

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 |

*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 |

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.

EEO personnel continue to communicate new numerical goals in various forums, including: briefings for managers and supervisors, individual meetings with hiring and recruitment managers, and all-hands meetings for supervisors.

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

NASA has an Agency Disability Program Manager (DPM) and a Center DPM at each NASA Center.

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	
Section 508 Compliance	10	0	0	The NASA Headquarters (HQ) Section 508 Compliance Officer manages the Agency’s policy and practices in this arena. Additionally, each NASA Center has a designated Section 508 Compliance Officer who is responsible for ensuring compliance at the operational
Architectural Barriers Act Compliance	11	0	0	NASA has a designated Program Manager in the HQ Facilities Engineering Division who manages the Agency’s strategic plan to ensure compliance in this arena. Additionally, all ten NASA Centers have designated Facilities Engineers who are responsible for ens
Processing reasonable accommodation requests from applicants and employees	10	0	0	All ten NASA Centers each have designated DPMs who are responsible for processing accommodation requests.
Answering questions from the public about hiring authorities that take disability into account	10	0	0	Each NASA Center has a designated Selective Placement Coordinator in the Human Capital Office who is responsible for responding to questions related to the Agency’s hiring practices related to disability.

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	10	0	0	All ten NASA Centers have designated Human Capital personnel responsible for processing applications, including those from IWD.
Special Emphasis Program for PWD and PWTD	10	0	0	NASA has DPMs at each of the ten Centers responsible for managing SEP programs and activities.

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

Answer Yes

In FY 2019, Agency procedures were updated to align with the revised disability regulations. As such, DPMs will be trained on the new requirements in FY 2020. Center-level DPMs also receive technical assistance and training from the Agency’s DPM during monthly meetings and on an ad hoc basis.

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

Adequate resources are provided for agency-wide implementation of the Disability Program.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

NASA’s efforts to identify job applicants with disabilities include: (1) participating in targeted job fairs and outreach events and engaging in social networking platforms that support employment of IWDs (e.g., LinkedIn, Facebook, and Twitter); (2) building, sustaining, and strengthening partnerships with local and Federal disability organizations, state and local rehabilitation and employment agencies, and local colleges and universities; (3) leveraging disability ERGs and SEPMs to communicate and

encourage participation in job opportunities within the IWD population; and (4) utilizing the Pathways Program to convert interns to career-conditional or term appointments. Specific examples for FY 2019 include: • Ames Research Center held learning sessions on navigating usajobs.gov and special hiring authorities, such as Schedule A. • Armstrong Flight Research Center worked with the Veterans Administration regarding internship opportunities for disabled veterans. • Johnson Space Center designed a Schedule A pilot, allowing managers to: 1) request a noncompetitive hire when they have identified an individual eligible for a Schedule A appointment who meets a staffing need in their organization; and 2) actively recruit in a variety of ways (e.g. vocational centers, job fairs, etc.).

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

NASA Center selective placement coordinators work with managers and promote recruitment utilizing special hiring authorities (i.e., Schedule A and 30 percent or more disabled veterans) to increase opportunities to hire IWD and IWTD.

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.

When applicants apply to NASA announcements open to individuals eligible under the Schedule A hiring authority, they are provided information about the hiring authority and are asked if they are eligible. This enables human resources specialists to identify and refer these individuals to hiring officials and provide information and guidance to hiring officials on using the authority. If selected under the Schedule A authority, the individual is asked to provide proof of eligibility before appointment.

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

Answer No

NASA has trained Center DPMs on Schedule A, veterans' preference in hiring, and conversion to permanent appointments. ODEO and Center EEO staff continue to identify appropriate training for EEO staff who conduct barrier and workforce data analysis.

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 2019, NASA DPMs worked with a variety of partner organizations to recruit IWD. Several NASA Centers are near military installations and have many opportunities to engage the local veteran community, such as at the 2019 Naval Air Station Oceana Air Show in Virginia Beach, VA, near Langley Research Center. NASA participates in targeted employment fairs and outreach activities for veterans and engaging social networking platforms such as LinkedIn, Facebook, Twitter, and programs supporting employment of transitioning veterans, including Operation Warfighter, Wounded Warrior Project, and various state vocational rehabilitation agencies. NASA partners with Federal, state, and local employment organizations, such as the Department of Labor Veterans' Employment and Training Services and local colleges/universities, as well as with American Job Centers, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, Departments of Labor and Defense's Workforce Recruitment Program, and Employment Network Service providers to recruit and hire IWD and IWTD.

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

NASA meets or exceeds the goals for new hires (19% of all new hires were IWDs; 3% of all new hires were IWTDs).

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

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

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD) Answer Yes

Triggers exist for 7 of the 10 NASA MCOs – General, Electrical, Computer, and Aeronautical Engineering (occupational codes 0801, 0850, 0854, and 0861, respectively); Contracting (1102); Miscellaneous Administration & Program Analysis (0301); and Management and Program Analysis (0343). In particular, there were no IWD or IWTD hired for 0301 and 0343 vacancies, although IWD accounted for 7.1% of qualified applicants for 0301 and 10.8% of qualified for 0343, and IWTD accounted for 4.0% and 6.4% of qualified applicants for 0301 and 0343, respectively. For General Physical Science (1301) and Astronomy and Space Science (1330), no IWD or IWTD were hired, although there were fewer than 5 qualified applicants with disabilities for each occupational category. There were no triggers for Electronics Engineering (0855).

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 No

b. Qualified Applicants for MCO (PWTD) Answer No

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

Triggers exist for IWD in internal promotions in the following job series: General, Electrical, Computer, Electronics, and Aerospace Engineering; Contracting; Miscellaneous and Program Administration; and Management and Program Analysis. For IWTD, triggers exist for Electrical, Computer, and Aerospace Engineering; Contracting; Miscellaneous Administration and Program Analysis; and Management and Program Analysis. For each of these occupations, the percentage of IWD or IWTD who were qualified was at least 2 percentage points higher than the percentage of IWD or IWTD selected.

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.

NASA’s ODEO and Human Capital communities have developed multiple strategies to track and monitor the professional development and advancement of IWD and IWTD. First, NASA reviews participation data for this population in key training and development opportunities across the Agency. Second, NASA monitors participation data for this population by grade level and occupational category, and develops corrective action plans when triggers are identified. Third, NASA uses assistive technology to ensure professional development opportunities are made available to IWD and IWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NASA’s HR function underwent a major reorganization in FY 2018; thus, data for most of these programs is not currently available. In FY 2019, NASA developed a new resource called the Talent Marketplace, which provides information on the availability of opportunities such as job announcements, details, and rotational assignments. This innovative tool will reinforce equal employment opportunities by enabling NASA, for the first time, to widely and inclusively share information to the entire NASA workforce on the availability of career-enhancing opportunities. This system will collect relevant employee data and NASA will provide this in information in subsequent MD 715 reports once it has been compiled.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	0	0	0%	0%	0%	0%
Fellowship Programs	0	0	0%	0%	0%	0%
Other Career Development Programs	0	0	0%	0%	0%	0%
Internship Programs	14349	1987	6.3%	6.7%	0%	0%
Detail Programs	0	0	0%	0%	0%	0%
Training Programs	0	0	0%	0%	0%	0%
Mentoring Programs	0	0	0%	0%	0%	0%

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

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

Data available only for internship programs.

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 not available.

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 No

In FY 2019, the inclusion rate for IWD (at all grade-levels) was 11.2% and IWD accounted for 8.9% of those receiving time-off and/or cash awards. NASA will continue to monitor the IWD and IWTD inclusion rates for awards.

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

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer Yes
- b. Pay Increases (PWTD) Answer Yes

In FY 2019, the inclusion rates for IWD and IWTD (at all grade-levels) were 11.2% and 1.9%, respectively. IWD accounted for 7.3% of those receiving QSIs; IWTD accounted for 0.4%. NASA will continue to monitor the IWD and IWTD inclusion rates for awards.

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 PWTB 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 Yes
- b. Other Types of Recognition (PWTB) Answer No

IWD received 8.1% of Space Act and Honor Awards in FY 2019 (compared to the inclusion rate of 11.2%). Space Act Awards recognize outstanding scientific or technical innovations that further NASA’s mission, including the NASA Invention of the Year Award. Agency Honor Awards, NASA’s most prestigious honor awards, are presented to a number of carefully selected individuals and groups, both Government and non-Government, who have distinguished themselves by making outstanding contributions to the Agency’s mission. NASA will continue to monitor the IWD and IWTB inclusion rates for awards.

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 No
 - ii. Internal Selections (PWD) Answer Yes
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer Yes
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer Yes
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

For internal promotions, there were no triggers among qualified internal applicants. However, there are triggers for internal selections to grades GS-14 and above. IWD account for 11.2 percent of qualified applicants for GS-14 positions, but are only 5.0 percent of those selected. For GS-15 positions, IWD account for 9.2 percent of qualified applicants and 6.6 percent of the selections. For SES, IWD were 4.5 percent of qualified applicants but 0.0 percent of those selected (note that only one person was selected at the SES level). NASA will continue to monitor the IWD inclusion rate for promotions.

2. Does your agency have a trigger involving PWTB 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	No
ii. Internal Selections (PWTD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes

For sections for internal promotions to grade GS-13, there is a trigger for IWTD. IWTD account for 6.6 percent of qualified applicants and 3.8 percent of those selected. NASA will continue to monitor the IWTD inclusion rate for internal promotions to senior positions.

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 | No |

The were no IWD hired at the SES and GS-15 levels, although IWD accounted for 3.5 percent of qualified applicants for SES and 5.0 percent of the applicants for GS-15 (note there was only one SES hired among external applicants). For GS-14 new hires, IWTD accounted for 4.4 percent of qualified applicants and 1.5 percent of new hires. NASA will continue to monitor the IWTD inclusion rate for new hires.

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 | No |

The were no IWTD hired at the SES and GS-15 levels, although IWTD accounted for 2.3% of qualified applicants for SES and 2.5% of the applicants for GS-15 (note there was only one SES hired among external applicants). For GS-14 new hires, IWTD accounted for 2.5% of qualified applicants and 0.7% of new hires.

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 No
- ii. Internal Selections (PWD) Answer Yes

b. Managers

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

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer No
- ii. Internal Selections (PWD) Answer Yes

For Executives (SES), IWD were 4.5% of qualified applicants, but 0.0% of those selected (note that only 1 person was selected at the SES level). For supervisory positions, IWD accounted for 8.9% of the qualified applicants but only 6.1% of those selected. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

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 No

b. Managers

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

c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

There were no triggers for IWTD among qualified applicants or internal selections for executive and supervisory positions. NASA

does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

- 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 N/A
 - c. New Hires for Supervisors (PWD) Answer Yes

There were no IWD hired for executive or supervisory positions, although IWD accounted for 3.5% of the qualified applicants for SES positions and 5.2% of the qualified applicants for Supervisory positions. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

- 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 N/A
 - c. New Hires for Supervisors (PWTD) Answer Yes

There were no IWTD hired for executive or supervisory positions, although IWTD accounted for 2.3% of the qualified applicants for SES positions and 2.6% of the qualified applicants for Supervisory positions. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

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 N/A

Currently, NASA does not track Schedule A conversions at the Agency level. OCHCO is in the process of determining the best way to provide this information.

- 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

In FY 2019, IWD accounted for 13.8% of the voluntary separations and 18.8% of the involuntary separations. (The inclusion rate for IWD is 11%.) (Note that the number of separations is low for NASA overall and, thus, further analyses is required to determine if this number represents a concern to the Agency.) NASA will continue to monitor the IWD inclusion rate for separations.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

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

NASA conducts exit interviews, but with limited questions regarding issues related to disability. ODEO is currently working with OCHCO to improve exit interview questions to better indicate if triggers 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.

Website: https://www.nasa.gov/accessibility/section508/sec508_overview.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.

NASA’s Web site currently does not include information on the ABA complaint process. The Agency will post such information during FY 2020.

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.

NASA maintains an Agency-wide plan that identifies the facility accessibility needs of each NASA Center as well as a multi-year implementation plan. Agency leadership routinely reviews this plan and assesses status. The Agency Section 508 Program Manager continues to host monthly meetings for NASA’s 508 Coordinators to stay abreast of current updates and events related to accessibility.

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.)

On average, NASA processes RA requests in 34 days (improvement from 39 days in FY 2018).

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.

Examples of the effectiveness of NASA’s RA program are: (1) over 1,000 employees have been trained on their roles/responsibilities regarding RA; (2) RA awareness briefings across the Agency are routinely provided to new employees; new supervisors; and interns; and (3) all ten NASA Centers have designated DPMs to process RA requests and to provide technical assistance to employees, interns, managers, and supervisors.

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.

NASA began providing PAS in January 2018. NASA intends to pursue the establishment of an Agency-wide Blanket Purchasing Agreement in FY 2020 for greater ease in providing PAS across the Agency.

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.

N/A – there were no findings.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

- 1.

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

Answer No

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

Answer No

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

N/A – there were no findings.

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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The preceding analyses revealed several triggers. IWD and IWTD continue to be selected for internal competitive promotions at lower rates than their representation among those referred to hiring managers. For example, for all MCOs combined, IWD and IWTD account for 11 percent and 3 percent, respectively, of referred applicants, but IWD are 7 percent and IWTD are 1 percent of those selected. (See Part J, III, C.) For internal competitive promotions to senior grades, more IWD are referred than are selected GS-14 and more IWTD are qualified than are selected for the SES. Among new hires for senior grades, triggers exist both IWD and IWTD for GS-14 and GS-15 positions. (See Part J, IV, D.) NASA does not systematically track data by race, ethnicity, gender, or disability for all of its career development programs (see Part J, IV, B). With regard to awards and recognition, compared to the NASA inclusion rate of 11 percent, IWD account for only 9 percent of those who received cash awards, 8 percent of those who received Space Act and Honor Awards, and 7 percent of those receiving QSIs. IWTD accounted for 2 percent of the NASA workforce, yet were only 0.4 percent of those receiving QSIs. (See Part J, IV, C.) Compared to their overall representation at NASA (11 percent), IWD account for 13.8 percent of those who voluntarily separated from the Agency and 18.8 percent of those who involuntarily separated. (Though, NASA's overall separation rates are low.) (See Part J, V, A.)</p>				
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>				
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>					
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Pending completion of barrier analysis</p>				
<p>Objective</p>	<p>1)Obtain additional data and conduct further analyses to determine causes of differences observed in the data categories described above and the causes for such differences.</p> <p>2)Develop improved systems for collecting demographic data pertaining to career development programs; better track Schedule A hiring and conversions; and revise exit interviews to obtain additional data related to individuals with disabilities.</p> <p>3)Conduct additional research on the triggers above as data become available</p> <table border="1" data-bbox="483 1310 649 1451"> <tr> <td>Date Objective Initiated</td> <td>Jun 1, 2018</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2021</td> </tr> </table>	Date Objective Initiated	Jun 1, 2018	Target Date For Completion Of Objective	Sep 30, 2021
Date Objective Initiated	Jun 1, 2018				
Target Date For Completion Of Objective	Sep 30, 2021				
<p>Responsible Officials</p>	<p>Janet Sellars Director, Diversity and Data/Analytics Division, ODEO</p>				

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/28/2018	NASA will update and improve its standard data reports to ensure that the necessary data are available for conducting barrier analyses related to the disability program.	Yes	03/15/2019	03/15/2019
09/29/2019	Place information regarding the Architectural Barriers Act and how to file a related complaint on the NASA Web site.	Yes	06/30/2020	
09/30/2020	ODEO will leverage current NASA systems and develop additional data tools, including: the FEVS, NASA Human Capital Management Workforce Analysis Business Intelligence Tools, climate surveys, pulse surveys, and potential new database systems. These additional tools will enhance ODEO's ability to analyze programs and practices at more granular levels.	Yes		
09/30/2021	Investigate reasons for differences between the IWD inclusion rates and hiring and promotion rates of IWD and IWTD in mission critical occupations.	Yes		

Fiscal Year	Accomplishments
2019	NASA made significant progress in updating data systems and automating data reports. ODEO and OCHCO continue to work together to expand data access to HR systems and ODEO will ensure training on these systems for EEO staff in FY 2020.
2018	ODEO and OCHCO continued to work together to address data and systems-related issues with regard to the new EEOC regulations and changes made to the Office of Personnel Management's Standard Form 256, "Self-Identification of Disability." NASA continues to strengthen its efforts with regard to usage of special hiring authorities for individuals with disabilities such as Schedule A.

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

All planned activities are being conducted according to the anticipated completion dates, with the exception of placing a statement on the NASA Web site regarding the Architectural Barriers Act. NASA continues to work to ensure all NASA facilities are accessible under the Architectural Barriers Act.

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

Enhanced relationships with OCHCO personnel have led to greater collaboration and a better understanding of data systems and data needs.

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