00% -7.91% Trigger: We are below the benchmark in 4 of 6 MCO for PWD (301, 343, 1421, and 2210) Qualified Applicant Pool (QAP) PWTD QAP Total PWTD Benchmark New Hires Percentage QAP 301 2.70% 0.00% -2.70% 343 5.34% 0.00% -5.34% 1001 2.78% 0.00% -2.78% 1420 1.25% 6.25% 5.00% 1421 3.54% 3.15% -0.39% 2210 2.82% 0.00% -2.82% Trigger: We are below the benchmark in 5 of 6 MCO for PWTD (301, 343, 1001, 1421, and 2210)

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

PWD Relevant PWD Qualified Total PWD Percentage of the Applicant Pool Internal Relevant Applicant Pool Applicants 301 14.81% 14.06% -0.75% 343 6.99% 9.92% 2.93% 1001 10.00% 17.24% 7.24% 1420 3.77% 2.75% -1.02% 1421 8.13% 8.38% 0.25% 2210 8.37% 8.40% 0.03% Trigger: We are below the benchmark in 2 of 6 MCO for PWD (301 and 1420).

PWTD Relevant PWTD Qualified Total PWTD Percentage of the Applicant Pool Internal Relevant Applicant Pool Applicants 301 7.04% 3.13% -4.27% 343 3.37% 5.34% 1.97% 1001 5.00% 3.45% -1.55% 1420 2.09% 1.83% -0.26% 1421 4.27% 4.19% -0.08% 2210 3.46% 2.40% -1.06% Trigger: We are below the benchmark in 5 of 6 MCO for PWTD (301, 1001, 1420, 1421, and 2210)

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

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.

For FY-19, NARA currently does not have a plan in place specifically for PWD and PWTD. However, the programs offered by the Learning & Development Division are for all employees. Many of the programs are competed and one is required based on role.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

NARA currently offers a number of “cross training assignments” for a specific amount of time (90 days -1 year) for employees to receive cross-training to boost their careers. These details are offered to any employee regardless of disability. All are welcome to apply. The following leadership and development programs are competed and offered to all employees based on grade level: - Excellence in Government (GS13-14) - Cross Training (all grade levels) - Preparing to Lead (GS7-11) Training Programs: Supervisor Development Program

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>25</td>
<td>9</td>
<td>16%</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>20</td>
<td>3</td>
<td>5%</td>
</tr>
<tr>
<td>Training Programs</td>
<td>57</td>
<td>57</td>
<td>7%</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>21</td>
<td>21</td>
<td>19.05%</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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  Yes
   b. Selections (PWD)  Answer  Yes

The four career development programs are: Excellence in Government, Preparing to Lead, Supervisor Development Program and Cross Training. Excellence in Government (16%) and Cross Training (19.1%) are over the 12% benchmark for applicants. Excellence in Government (22.2%) and Cross Training (19.1%) are above the 12% benchmark for selectees. The Preparing to Lead program did not have any selectees with disabilities, while the Supervisor Development Program selectees are below the 12% benchmark at 7%.

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 Yes
b. Selections (PWTD) Answer Yes

Supervisor Development Program is the only program that has applicants and selectees with targeted disabilities that are above the 2% benchmark at 3.5%.

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

Table B-13: Employee Recognition and Awards Time-Off Awards PWD PWTD PWOD Time-Off 1-10 hours 28.97% 33.84% Time-Off 11-20 hours 5.56% 5.07% Time-Off 21-30 hours 0.40% 0.92% Cash Awards PWD PWTD PWOD Cash Awards $500 and Under 141.27% 121.22% Cash Awards $501 - $999 34.92% 34.80% Cash Awards $1000 - $1999 36.90% 38.08% Cash Awards $2000 - $2999 7.14% 13.93% Cash Awards $3000 or more 1.19% 1.27% Triggers PWD There are triggers in 5 award level categories (Time off 1-10, 21-30 and Cash Awards $1000-$1999, $2000-$2999 and $5000-more), where the inclusion rate of PWD receiving awards is lower than the inclusion rate of PWOD receiving awards. PWOD (.44%) received Cash Awards $4000 - $4999. No PWD received Cash Awards $4000 - $4999. Comparison of inclusion rates between PWTD and PWOD Time-Off Award PWTD PWOD Time-Off 1-10 hours 33.84% 33.36% Time-Off 11-20 hours 4.55% 5.07% Total Time-Off 21-30 hours 1.52% 0.92% Cash Awards PWTD PWOD Cash Awards $500 and under 101.52% 121.22% Cash Awards $501-$999 24.24% 34.80% Cash Awards $1000-$1999 27.27% 38.08% Cash Awards $2000-$2999 7.58% 13.93% Cash Awards $3000 or more 1.52% 1.27% Triggers PWTD There are triggers in 3 award level categories (Time off 11-20, Cash Awards $501-$999, $1000-$1999, and $2000-$2999) where the inclusion rate of PWTD receiving awards is lower than the inclusion rate of PWOD receiving awards. Only one PWOD (.44%) received Cash Awards $4000 - $4999. No PWTD received Cash Awards $4000 - $4999.

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
</tr>
</tbody>
</table>

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

PWD PWTD Quality Step Increases 0% 0% Trigger: There are no PWD or PWTD who received Quality Step Increases (QSI) to compare to PWOD at 0.44%

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Based Pay Increase</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

No other 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

PWD Qualified Internal Applicants for Promotion 1001 GS-14 - 21.43% 1420 GS-14 - 9.10% 2210 GS-14 - 6.98% GS-15 - 3.39%
PWD Internal Selectees for Promotion 1001 GS-14 - 20% 1420 GS-14 - 20% Triggers There is no PWD participation within the grades in the MCO 0301, 0343, and 1421 for qualified internal applicants or internal selections. There is no PWD participation in MCO 1001 for grades GS-13 and GS-15, 1420 for grades GS-13 and GS-15, and 2210 for grade GS-13 for qualified internal applicants and internal selections. MCO 1001 for grade GS-14 (21.43%) and 2210 for grades GS-14 (6.98%) and GS-15 (3.39%) qualification percentages are higher than their internal selection percentages 1001 for grade GS-14 (20%). All the other MCO are at 0.00% for internal selections.

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  Yes

ii. Internal Selections (PWTD)  
Answer  Yes

d. Grade GS-13  
i. Qualified Internal Applicants (PWTD)  
Answer  Yes

ii. Internal Selections (PWTD)  
Answer  Yes

PWTD Qualified Internal Applicants for Promotion. 1420 GS-14 - 9.10% 2210 GS-15 - 1.02% PWTD Internal Selectees for Promotion. 1420 GS-14 - 20% Triggers There is no PWTD participation within the grades in the MCO 0301, 0343, 1001, 1421 and 2210 for qualified internal applicants and internal selections. There is no PWTD participation in MCO 1420 for grades GS-13 and GS-15.

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

There were no PWD new hires in MCO ES-301-00, AD-0170-00, 0301, 0343, 1001, 1420, 1421 and 2210. MCO 2210 had a total of 9 PWD qualified applicants at grades GS-14 (7) had seven and GS-15 (2). All other MCO did not have PWD qualified applicants.

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

There were no PWTD new hires for any of the MCO ES-301-00, AD-0170-00, 0301, 0343, 1001, 1420, 1421 and 2210. MCO 2210 has a total of three PWTD qualified applicants at grades GS-14 (2) and GS-15 (1). All other MCO did not have qualified applicants.
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

PWD Qualified Internal Applicants for Promotion. 1001 GS-14 - 21.43% 1420 GS-14 - 9.10% 2210 GS-14 - 6.98% GS-15 - 3.39%
PWD Internal Selectees for Promotion. 1001 GS-14 - 20% 1420 GS-14 - 20% Triggers There is no PWD participation within the grades in the MCO 0301, 0343, and 1421 for qualified internal applicants or internal selections. There is no PWD participation in MCO 1001 for grades GS-13 and GS-15, 1420 for grades GS-13 and GS-15, and 2210 for grade GS-13 for qualified internal applicants and internal selections. MCO 1001 for grade GS-14 (21.43%) and 2210 for grades GS-14 (6.98%) and GS-15 (3.39%) qualification percentages are higher than their internal selection percentages 1001 for grade GS-14 (20%). All the other MCO are at 0.00% for internal selections.

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 Yes
      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

PWTD Qualified Internal Applicants for Promotion. 1420 GS-14 - 9.10% 2210 GS-15 - 1.02% PWTD Internal Selectees for Promotion. 1420 GS-14 - 20% Triggers There is no PWTD participation within the grades in the MCO 0301, 0343, 1001, 1421 and 2210 for qualified internal applicants and internal selections. There is no PWTD participation in MCO 1420 for grades GS-13 and GS-15.
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

There were no PWD new hires in MCO ES-301-00, AD-0170-00, 0301, 0343, 1001, 1420, 1421 and 2210. MCO 2210 had a total of 9 PWD qualified applicants at grades GS-14 (7) and GS-15 (2). All other MCO did not have PWD qualified applicants.

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

There were no PWTD new hires for any of the MCO ES-301-00, AD-0170-00, 0301, 0343, 1001, 1420, 1421 and 2210. MCO 2210 has a total of three PWTD qualified applicants at grades GS-14 (2) and GS-15 (1). All other MCO did not have qualified applicants.

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

There were a total of 20 during FY17 - FY19. Of the 20, 9 were converted that were hired between 10/01/2016 and 01/31/2018.

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 Yes
   b. Involuntary Separations (PWD)  Answer Yes

Table B1-2 Separations by type of Separation PWD PWOD Workforce Separations 16.67% 11.88% Removals 0.79% 0.74% Resignations 3.97% 2.97% Retirement 5.16% 2.79% Other Separations 6.75% 5.37% PWD inclusion rates are higher than PWOD in all of the above categories.
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 Yes
   b. Involuntary Separations (PWTD)  Answer Yes

PWTD PWOD Workforce Separations 16.67% 11.88% Resignations 10.61% 2.97% Retirement 1.52% 2.79% Other Separations 4.55% 5.37% PWTD inclusion rate is higher than PWOD in Total Workforce Separation and Resignation PWTD inclusion rate is lower than PWOD in retirement and other separations

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.

We were unable to obtain this information

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.archives.gov/global-pages/accessibility This webpage provides a telephone number, a mailing address, and an email address for feedback. In addition the website provides individuals with contact information for Section 508 Coordinators at other agencies to file a complaint and provides a link for contact information for the Section 508 Coordinators (www.section508.gov/508-coordinator-listing).

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.archives.gov/global-pages/accessibility This page provides information about the Architectural Barriers Act (ABA) and the Access Board that is responsible for enforcing the ABA. Additionally, the website provides a link for individuals to access information on the Access Board’s standards (www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards), and a link for information about filing a complaint (www.access-board.gov/aba-enforcement/file-a-complaint) which provides individuals with the following options to file a complaint under the ABA: 1. Online ABA Complaint Form 2. Email to enforce@access-board.gov 3. Fax to 202-272-0081 4. Mail to: Compliance and Enforcement Section Office of the General Counsel U.S. Access Board

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 DPM updated the NARA intranet and public website with information regarding accessibility and accessible services. The DPM monitors the assistive technology needs of its deaf employees and has replaced outdated TTYs, and provided a new video
phone for one employee. The DPM and disAbility Employee Affinity Group (EAG) placed 30 new “Service Animal Welcome” signs in all NARA facilities and Libraries.

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.)

FY18 Average processing time is 13.97 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.

RA trainings were provided throughout the year at the request of supervisors and managers, as well as Deaf etiquette and Service Animal policy and etiquette trainings which were presented to the entire Agency. The DPM noticed an uptick of RA cases requesting ergonomic equipment and in particular sit/stand desks, as well as outside requests for oral descriptor tours for blind persons, and sign language interpreting & Deaf/Blind interpreting at our Presidential Libraries.

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.

There were no requests for PAS services during FY18. The DPM completed the addition of information on PAS services and processing to the NARA 303 Policy on RA procedures in FY18, and plans to publish the revised policy in FY19. PAS information to be published on the public website in FY19.

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 Yes

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.
A1: During FY 2018, NARA had 11 (7 mental and 4 physical disability) complaints alleging harassment of 60 total complaints = 18.33%, which is slightly above government wide average of 18.05%. A3: There were no findings of discrimination.

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.

B1: During FY 18, NARA had 5 complaints alleging failure to accommodate of 20 total complaints = 20.83%, which is above the government average of 12.50%. B3: One case was awarded a settlement.

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: Yes

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

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
**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

From Tables B3: Occupational Categories Officials and Managers are below the 12% benchmark for PWD at 5.87%, Senior-Level: No PWTD Mid-Level: PWD (11 persons) are below the 12% benchmark at 6.32%. PWD below benchmark (12%) in the following six occupational categories of eight with the exception of Administrative Workers (13.79) and Operatives (33.33): Professional (10.50%), Technicians (0%), Sales (0%), Service Worker (0%), Craft (0%), and Laborer & Helper (0%). PWTD below benchmark (2%) in all occupational categories, except Professionals (2.11%) and Administrative Workers (3.45%). Technicians (0%), Sales (0%), Operative (0%), Service Worker (0%), Craft Workers (0%), Laborers & Helpers (0%). From Tables B41: Low participation rate of PWD and PWTD in GS-11-SES (1286 persons) is below the PWD benchmark (12%) at 7.39%, and below the PWTD benchmark (2%) at 1.94%. From Table B6: Participation Rate for Major Occupations PWD is below the benchmark (12%) in the 301, 343, 1420, 1421, and 2210 Series PWTD is below the benchmark (2%) in the 301, 343, and 2210 categories (three of six series).

**STATEMENT OF BARRIER GROUPS:**

<table>
<thead>
<tr>
<th>Barrier Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>People with Disabilities</td>
</tr>
<tr>
<td>People with Targeted Disabilities</td>
</tr>
</tbody>
</table>

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

No barriers identified.

**STATEMENT OF IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Partner with Human Capital/ARC and other organizations for Targeted Outreach to improve applicant pool.

**Objective**

<table>
<thead>
<tr>
<th>Date Objective Initiated</th>
<th>Target Date For Completion Of Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2018</td>
<td>Aug 1, 2020</td>
</tr>
</tbody>
</table>

**Responsible Officials**

Valorie Findlater  Acting, Chief Human Capital Officer  
Erica Pearson  Equal Employment Opportunity Director  
Amii Limpp  Disability Program Manager

**Target Date (mm/dd/yyyy) | Planned Activities | Sufficient Staffing & Funding (Yes or No) | Modified Date (mm/dd/yyyy) | Completion Date (mm/dd/yyyy)***
--- | --- | --- | --- | --- |
02/28/2018 | Publish the updated Disability Strategic Plan | Yes | 09/30/2022 |
09/30/2020 | Collaborate with Human Capital and ARC to create a Pilot Program for Schedule A hiring. | Yes | 09/30/2022 |
09/30/2021 | Collaborate with Human Capital andARC to create a tickler system to inform managers and supervisors it is time to convert Schedule A. | Yes | 09/30/2021 |
09/30/2019 | Create list of resources for Targeted Outreach | Yes | 09/13/2019 |
01/31/2018 | Publication of the revised RA Policy | Yes | 09/30/2019 09/11/2019 |
01/31/2020 | Create Schedule A fact sheet/job aid for hiring officials and partner with Human Capital for feedback. | Yes | 06/30/2021 |
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>One (1) Autism Awareness and Accommodation training posted on NARA’s internal website for awareness to all managers, supervisors and employees.</td>
</tr>
<tr>
<td></td>
<td>Posted NARA’s PWD and PWTD hiring goals on the internal website and ICN, which created awareness for all hiring managers and employees. The post gave insight into Section 501 of the Rehabilitation Act, which mandates the 12% goal for PWD and 2% goal for PWTD.</td>
</tr>
<tr>
<td></td>
<td>Posted “Disability Terminology- Is there such a thing? Why does it matter?” on NARA’s ICN. The post discussed the terminology used when describing accessibility versus a person with a disability and disability concepts. The discussion generated participation and feedback from the workforce.</td>
</tr>
<tr>
<td></td>
<td>Observed National Post-Traumatic Stress Disorder (PTSD) Awareness Month by posting information on NARA’s ICN that gave historical information about PTSD, statistical data, and available resources for the workforce to use to help overcome the misconceptions about PTSD.</td>
</tr>
<tr>
<td></td>
<td>Observed Women’s History Month by posting an article titled, “In Honor of Women’s History Month: Article featuring Regina Olson Hughes” written by a member of NARA’s disABILITY EAG member. The article showcased Ms. Regina Olson Hughes, a deaf woman whose intricate drawings greatly contributed to research in natural science. The article received great reviews from NARA’s workforce.</td>
</tr>
</tbody>
</table>
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Table B9-1 Employee Recognition and Awards *=below Federal Goal Time-Off 1-10 hours PWD (73) received 8.61% (Below benchmark of 12%)* ---- Trigger Time-Off Awards 11-20 hours 4.55% 5.07% PWD (14) received 10.77% (Below benchmark of 12%)* ---- Trigger Time-Off Awards 21-30 hours 1.52% .92% PWD (1) received 4.55% (Below benchmark of 12%)* ---- Trigger Cash Awards $500 and Under 101.52% 121.22% PWD (356) received 11.37% (Below benchmark of 12%)* ---- Trigger Time-Off Awards 11-20 hours 4.55% 5.07% PWD (14) received 10.77% (Below benchmark of 12%)* ---- Trigger Cash Awards $501 - $999 24.24% 34.80% PWD (88) received 9.94% (Below benchmark of 12%)* ---- Trigger PWTD (16) received 1.81% (Below benchmark of 2%)* ---- Trigger Cash Awards $1000 - $1999 7.58% 13.93% PWD (18) received 5.34% (Below benchmark of 12%)* ---- Trigger PWTD (5) received 1.48% (Below benchmark of 2%)* ---- Trigger Cash Awards $5000 and more 1.52% 1.27% PWD (3) received 9.38% (Below benchmark of 12%)* ---- Trigger Of the 13 categories PWD were below the 12% benchmark in all categories while PWTD were above the 2% benchmark in Time Off Awards 1-10, 11-20, 21-30, Cash Awards $500 and under, and $5000 or more. Quality Step Increases (QSI)-$(dollars) provided to a total of 10 employees. Trigger: PWD and PWTD are below the benchmarks of 12% and 2 % due to not receiving any quality step increases. PWD are below the benchmark in all categories. PWTD is above the benchmark in Time-Off Awards 1-10, 11-20, 21-30, Cash Awards $500 and under, and $5000 or more.

STATEMENT OF BARRIER GROUPS:

<table>
<thead>
<tr>
<th>Barrier Group</th>
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<tbody>
<tr>
<td>People with Disabilities</td>
</tr>
<tr>
<td>People with Targeted Disabilities</td>
</tr>
</tbody>
</table>

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

STATEMENT OF IDENTIFIED BARRIER:

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Objective

Analyze performance based awards in comparison to non-performance awards to determine where the true trigger exists.

<table>
<thead>
<tr>
<th>Date Objective Initiated</th>
<th>Target Date For Completion Of Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2018</td>
<td>Sep 30, 2022</td>
</tr>
</tbody>
</table>

Responsible Officials

Erica Peason Equal Employment Opportunity Director
Amii Limpp Disability Program Manager
Valorie Findlater Acting, Chief Human Capital Officer

<table>
<thead>
<tr>
<th>Target Date (mm/dd/yyyy)</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding (Yes or No)</th>
<th>Modified Date (mm/dd/yyyy)</th>
<th>Completion Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2022</td>
<td>Conduct trigger analysis.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/2022</td>
<td>Determine if there is a policy or procedure that impacts the trigger.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/2022</td>
<td>Identify the barrier.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fiscal Year

Accomplishments
**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Triggers related to Applicant Flow Data Table B7 Hires for Major Occupations – Applicant Flow Data All MCO are below the benchmark of 12% for PWD for voluntarily identified, qualified, and all were below the benchmark for selected, except Archivist (1420), which was 14.29%. MCO 301, 343, and 2210 have no PWD or PWTD selected. There were no PWTD selected for MCO 1001. MCO 1001, 1420, and 1421 are all below the benchmark in PWD. MCO 1420 and 1421 were above the benchmark of 2% for PWTD. MCO Comparing applicants to hires for each MCO (using the B7 Table) (applicants who voluntarily identified), PWTD voluntary identified and qualified are at or above the benchmark of 2%. The data shows that PWTD are at 0% for selection in 4 MCO. PWD voluntary identified and qualified are below the benchmark of 12%. The data shows that PWD are at 0% for selection in 3 MCO. MCO 301 total applicants 889, total hired 5 Applicants PWD = 8.44% Hired 0% Applicants PWTD = 4.72% Hired 0% MCO 343 total applicants 386, total hired 9 Applicants PWD = 6.99% Hired =0% Applicants PWTD = 3.37% Hired 0% MCO 1001 total applicants 705, total hired 13 Applicants PWD = 6.81% Hired 7.69% Applicants PWTD = 2.98% Hired 0% MCO 1420 total applicants 337, total hired 14 Applicants PWD = 4.45% Hired 14.29% Applicants PWTD = 1.78% Hired 7.14% MCO 1421 total applicants 4369, total hired 222 Applicants PWD = 7.03% Hired 4.50% Applicants PWTD = 3.69% Hired 3.15% MCO 2210 total applicants 1171, total hired 10 Applicants PWD = 8.28% Hired 0% Applicants PWTD =4.01% Hired 0% Table B6 Internal Competitive Promotion PWD and PWTD data indicate a decrease in those who were qualified, referred, and selected. The selection of PWD and PWTD are below the benchmarks of 12% and 2% in all MCO except 1001- General Arts and Information PWD (12.50%), 1420 – Archivist PWD (12.50), 1420-Archivist PWTD (6.25%), and 1421-Archives Technician PWTD (2.80%).

<table>
<thead>
<tr>
<th>STATEMENT OF BARRIER GROUPS:</th>
<th>Barrier Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>People with Disabilities</td>
<td></td>
</tr>
<tr>
<td>People with Targeted Disabilities</td>
<td></td>
</tr>
</tbody>
</table>

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

<table>
<thead>
<tr>
<th>STATEMENT OF IDENTIFIED BARRIER:</th>
<th>No barriers identified</th>
</tr>
</thead>
</table>

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

**Objective**

Partner with Human Capital and ARC to examine policies, practices, or procedures limiting its recruitment and/or selection of qualified PWD and PWTD (i.e. advertising, selection, hiring officials)

Partner with Human Capital, ARC and other organizations for Targeted Outreach to improve applicant pool.

<table>
<thead>
<tr>
<th>Date Objective Initiated</th>
<th>Jun 1, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Date For Completion Of Objective</td>
<td>May 1, 2020</td>
</tr>
</tbody>
</table>

**Responsible Officials**

Valorie Findlater  Acting, Chief Human Capital Officer  
Amii Limpp  Disability Program Manager, NEEO  
Erica Pearson  Equal Employment Opportunity Director
<table>
<thead>
<tr>
<th>Target Date (mm/dd/yyyy)</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding (Yes or No)</th>
<th>Modified Date (mm/dd/yyyy)</th>
<th>Completion Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/31/2020</td>
<td>Review potential problem areas in policies, practices, or procedures limiting recruitment and/or selection of qualified PWD and PWTD (i.e. advertising, selection, hiring officials).</td>
<td>Yes</td>
<td></td>
<td>09/30/2022</td>
</tr>
<tr>
<td>10/31/2019</td>
<td>Reestablish Strategic Outreach and Recruitment Tiger Team</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/2019</td>
<td>Create list of resources for Targeted Outreach.</td>
<td>Yes</td>
<td></td>
<td>09/13/2019</td>
</tr>
<tr>
<td>06/30/2020</td>
<td>Create relevant questions to guide discussion on PWD hiring experience</td>
<td>Yes</td>
<td>09/30/2022</td>
<td></td>
</tr>
<tr>
<td>07/31/2020</td>
<td>Find PWD willing to participate</td>
<td>Yes</td>
<td>09/30/2022</td>
<td></td>
</tr>
<tr>
<td>08/31/2020</td>
<td>Conduct focus groups on PWD hiring experience. Partner with Human Capital.</td>
<td>Yes</td>
<td>09/30/2022</td>
<td></td>
</tr>
<tr>
<td>01/31/2020</td>
<td>Create Schedule A fact sheet/job aid.</td>
<td>Yes</td>
<td>06/30/2021</td>
<td></td>
</tr>
<tr>
<td>03/31/2020</td>
<td>Partner with Human Capital to participate in Job fairs (Federal, University, disability related, etc.)</td>
<td>Yes</td>
<td>09/30/2022</td>
<td></td>
</tr>
<tr>
<td>06/30/2020</td>
<td>Provide disability sensitivity training to hiring officials. Partner with Human Capital.</td>
<td>Yes</td>
<td>09/30/2022</td>
<td></td>
</tr>
</tbody>
</table>

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

Due to the EEO office not being fully staff we were unable to complete some of the plan.

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

Due to the EEO office not being fully staff we were unable to identify any barriers.

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.

The disABILITY EAG created a targeted outreach list that could assist with recruitment opportunities for PWD, PWTD and the hiring of potential Schedule A applicants.