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

> Where there is representation in the cluster GS-1 to GS-10, PWD did not have a trigger. PWD did not have a trigger for grades GS-11 or GS-12, however in the cluster GS-13 to SL, there is a trigger as representation rates decrease for the following grades reflected on the chart. PWD By Year and Percentage

*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   Yes

> Where there is representation, we have determined that there is not a trigger for grades GS-04 through GS-12. However, the trigger for grades GS-13 through SL are reflected in the following chart:

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.

> Each year numerical goals are communicated to the Corporation's Senior leaders at the state of the agency briefing. That information is also included in the annual MD-715 report which is available on PBGC's intranet and the public internet

Section II: Model Disability Program

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

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

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

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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	8	0	0	Donald Beasley Selective Placement Program Coordinator HRD; beasley.donald@pbgc.gov ;
Architectural Barriers Act Compliance	1	0	0	Terri Garner, Industrial Specialist Workplace Solutions Department, Garner.Terri@pbgc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	1	Donald Beasley Selective Placement Program Coordinator HRD, beasley.donald@pbgc.gov Karen Esser Diversity and Inclusion Program Manager, HRD, esser.karen@pbgc.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Loraine Johnson Special Emphasis Program Manager, Johnson.Loraine@pbgc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Donald Beasley Reasonable Accommodation Coordinator, beasley.donald@pbgc.gov
Section 508 Compliance	0	0	9	Angela Watkins IT Specialist and Section 508 Compliance Team Chair, Watkins.Angela@pbgc.gov

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.

Answer   Yes

PBGC's Reasonable Accommodation Coordinator attended NELI's one-day training on the ADA

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

HRD manages a centralized budget set aside to purchase items needed as a reasonable accommodation.

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

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

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities daily via email. Staffing Specialists in the Staffing and Classification Division receive applications from applicants with disabilities, including individuals with targeted disabilities, through the application process. The specialists review the provided documentation and make a determination as to whether the applicant is eligible for veterans' preference and/or the Schedule A hiring authority. The specialists collaborate with the SPPC as necessary.

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

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities daily via email and forwards Schedule A letters and resumes to the agency's Disability Program Staffing Specialist. The Staffing Specialist determines which hiring authorities the applicant is eligible for and whether the applicant is minimally qualified for the position. The Staffing Specialist then refers eligible and minimally qualified applicants to the Hiring Official with an explanation of how they should be considered.

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.

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with

targeted disabilities daily via email and forwards Schedule A letters and resumes to the agency's Disability Program Staffing Specialist. The Staffing Specialist determines which hiring authorities the applicant is eligible for and whether the applicant is minimally qualified for the position. The Staffing Specialist then refers eligible and minimally qualified applicants to the Hiring Official with an explanation of how they should be considered.

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

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

SPPC offered one training in FY 2019 that informed PBGC managers of the ABC's of Schedule A hiring and how it is used at PBGC

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.

SPPC forwards PBGC vacancy announcements via email to numerous organizations that assist PWDs in securing and maintaining employment. The Staffing and Classification Division attends career fairs specifically targeted to disabled veterans, including veterans with targeted disabilities, to discuss hiring opportunities at the agency as well as the application process and the various hiring authorities under which the attendees might be eligible. Starting in FY 2019, the Staffing and Classification Division accepted resumes from disabled veterans, including veterans with targeted disabilities, and is determining which of them may be referred non competitively under one or more hiring authorities

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

Triggers exist for hires in all eight major occupations for PWTD as no PWTDs were hired in any of the occupations. Triggers exist for all but the following two occupations for PWD because the hires for these series exceeded the 12% goal: General Attorney 2 hires @25% Information Technology Management 1 hires @ 14.29% However, it should be noted that the sample size was limited causing the number to appear above the goal.

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	No

	b. New Hires for MCO (PWTD)	Answer	Yes

PWTDs qualified above 2% for all MCOs, however none were hired.

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	No

	b. Promotions for MCO (PWTD)	Answer	No

There were no internal applications for any of the major occupations that did hire employees

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.

In order to increase the representation of disabled veterans in the PBGC Pathways (Student Intern) Program, the Staffing and Classification Division has established a hiring and retention plan for those individuals

B. CAREER DEVELOPMENT OPPORTUNITES

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

PBGC has a variety of career development programs that require supervisory approval but not competition, including: (1) Project Management Certification; (2) executive coaching; (3) conflict coaching; (4) detail opportunities; (5) Pathways and HACU

internships; (6) multiple training opportunities for employees at all grade levels; (7) training program for new supervisors. The agency has a Veterans Integration Program (VIP) that is designed to equip Federal employees who will be working with newly-hired veterans with the tools and skills needed to assist veterans with their transition the federal workforce (through instructor-led and web-based training). PBGC continues to use career ladder promotions as a recruitment strategy to hire at the entry level with development, growth, and promotion potential

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 (%)
Internship Programs						
Training Programs						
Fellowship Programs						
Detail Programs						
Mentoring Programs						
Other Career Development Programs						
Coaching Programs						

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

    a. Applicants (PWD)   Answer   N/A

    b. Selections (PWD)   Answer   N/A

Not applicable. The agency does not have career development programs that require competition

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

Not applicable. See above

C. AWARDS

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

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

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

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

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

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

    a. Pay Increases (PWD)   Answer   No

    b. Pay Increases (PWTD)   Answer   Yes

PWTDs did not receive QSIs in FY19

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

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

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

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

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   No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

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   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   No

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   No

        b. New Hires to GS-15 (PWD)   Answer   No

        c. New Hires to GS-14 (PWD)   Answer   No

        d. New Hires to GS-13 (PWD)   Answer   No

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   No

        b. New Hires to GS-15 (PWTD)   Answer   No

        c. New Hires to GS-14 (PWTD)   Answer   No

        d. New Hires to GS-13 (PWTD)   Answer   No

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   No

       b. Managers

          i. Qualified Internal Applicants (PWD)   Answer   No

          ii. Internal Selections (PWD)   Answer   No

       c. Supervisors

          i. Qualified Internal Applicants (PWD)   Answer   No

          ii. Internal Selections (PWD)   Answer   No

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   No

          ii. Internal Selections (PWTD)   Answer   No

       c. Supervisors

          i. Qualified Internal Applicants (PWTD)   Answer   No

          ii. Internal Selections (PWTD)   Answer   No

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   No

          b. New Hires for Managers (PWD)   Answer   No

c. New Hires for Supervisors (PWD)   Answer   No

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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   No

     b. New Hires for Managers (PWTD)   Answer   No

     c. New Hires for Supervisors (PWTD)   Answer   No

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   Yes

The agency did convert all Schedule A employees into the competitive service

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

     a. Voluntary Separations (PWD)   Answer   No

     b. Involuntary Separations (PWD)   Answer   No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

     a. Voluntary Separations (PWTD)   Answer   No

     b. Involuntary Separations (PWTD)   Answer   No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Not Applicable

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.

Anyone with an accessibility issue related to navigating the pbgc.gov site should contact the webmaster@pbgc.gov (per The PBGC Website Policies and Procedures and the Accessibility section). In compliance with Section 508 of the Rehabilitation Act (link is external), PBGC is committed to providing access to its Web pages to all people-disabled or not-seeking information about PBGC. According to its policies for accessibility (link is external), the agency shall take appropriate steps to ensure effective communication with applicants, participants, personnel of other Federal entities, and members of the public. If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this Web site interferes with your ability to access information, please contact the PBGC Webmaster atwebmaster@pbgc.gov (link sends e-mail) or 202-326-4343. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the Web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-400-7242 for TTY/ Voice communication.

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.

Not available

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.

PBGC continues ensure access to the building for people with disabilities. In FY 2019, the agency's Section 508 Compliance Team conducted training sessions across the agency to raise awareness of Section 508 responsibilities and also introduced a new "Acclimate to Section 508 Learning Series" that provided hands-on instruction on how to make Word documents accessible to People with Disabilities. This series will continue in FY 2020.

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.)

30 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.

(1) PBGC effectively operates a Reasonable Accommodation Program for qualified individuals with disabilities, including having a centralized reasonable accommodation fund and designated Reasonable Accommodation Coordinator; (2) During FY 2019, PBGC received and timely processed 73 reasonable accommodation requests. (3) PBGC actively collaborates with the Computer/Electronic Accommodations Program (CAP) and the Job Accommodations Network (JAN); (4) PBGC hosted an agency-wide technology fair in FY 2019 that highlighted the accessibility features available in our current PBGC technology. CAP attended the fair and showcased different devices designed to enhance accessibility; (5) PBGC ensures easy access and availability of interpreter services for applicants and employees who are deaf or hard of hearing through continued operation of its Interpreter Services Program; (6) PBGC highlights disability topics through a Disability Awareness Series, with speakers, information and articles in the PBGC newsletter; (7) PBGC includes information about the Workforce Recruitment Program, Diversity and Inclusion, Special Emphasis Observances, and the Reasonable Accommodation Program on its HRD intranet webpage; (8) PBGC maintains a videophone in its lobby to accommodate deaf and hard of hearing visitors; (9) PBGC has an annual mandatory reasonable accommodation and Diversity & Inclusion training requirement for all supervisors and managers and hosted and delivered multiple training sessions in these areas; (10) The HRD Reasonable Accommodation brochure is provided to all employees during New Employee Orientation (NEO) and the PBGC Reasonable Accommodation Coordinator provides a briefing to all new employees during NEO on reasonable accommodation procedures. In addition, the information is available on the intranet via the Employee and Labor Relations Management Division (ELRMD) link entitled "Reasonable Accommodations" at: http://intranet/human_resources/emp_labor_relations/accommodations.cfm and on the internet at: http://www.pbgc.gov/documents/reasonable_accom.pdf

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

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

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

The PAS policy is included in the Reasonable Accommodations Policy. Both were approved by EEOC in FY 19 and are posted on PBGC's Intranet. PAS training will be incorporated into the mandatory RA training for supervisors beginning in FY 20

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

    Answer   No

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

    Answer   No

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

Not Applicable due to 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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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.

Not Applicable due to 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?

<div align="right">Answer   No</div>

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

<div align="right">Answer   N/A</div>

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?	While there may be a trigger in terms of representation, most of the sample sizes are too small to determine if there were barriers. However, as we continue to conduct barrier analysis, we will continue to look for issues that limit equal employment opportunity for PWD and PWTD.
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities

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

The agency has not identified any barriers

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

DAEC has created a strategic plan that supports the agency's goal of retaining and recruiting PWDs and PWTDs. Planned activities include university recruitment fairs, leveraging current career enhancing programs, such as WRP

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.

OEEO will conduct barrier analysis to address the identified triggers.