

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 |

PWD in the GS-1 to GS-10 cluster was above the 12% benchmark for representation at 12.52% for FY 19. GS-11 to Senior Level both was below the 12% benchmark for representation at 5.81% which is an improvement from 5.5% in FY 18.

*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 |

PWTD in the GS-11 to Senior Level was below the 2% benchmark for representation. For FY 2019 the Smithsonian workforce at the GS-11 to Senior Level was 1.66% PWTD.

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

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

The Director of the Office of Equal Employment and Supplier Diversity (OEEED) meets with Smithsonian Senior leadership individually on a quarterly basis to provide updates on units under their purview and progress towards model EEO program implementation. These quarterly briefings include updates on workforce demographics and how snapshots of their workforces align with CLF data in terms of representation. The EEO Director highlights opportunities for improvement, which includes echoing the numerical benchmarks put forth by the EEOC regarding the employment of PWD and PWTD as appropriate.

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

- 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

- 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	1	0	0	Yvonne DuBose, Recruitment Branch Manager, Office of Human Resources, DuBoseY@si.edu
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Yvonne DuBose, Recruitment Branch Manager, Office of Human Resources, DuBoseY@si.edu
Processing reasonable accommodation requests from applicants and employees	1	0	0	Carol Gover, Affirmative Employment Program Manager and Accommodations Coordinator, Office of Equal Employment and Supplier Diversity, goverc@si.edu
Section 508 Compliance	1	0	0	Deron Burba, Chief Information Officer, Office of the Chief Information Officer, BurbaD@si.edu
Architectural Barriers Act Compliance	1	0	0	Beth Ziebarth, Director, Access Smithsonian, Access Smithsonian, ziebarth@si.edu

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTB	1	0	0	Shahin Nemazee, Special Emphasis Program Manager, Office of Equal Employment and Supplier Diversity, nemazees@si.edu

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

During FY 2019 the Office of the Chief Information Office following collaboration with the Office of Equal Employment and Supplier Diversity and Access Smithsonian launched the online course titled “The basics of e-Learning Accessibility”. The course includes lessons that help training providers follow good accessibility guidelines after completing the course. Online learning at the Smithsonian falls under the rules and guidelines set forth in the following federal laws and Smithsonian Directives (SD): o Section 501 of the Rehabilitation Act of 1973 o Section 508 of the Rehabilitation Act of 1973 o SD214 (Equal Employment Opportunity Program) o SD215 (Accessibility for People with Disabilities) o SD950 (Management of the Smithsonian Web) During FY 2019, Access Smithsonian trained multiple SI units' staff, volunteers, and interns on inclusive customer service, best practices, access services, and disability awareness. Sessions covered all disability related laws as applied to the Smithsonian.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

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.

The Smithsonian Institution continues to have a presence at recruitment/outreach events that target PWD and PWTB to include: National Federation for the Blind, EOP’s Careers and the disABLED Fair and Gallaudet University career fairs. In September of 2013, the Smithsonian Institution, SEEC (Seeking Employment, Equality and Community), and the Ivymount School launched a replication of Project SEARCH for young adults who have developmental disabilities. Additional partners include the Maryland Developmental Disabilities Administration, DC’s Rehabilitation Services Administration, and the Maryland Department of Rehabilitation Services. Project SEARCH is a 10-month internship program for young adults with cognitive disabilities, which is sponsored by Access Smithsonian. Interns engage in 3 10-week internships during their tenure to increase their job readiness skills.

In addition, interns gain experience in other job development areas, such as resume writing, interviewing and professional workplace behavior. Each year the Smithsonian hosts 10-12 interns. To date, SI has hired 27 interns with a 94% retention rate, further diversifying SI's workforce. In FY 2019 OEESD along with staff from Access Smithsonian, Human Resources and Office of Fellowships and internships staffed a booth at the CAREERS & the disABLED Career Expo. This pan-institutional outreach effort reached over 100 individuals with a disability. The Institution shared information regarding Schedule A hiring and Reasonable Accommodation practices. This resulted in numerous individuals with disabilities learning the Smithsonian is a place where they too can succeed and find careers or academic appointments. The Institution continues to encourage the use of hiring authorities that allow the noncompetitive appointment of individuals with disabilities, such as Schedule A.

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 PWTB for positions in the permanent workforce

The Smithsonian uses a variety of appointing authorities to hire job applicants to include a special Schedule A (5 C.F.R. 213.3102(u)) appointing authority for persons with qualifying Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities. Disabled veterans may also be considered under special hiring programs for veterans with disability ratings from the Department of Veterans Affairs of 30% or more. The Smithsonian fills positions two ways, competitively and non-competitively. All persons who are selected for positions must meet the qualification requirements for which they have been selected and be able to perform the essential duties of the position with or without reasonable accommodation. These positions are posted on the USAJOBS.GOV federal employment portal and other various recruitment outlets as deemed feasible/appropriate by the Institution/Unit/Museum. These candidates are considered solely based on their credentials submitted against the job requirements. The non-competitive process is engaged when a manager has identified a PWD and a position which are compatible. At that point, the recruitment package is prepared and submitted to the Office of Human Resources and processed accordingly.

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.

An individual hired under this authority (Schedule A) must be ready to perform the job for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For instance, the certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment." This certification of job readiness may be obtained from the same individuals that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document. (1) The agency determines if the PWD is eligible for appointment under such authority by verifying the Schedule A documentation for job readiness is acceptable from the following entities: a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The HR office reviews the resume of the PWD against the classified position description along with the needs of the organization/unit/museum. This information is verified thoroughly prior to being presented to the hiring manager for position compatibility. (2) Once this process is solidified by the HR Specialist, the documentation is then forwarded to the manager to review the credentials of the PWD, interview, and assess the overall qualifications of each qualified candidate. In addition, requests for reasonable accommodations are processed according to the Smithsonian's procedures. Such accommodations may include the following examples: providing or modifying equipment or devices; providing readers and interpreters; modifying work schedules; adjusting exams, training materials, and position reassignment. An explanation of how and when the PWD may be appointed is provided to each manager at that time. The manager may receive the PWD application via several ways: on a merit promotion certificate or using a standard email system as a password protected document.

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

The Smithsonian provides a Fundamentals for Supervisor Training on various human resources topics, including hiring persons with disabilities. This training is offered 3 to 4 times per year by the Office of Human Resources (OHR) to all new managers and supervisors. This training is a rigorous 8-hour training class which lasts 3 days by which attendance is mandatory for all 3 days in order to receive a certificate of completion. This training also provides an opportunity for managers and supervisors to discuss in detail all phases of human resources, especially how to recruit using special hiring authorities. Participants receive a binder of appropriate literature and are given contact information for future reference. The Smithsonian also requires mandatory in-person and refresher EEO Training for Managers and Supervisors. The in-person session for new supervisors is offered 4 to 5 times per Fiscal Year and the refresher training (required every three years) is available online. Both cover the applicable authorities (i.e. ADA, Section 501 of the Rehab Act of 1973) that take disability into account. During FY 2019 Access Smithsonian staff trained multiple SI units' staff, volunteers, and interns on inclusive customer service, best practices, access services, and disability awareness.

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.

During FY 2019, the Smithsonian Institution continued its efforts to establish and maintain contacts with organizations that promote and assist PWD and PWTD in securing and maintaining employment. Some of the Smithsonian’s most noteworthy accomplishments in this area during FY 2019 can be found below: Project SEARCH: In September of 2013, The Smithsonian Institution, SEEC (Seeking Employment, Equality and Community for People with Developmental Disabilities) and Ivymount School launched a replication of Project SEARCH for young adults who have developmental disabilities. Additional partners include the Maryland Developmental Disabilities Administration, DC’s Rehabilitation Services Administration, and the Maryland Department of Rehabilitation Services. Project SEARCH is a 10-month internship program for young adults with cognitive disabilities, which is sponsored by Access Smithsonian. Interns are immersed in 3 10-week internships during their tenure to increase their job readiness skills. In addition, interns gain experience in other job development areas, such as resume writing, interviewing and professional workplace behavior. Each year the Smithsonian hosts 10-12 interns. To date, SI has hired 27 interns with a 94% retention rate, further diversifying SI’s workforce. National Disability Employment Awareness Month Panel: Staff from Access Smithsonian participated on a panel to educate community organizations and to celebrate National Disability Employment Awareness Month. Panelists spoke about inclusive hiring practices. Greater Washington Internship Coalitions: As a member of the GWIC, Access Smithsonian is dedicated to increasing the number of internship and educational opportunities for individuals with disabilities at SI and in the community. The GWIC meets quarterly. Members regularly participate in outreach events such as affinity-group conferences and internship/career fairs in Washington, DC to promote SI academic programs to diverse audiences. Gallaudet University Career Center: Participated to recruit candidates for the Access to Opportunities Internship program for students with disabilities. Operation Warfighter: Operation Warfighter (OWF) is a Department of Defense internship program that matches qualified wounded, ill and injured Service members with non-funded federal internships in order for them to gain valuable work experience during their recovery and rehabilitation. This process assists with the Service members’ reintegration to duty, or transition into the civilian work environment where they are able to employ their newly acquired skills in a non-military work setting. The National Federation for the Blind: Participated in the National Federation of the Blind – District of Columbia Career Fair. Met with dozens of individuals interested in careers with the Smithsonian. Equal Opportunity Publication’s Careers & the disABLED Magazine’s Career Expo for People with Disabilities: This career fair brought industry and government together with a focus on opportunities for people with disabilities who are entry-level and professionals in all career disciplines. The Smithsonian team met with more than 100 potential employees and academic appointees, with an emphasis on disabled military veterans who want to reenter the workforce. Information regarding Federal Government’s Schedule A Hiring Authority and the Smithsonian’s internship programs that target individuals with disabilities was provided to attendees.

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

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

PWD selections were under the benchmark, but the Institution showed significant improvement with 8.9% of PWD representing MCO new hires. PWTD new hires were under the 2% benchmark for MCO.

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

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

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

For PWD qualified applicants for MCO were below the benchmark of 12%, however 7.69% identified as a PWD, which is an improvement from 0% in FY 2018.

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

Of the 5 promotions during FY 2019, there none were PWD or PWTD.

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.

The Smithsonian monitors applicant and selection criteria for career development programs. Access Smithsonian works to ensure the broadest inclusion, in part by implementing Smithsonian Directive 215 that covers accessibility for people with disabilities, including staff. Access Smithsonian also does a significant amount of training for Smithsonian staff about accessibility and disability. Access Smithsonian also works directly with individuals in the disability community as well as groups such as the American Association of People with Disabilities; with other cultural arts institutions such as the Kennedy Center; and with organizations such as the HSC Foundation (a parent organization that supports different levels and stages of care for people with disabilities) to identify opportunities to better serve PWD and PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Emerging Leaders Development Program (ELDP) is a leadership development program for employees who are competitively selected at the GS/IS 11-12. The purpose of this program is to develop a diverse team of employees to be creative and effective “leaders on the line” by developing their leadership and interdisciplinary skills throughout Smithsonian. Palmer Leadership Development Program (PLDP) is a leadership development program for employee who are competitively selected in grades GS13 and 14. The purpose of this unique program is to strengthen a participant’s leadership skills, foster an innovative culture, to increase his/her professional network, and expand the use of organizational best practices. The PLDP goal is to enhance the participant’s understanding of the complexities and breadth of the Smithsonian mission while preparing him/her to address new challenges. (Pilot conducted in FY 2018) Foundations of Professional Development is a professional development program for Smithsonian staff targeting grades 7, 8, 9, and 10. With potential future demographic shifts towards a less experienced workforce, there is a need to create an inclusive pipeline of talent, to encourage retention and to instill a culture of continuous learning as early as possible.

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						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development 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

During FY 2019, the Smithsonian did not administer any career development programs that required competition and/or supervisory recommendation/approval to participate. Leadership development programs are in the process of being reviewed and improved to serve a larger and more diverse workforce. We look forward to reporting in FY 2020.

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

During FY 2019, the Smithsonian did not administer any career development programs that required competition and/or supervisory recommendation/approval to participate. Leadership development programs are in the process of being reviewed and improved to serve a larger and more diverse workforce. We look forward to reporting in FY 2020.

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

Time Off Awards: 1-10 Hours: of the 373 awards given, 43 of the awards were provided to PWD (11.53 %). While a trigger remains (less than .5%), this was an increase of 4% from FY 2018. 1-10 Hours: of the 373 awards given, 10 of the awards were provided to PWTD (2.68%), which is above the 2.0% benchmark and improvement from FY 2018. 11-20 Hours: of the 490 awards given, 10.82% were provided to PWD. 11-20 Hours: of the 490 awards given, 1.84% were provided to PWTD. 21-30 Hours: of the 459 awards given, 7.63% were provided to PWD. 21-30 Hours: of the 459 awards given, 1.53% were provided to PWTD. 31-40 Hours: of the 604 awards given, 6.13% were provided to PWD. 31-40 Hours: of the 604 awards given, 1.16% were provided to PWTD. Cash Awards: \$1000-1999: of the 1330 cash awards given, 6.92% of the awards were provided to PWD. \$1000-1999: of the 1330 cash awards given, 1.95% of the awards were provided to PWTD. \$2000-2999: of the 385 awards given, 5.97% of the awards were provided to PWD. \$2000-2999: of the 385 awards given, 1.56% of the awards were provided to PWTD. \$3000-3999: of the 162 awards given, 8.02% were provided to PWD \$3000-3999: of the 162 awards given, 4.32% were provided to PWTD, which is above the inclusion benchmark \$4000-4999: of the 49 awards given, none were provided to PWD or PWTD. \$5000 or more: of the 112 awards given, 4.46% were provided to PWD and .89% were provided to PWTD.

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 No

Of the 87 QSI’s, 13 were provided to PWD (14.94 %). The Institution was below the benchmark in FY 18 and are pleased to report this improvement in FY 19. Of the 87 QSIs, 2 were provided to PWTD (2.30%). The Institution was below the benchmark in FY 18 and are pleased to report this improvement in FY 19.

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 No

b. Other Types of Recognition (PWTD) Answer No

D. PROMOTIONS

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

a. SES

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

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer 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

There were no applicants or selections identified as being a PWD.

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

a. SES

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

ii. Internal Selections (PWTD) Answer N/A

- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer 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

There were no applicants or selections identified as being a PWTD.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWD) Answer N/A
 - b. New Hires to GS-15 (PWD) Answer Yes
 - c. New Hires to GS-14 (PWD) Answer No
 - d. New Hires to GS-13 (PWD) Answer Yes

• Of the 3 Senior hires, none identified as having a disability • Of the 6 GS-15 hires, none identified as having a disability • Of the 7 GS-14 hires, 1 (14.29%) identified as having a disability • Of the 25 GS-13 hires, none identified as having a disability

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWTD) Answer N/A
 - b. New Hires to GS-15 (PWTD) Answer Yes
 - c. New Hires to GS-14 (PWTD) Answer No
 - d. New Hires to GS-13 (PWTD) Answer Yes

• Of the 3 Senior hires, none identified as having a targeted disability • Of the 6 GS-15 hires, none identified as having a targeted disability • Of the 7 GS-14 hires, 1 (14.29%) identified as having a targeted disability • Of the 25 GS-13 hires, none identified as having a disability

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

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer Yes

There were no internal applicants or selectees who identified as a PWD or PWTD for all categories except Supervisors. 12.5% of applicants identified as a PWD

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

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer Yes
 - ii. Internal Selections (PWTD) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer Yes

There were no internal applicants or selectees who identified as a PWD or PWTD for all categories except Supervisors. 12.5% of applicants identified as a PWTD

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 No

• There were no PWD among executives and manager new hires • Of the 24 new hires for Supervisors, 3 (12.5%) identified as a

PWD

8. 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 (PWTD) Answer Yes
- b. New Hires for Managers (PWTD) Answer Yes
- c. New Hires for Supervisors (PWTD) Answer No

• There were no PWTD among executives and manager new hires • Of the 24 new hires for Supervisors, 1 (4.17%) identified as a PWTD.

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

This FY 18 deficiency was addressed during the Institution’s Technical Assistance Visit by the EEOC and the Smithsonian outlined steps being taken to ensure timely conversions moving forward; EEOC representatives agreed. In summary, the Office of Equal Employment and Supplier Diversity are coordinating this effort with our Office of Human Resources. We are notifying the appropriate unit HR liaisons and providing lists of eligible employees and a reminder that EEOC requires the Smithsonian to report annually on the conversion of Schedule A employees. Through our collaborative efforts the Institution is working diligently to ensure eligible Schedule A employees and we have already yielded positive results that we look forward to reporting for FY 20.

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

Voluntary and involuntary separations (percentages) for PWD exceeded those of persons without disabilities. There were 742 separated individuals who identified as having no disability, of these 742 individuals, 500 separated voluntarily (8.8 %) vs. 42 involuntarily separations (0.7%) for individuals without a disability. There were 51 PWD who voluntarily separated (10%) and 7 PWD who were involuntarily separated (1.3%). Thus, PWD numbers exceeded (percentage wise) persons without a disability.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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3. Using the inclusion rate as the benchmark, did the percentage of PWD 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 Yes

There were 3 PWTD who were involuntarily separated (2.3%). Thus, PWTD numbers exceeded (percentage wise) persons without targeted disabilities.

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.

SI has developed an exit survey that became live in early FY 19. This multi-unit effort will assist the Institution in identifying retention related triggers moving forward and will allow the Smithsonian to continue its efforts in making EEO, diversity and inclusion a top priority and all levels. We look forward to reporting on reasons for separations in future reports as we begin to collect meaningful data.

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.si.edu/FAQs/Access>

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.si.edu/Accessibility> <https://airandspace.si.edu/rfp/exhibitions/files/j3-directive-215.pdf>

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

During FY 2019 the Office of the Chief Information Officer following collaboration with the Office of Equal Employment and Supplier Diversity and Access Smithsonian launched the online course titled “The basics of e-Learning Accessibility”. The course includes lessons that help training providers follow good accessibility guidelines after completing the course. Online learning at the Smithsonian falls under the rules and guidelines set forth in the following federal laws and Smithsonian Directives (SD): o Section 501 of the Rehabilitation Act of 1973 o Section 508 of the Rehabilitation Act of 1973 o SD214 (Equal Employment Opportunity Program) o SD215 (Accessibility for People with Disabilities) o SD950 (Management of the Smithsonian Web) Additionally, as part of the Smithsonian Office of Occupational Safety, Health and Environmental Management’s “Safety Day” fair, members of OEESD shared with Smithsonian employees and the general public the Smithsonian’s reasonable accommodation policies and other accessibility related information. Additionally, the Smithsonian has dedicated staff charged with improving accessibility throughout the Institution. The responsibilities include: o Advising on and implementing policy, practices, and procedures related to access for people with disabilities; o Reviewing facility and exhibition designs; o Providing technical assistance; o Conducting outreach to the disability community and other cultural arts organizations; o Providing staff education on disability topics; and o Working with Smithsonian museums and offices to provide direct services, including sign language interpretation, real time captioning, and alternate formats of publications.

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.)

The average time frame for processing initial requests for reasonable accommodations during FY 2019 was 15.9 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.

During FY 2019, the Institution provided Smithsonian-wide email announcements regarding Reasonable Accommodation for persons with disabilities. The notifications provided additional information on CAP in addition to links that provide thorough information regarding the Smithsonian's Reasonable Accommodation Program. Required in-person and online EEO training provides employees, managers and supervisors with detailed information on the Reasonable Accommodation process. New employees are provided information on Reasonable Accommodation by representatives from OEESD during New Employee Orientation session that occur bi-weekly. During FY 2019 the Office of the Chief Information Officer following collaboration with the Office of Equal Employment and Supplier Diversity and Access Smithsonian launched the online course titled "The basics of e-Learning Accessibility". The course includes lessons that help training providers follow good accessibility guidelines after completing the course. Online learning at the Smithsonian falls under the rules and guidelines set forth in the following federal laws and Smithsonian Directives (SD): o Section 501 of the Rehabilitation Act of 1973 o Section 508 of the Rehabilitation Act of 1973 o SD214 (Equal Employment Opportunity Program) o SD215 (Accessibility for People with Disabilities) o SD950 (Management of the Smithsonian Web) Additionally, as part of the Smithsonian Office of Occupational Safety, Health and Environmental Management's "Safety Day" fair, members of OEESD shared with Smithsonian employees and the general public the Smithsonian's reasonable accommodation policies and other accessibility related information.

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 Smithsonian Institution processed requests for personal assistance services (PAS) in accordance with SI procedures during FY 2019.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer 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.
-

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 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.
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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

<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>	<ul style="list-style-type: none"> • Overall underrepresentation of Smithsonian’s PWD workforce (7.94%). This representation is below the EEOC benchmark of 12% • GS-11 to Senior Level both was below the 12% benchmark for representation at 5.81% which is an improvement from 5.5% in FY 18. • PWTD in the GS-11 to Senior Level was below the 2% benchmark for representation. For FY 2019 the Smithsonian workforce at the GS-11 to Senior Level was 1.66% PWTD. • New hires for MCO: PWD selections were under the benchmark, but the Institution showed significant improvement with 8.9% of PWD representing MCO new hires. PWTD new hires were under the 2% benchmark for MCO. • Qualified applicants for MCO: For PWD qualified applicants for MCO were below the benchmark of 12%, however 7.69% identified as a PWD, which is an improvement from 0% in FY 2018. • Promotions for MCO: Of the 5 promotions during FY 2019, there were none were PWD or PWTD 				
<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>	<ul style="list-style-type: none"> • Low employee turnover rate; • Limited pool of candidates in the highly/best qualified categories; • Limited use of Schedule A authorities and special appointing procedures; and, • Limited availability of mission critical employment opportunities. 				
<p>Objective</p>	<p>To continue recruitment and retention strategies that increase opportunities for hiring, developing and retaining PWTD</p> <table border="1" data-bbox="487 1008 779 1155"> <tr> <td>Date Objective Initiated</td> <td>Sep 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 20</td> </tr> </table>	Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Sep 30, 20
Date Objective Initiated	Sep 30, 2019				
Target Date For Completion Of Objective	Sep 30, 20				
<p>Responsible Officials</p>	<p>Era Marshall Director, OEESD</p> <p>Eric Woodard Director, Office of Fellowship and Internships</p> <p>Mike McCarthy Director, Office of Human Resources</p> <p>Beth Ziebarth Director, Access Smithsonian</p>				

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
06/01/2020	New Hires: Promote Schedule A appointments <ul style="list-style-type: none"> • Promote management's increased utilization of Schedule A and special appointing authorities. • Inform supervisors and managers of special hiring authorities. 	Yes		
09/01/2020	Policy review and dissemination: Continue to review recruitment and hiring policies and procedures to determine if current practices result in barriers to PWD and PWTB.	Yes		
07/01/2020	Internships: Increase internship programs for individuals with targeted disabilities. <ul style="list-style-type: none"> • Advertise targeted internships for Access to Opportunities program. • Continue the Project SEARCH Transition Program, a one-year internship program for students with cognitive disabilities in their last year of school. 	Yes		
09/01/2020	Targeted recruitment: Continue expansion of recruitment initiatives and resources to locate qualified applicants with targeted disabilities. <ul style="list-style-type: none"> • Attend and/or participate in outreach activities, career and job fairs, etc. • Send vacancy announcements to academic institutions and professional organizations and other appropriate resources. • Network with employee advocacy groups. • Post individuals with targeted disabilities recruitment information on internal and external websites. • Issue selecting official advisory letter regarding the use of Schedule A. 	Yes		
09/01/2020	Applicant data collection: Collect and analyze applicant data to identify potential barriers in the recruitment and hiring processes, and revise processes to remedy identified barriers.	Yes		
09/01/2020	Accommodations: Provide and report on reasonable accommodations provided to qualified applicants and employees with disabilities. Update Reasonable Accommodation Procedures and send to EEOC for concurrence.	Yes		

Fiscal Year	Accomplishments
2019	<ul style="list-style-type: none"> • For FY 19 the Smithsonian is pleased to report we increased our representation and met the EEOC benchmark for PWTB with 2.04%(+.12). • During FY 2019, the Smithsonian Institution updated their accommodations procedures to include personal care assistance and other requirements identified in 29 CFR 1614.203. • During FY 2019, the Institution saw increases in the overall workforce for PWD and PWTB. PWD saw an increase from 481 (7.55 %) in FY 2018 to 503 (7.94 %) in FY 2019 (increase of 22 PWD). PWTB saw an increase from 122 (1.92 %) in FY 2018 to 129 (2.04%) in FY 2019, which is above EEOC’s 2.0% goal. • The Institution is pleased to report that in FY 19 PWTB are represented in all job categories listed in table B3 to include both sales workers and laborers and helpers. • The Director of EEO (Office of Equal Employment and Supplier Diversity) meets with Smithsonian Senior leadership individually on a quarterly basis to provide updates on their unit’s progress towards model EEO program implementation. These quarterly briefings include updates on workforce demographics and how snapshots of their workforces align with CLF data in terms of representation. The EEO Director highlights opportunities for improvement, which includes echoing the numerical benchmarks put forth by the EEOC regarding the employment of PWD and PWTB as appropriate. • During FY 2019 the Office of the Chief Information Officer following collaboration with the Office of Equal Employment and Supplier Diversity and Access Smithsonian launched the online course titled “The basics of e-Learning Accessibility”. The course includes lessons that help training providers follow good accessibility guidelines after completing the course. Online learning at the Smithsonian falls under the rules and guidelines set forth in the following federal laws and Smithsonian Directives (SD): <ul style="list-style-type: none"> o Section 501 of the Rehabilitation Act of 1973 o Section 508 of the Rehabilitation Act of 1973 o SD214 (Equal Employment Opportunity Program) o SD215 (Accessibility for People with Disabilities) o SD950 (Management of the Smithsonian Web) • As part of the Smithsonian Office of Occupational Safety, Health and Environmental Management’s “Safety Day” fair, members of OEESD shared with Smithsonian employees and the general public the Smithsonian’s reasonable accommodation policies and other accessibility related information. • During FY 2019, the Institution’s Access Smithsonian Office trained multiple SI units' staff, volunteers, and interns on inclusive customer service, best practices, access services, and disability awareness. • The Smithsonian Institution continues to have a presence at recruitment/outreach events that target PWD and PWTB to include: National Federation for the Blind, EOP’s Careers and the disABLED fair and Gallaudet University career fairs. • In FY 2019 OEESD along with staff from Access Smithsonian, Human Resources and Office of Fellowships and internships staffed a booth at the CAREERS & the disABLED Career Expo. This pan-institutional outreach effort reached over 100 individuals with a disability. The Institution shared information regarding Schedule A hiring and Reasonable Accommodation practices. This resulted in numerous individuals with disabilities learning the Smithsonian is a place where they too can succeed and find careers or academic appointments • Access to Opportunities is an internship program for college students with disabilities. Funded by the HSC Foundation, interns are placed in various units throughout the Smithsonian that relate to their field of study and/or career path. The Institution recruits students, selects candidates from applicant pool, secures internship placements, and evaluates results from intern and mentor feedback. In FY19, the Smithsonian hosted ATO interns. • The Smithsonian provides a Fundamentals for Supervisor Training on various human resources topics, including hiring persons with disabilities. This training is offered 3 to 4 times per year by the Office of Human Resources (OHR) to all managers and supervisors. This training is a rigorous 8-hour training class which lasts 3 days by which attendance is mandatory for all 3 days in order to receive a certificate of completion. This training also provides an opportunity for managers and supervisors to discuss in detail all phases of human resources, especially how to recruit using special hiring authorities. Participants receive a binder of appropriate literature and are given contact information for future reference. • OEESD also requires mandatory in-person and refresher EEO Training for Managers and Supervisors. The in-person session for new supervisors is offered 4 to 5 times per Fiscal Year and the refresher training (required every three years) is available online. Both cover the applicable authorities (i.e. ADA, Section 501 of the Rehab Act of 1973) that take disability into account. • PWD represented 12.5% of new hires for Supervisors and PWTB represented 4.17% new hires for Supervisors in FY 19 • 14.29% of GS-14 hires identified as having a targeted disability

Fiscal Year	Accomplishments
	<ul style="list-style-type: none"> • 14.29% of GS-14 hires identified as having a disability • Of the 87 QSI's, 13 were provided to PWD (14.94 %). The Institution was below the benchmark in FY 18 and are pleased to report this improvement in FY 19. • Of the 87 QSIs, 2 were provided to PWTD (2.30%). The Institution was below the benchmark in FY 18 and are pleased to report this improvement in FY 19. • \$3000-3999: of the 162 cash awards given, 4.32% were provided to PWTD, which is above the inclusion benchmark • 1-10 Hours: of the 373 awards given, 43 of the awards were provided to PWD (11.53 %). While a trigger remains (less than . 5%), this was an increase of 4% from FY 2018. • 1-10 Hours: of the 373 awards given, 10 of the awards were provided to PWTD (2.68%), which is above the 2.0% benchmark and improvement from FY 2018. • PWD in the GS-1 to GS-10 cluster was above the 12% benchmark for representation at 12.52% for FY 19 <p>During FY 2019, The Smithsonian Institution continued its efforts to establish and maintain contacts with organizations that promote and assist PWD and PWTD in securing and maintaining employment. Some of the Smithsonian's most noteworthy accomplishments in this area during FY 2019 can be found below:</p> <ul style="list-style-type: none"> • Project SEARCH: is a 10-month internship program for young adults with cognitive disabilities, which is sponsored by the Accessibility Program. Interns in 3 10-week internships during their tenure to increase their job readiness skills. In addition, interns gain experience in other job development areas, such as resume writing, interviewing and professional workplace behavior. Each year the Smithsonian hosts 10-12 interns. To date, SI has hired 27 interns with a 94% retention rate, further diversifying SI's workforce. • Smithsonian Accessibility Innovation Funds: Managed by Access Smithsonian, all Smithsonian units were invited to submit a proposal on developing, implementing, and evaluating innovative solutions to make SI accessible to all visitors. Proposals were reviewed by a selection committee with representatives from multiple Smithsonian units and museums, and the Institute for Human Centered Design. • Greater Washington Internship Coalitions: As a member of the GWIC, the Access Smithsonian is dedicated to increasing the number of internship and educational opportunities for individuals with disabilities at SI and in the community. The GWIC meets quarterly. Members regularly participate in outreach events such as affinity-group conferences and internship/career fairs in Washington, DC to promote SI academic programs to diverse audiences
2019	<ul style="list-style-type: none"> • Smithsonian Accessibility Network: Access Smithsonian staff coordinated the formation of the Smithsonian Accessibility Network in collaboration with educators and staff from around the Institution to promote accessibility best practices, provide staff training, and encourage community partnerships. The network hosts bimonthly workshops and training opportunities. • Employment Working Group: Access Smithsonian staff served on the Employment Working Group steering committee, which is led by the National Youth Transition Center. The EWG is comprised of 7 community organizations. The EWG will be creating training materials for businesses on how to provide accommodations for employees with disabilities and how to overcome unconscious bias when hiring. • Equal Opportunity Publication's Careers & the disABLED Magazine's Career Expo for People with Disabilities: This career fair brought industry and government together with a focus on opportunities for people with disabilities who are entry-level and professionals in all career disciplines. The Smithsonian team met with more than 100 potential employees and academic appointees, with an emphasis on disabled military veterans who want to reenter the workforce. Information regarding Federal Government's Schedule A Hiring Authority and the Smithsonian's internship programs that target individuals with disabilities was provided to attendees. • Operation Warfighter: Operation Warfighter (OWF) is a Department of Defense internship program that matches qualified wounded, ill and injured Service members with non-funded federal internships in order for them to gain valuable work experience during their recovery and rehabilitation. This process assists with the Service members' reintegration to duty, or transition into the civilian work environment where they are able to employ their newly acquired skills in a non-military work setting. The Smithsonian Institution participates in this program through regular attendance at OWF internship fairs at Walter Reed and Ft. Belvoir. • Kennedy Krieger Institute; The Smithsonian's National Museum of Natural History partners with this organization to bring aboard students with various disabilities to gain valuable work and volunteer experience in a professional museum setting.

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

The Institution continues to embrace EEO diversity and inclusion in all aspects of our operations. Many of the identified triggers and barriers require ongoing efforts to continue each fiscal year and we are encouraged to see improvements as each year passes. The Smithsonian will continue working towards meeting all benchmarks for PWD and PWTD and we thank the EEOC for their continued support

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

Planned activities for FY 2020 will be analyzed and reported on the FY 2020 MD-715 report.

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.

Planned activities from previous reports have yielded improvements on the overall representation of PWD and PWTD in SI's workforce. Most notably in FY 19 the Institution's workforce was comprised of 2.04% PWTD, which is above EEOC's 2.0% goal. The Institution will continue forward with initiatives aimed at the recruitment, hiring and retention of PWD and PWTD.