

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

Civil Service Analysis of MD-715 workforce data shows that for the GS-11 to SES cluster there was 7.88 percent of the CS workforce identifying as a person with a disability., (Note: For the Cluster GS-1 to GS-10 [PWD] 13.73% of the CS workforce identified as a person with a disability, and thus there is no trigger.) Foreign Service Analysis of MD-715 workforce data shows that for the FO-04 to SFS cluster, there was 2.19 percent of the FS workforce identifying as a person with a disability. For the FO-09 to FO-05 cluster, one employee identified as a person with disability (0.05 percent).

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
 - a. Cluster GS-1 to GS-10 (PWTD) Answer No
 - b. Cluster GS-11 to SES (PWTD) Answer No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	50	6	12.00	1	2.00
Grades GS-11 to SES	1510	119	7.88	32	2.12

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

In FY 2020 the Agency updated the USAID Plan for the Recruitment and Hiring of People with Disabilities plan to include the 12 percent and two percent goals in addition to other methods of communication to hiring managers and recruiters.

Section II: Model Disability Program

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

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

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

Answer Yes

N/A

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	
Answering questions from the public about hiring authorities that take disability into account	1	1	0	Linda Wilson, Disability Employment Program Manager, HCTM, liwilson@usaid.gov
Section 508 Compliance	2	2	0	William Morgan, Supervisory IT Specialist (M/CIO/IA)
Architectural Barriers Act Compliance	2	0	0	Dr. Tony Bennett, Director, Headquarters Management Division, Management Services, Management Bureau, antibennett@usaid.gov Chris Orbits, Safety and Occupational Health Manager (M/MS/HMD)
Special Emphasis Program for PWD and PWTD	1	0	0	Linda Wilson, Disability Employment Program Manager, HCTM, liwilson@usaid.gov
Processing reasonable accommodation requests from applicants and employees	2	0	0	

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	1	0	Linda Wilson, Disability Employment Program Manager, HCTM. liwilson@usaid.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

The HCTM Disability Employment Program Manager takes biannual training through USAID University on hiring, retaining, and including people with disabilities. The Program Manager completed this training in 2020 and is scheduled to complete it again in 2022. Course title “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities”

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

The Agency provided sufficient funding and other resources to successfully implement the disability program in FY 2020.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		
Objective	o post procedures for processing requests for Personal Assistance Services (PAS) on a public website to inform management officials and persons with disabilities of the appropriate steps to request PAS.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		OCRD will develop the procedures to provide PAS for persons with disabilities.
	Sep 30, 2020		OCRD will revise the Agency’s Reasonable Accommodations Procedures (ADS 111) to include a section that outlines the PAS procedures.
	Sep 30, 2020		OCRD will send draft policy (ADS 111) to relevant stakeholders in the Agency for review and comments.
	Sep 30, 2020		OCRD will finalize the revised draft policy and send it to EEOC for approval.
	Sep 30, 2020		Upon EEOC approval, OCRD will post the revised policy, including the PAS procedures, on the USAID public website.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	The revised ADS Chapter 111 Procedures for Providing Reasonable Accommodation for Individuals with Disabilities including the PAS procedures was approved by the EEOC on November 18, 2020. The revised document is currently in the USAID’s clearance phase soon to be published on the USAID public website.	

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.

USAID participated in various job and career fairs targeted to people with disabilities (PWD) through the reporting period. The Agency also conducted outreach and strategic recruitment efforts to PWD through webinar sessions including students from Gallaudet University and George Washington University’s Disability Services to promote student employment and career opportunities. USAID’s Disability Employee Resource Group served in an active role to participate in outreach and recruitment, employee engagement, and other efforts supporting the employment of PWD.

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

To attract candidates with disabilities, USAID uses both Schedule A and the 30% or more disabled veteran hiring authorities. We also use outreach tactics that include participating in recruiting events, paid advertisements, and the wounded warrior program.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual’s application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

((1) The Agency determines if an individual is eligible by requesting that the individual submit a letter from an authorized health provider. (2) Upon verification of required documents to ensure eligibility for participation (e.g., Schedule A letter), the resume is submitted to the servicing HR specialist who will make qualifications determination. The specialists evaluate the resume on education and experience to determine occupational series and grade level that the applicant could be considered non-competitive within the Agency. If the applicant is found to be qualified, the resume is forwarded to the Human Capital Services Team (HCSC) or directly to a hiring manager for consideration.

- 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 Agency administers mandatory training annually through USAID University, which is USAID’s learning management system that provides interactive instructional guides and tutorials.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

In FY 2020, USAID implemented a variety of strategies to support the advancement of disabled veterans within the Agency. USAID sponsors an Employees with Disabilities (EWD) Employee Resource Group (ERG) and partners with its leadership to exchange information on best practices for people with disabilities (PWD), including advancement, retention, and resolution of employment challenges through brown bag sessions, panel sessions, and other events. The sessions focused on what managers can do to support employees with disabilities and disabled veterans and provided information on resources available to support individual development and progression toward career goals.

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

Overall Agency PWD – 6.57 percent of new hires by the Agency identify as persons with a disability PWTD – 1.01 percent of new permanent hires to the Agency identified as persons with a targeted disability CS PWD – 11.19 percent of new CS permanent hires identify as persons with a disability PWTD – 1.81 percent of new CS permanent hires identified as a person with a targeted disability FS PWD – 1.10 percent of new FS permanent hires identified as persons with a disability PWTD – No new FS permanent hires identified as persons with a targeted disability

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

Total Workforce (Permanent) 0301 3.92 percent of qualified candidates identified as PWD with 4.17% being selected 1.82 percent of qualified candidates identified as a PWTD with 4.17% being selected 0340 8.30 percent of qualified candidates identified as a PWD with none being selected 3.32 percent of qualified candidates identified as a PWTD with none being selected 0341 13.59 percent of qualified candidates identified as a PWD with 30.77% being selected 5.79 percent of qualified candidates identified as a PWTD with 7.69% being selected 0343 8.93 percent of qualified candidates identified as a PWD with 12.12% being selected 3.91 percent of qualified candidates identified as a PWTD with 3.03%being selected 0511 4.05 percent of qualified candidates identified as a PWD with none being selected 2.7 percent qualified candidates identified as a PWTD with none being selected 0685 5.58 percent of qualified candidates identified as a PWD with none being selected 0.4 percent of qualified candidates identified as a PWTD with none being selected 1102 6.67 percent of qualified candidates identified as PWD with none being selected 3.33 percent of qualified candidates identified as a PWTD with none being selected Civil Service Workforce (Permanent) 0301 8.33% of candidates who identified as PWD were selected No candidates who identified as PWTD were selected 0340 No candidates who identified as PWD or PWTD were selected 0341 47.37% of candidates who identified as PWD were selected No candidates who identified as PWTD were selected 0343 9.3% of candidates who identified as PWD were selected 4.65% of candidates who identified as PWTD were selected 0511 No candidates who identified as PWD or PWTD were selected 0685 No candidates who identified as PWD or PWTD were selected 1102 5% of candidates who identified as PWD were selected 5% of candidates who identified as PWTD were selected Foreign Service Workforce (Permanent) 0301 No candidates who identified as PWD or PWTD were selected 0340 No candidates who identified as PWD or PWTD were selected 0341 No candidates who identified as PWD or PWTD were selected 0343 No candidates who identified as PWD or PWTD were selected 0511 No candidates who identified as PWD or PWTD were selected 0685 No candidates who identified as PWD or PWTD were selected 1102 No candidates who identified as PWD or PWTD were selected

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0301MISCELLANEOUS ADMINISTRATION & PROGRAM	0	0.00	0.00	0.00	0.00
0340PROGRAM MANAGEMENT	0	0.00	0.00	0.00	0.00
0341ADMV OFFICER	0	0.00	0.00	0.00	0.00
0343MANAGEMENT & PROGRAM ANALYSIS	0	0.00	0.00	0.00	0.00
0511AUDITING	0	0.00	0.00	0.00	0.00
0685PUBLIC HEALTH PROGRAM SPECIALIST	0	0.00	0.00	0.00	0.00
1102CONTRACTING	0	0.00	0.00	0.00	0.00

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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

The Agency does not currently report this data. The Agency will work to incorporate into future MD-715 reporting.

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

Overall Agency 0341 33.33 percent of qualified internal candidates identified as a PWD with none being selected 33.33 percent of qualified internal candidates identified as a PWTD with none being selected 0343 11.54 percent of qualified internal candidates identified as a PWD with 14.29 percent being selected No qualified internal candidates identified as s 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 Agency’s Office of Human Capital and Talent Management provided the Employees with Disabilities ERG leadership information to share with Agency personnel on how to use the Special Appointment Authorities afforded to eligible employees with disabilities, such as, Schedule A and Veterans Recruitment Appointment, 30 percent or More Disabled Veterans Appointment Authorities. The Disability Employment Program Manager met with Agency human resources, recruitment and staffing specialists to ensure timely conversion and promotion of employees appointed using Schedule A and veterans special hiring authorities. To remove any barriers for advancement of people with disabilities, the Agency continued to improve and enhance its Reasonable Accommodation (RA) Program in a number of ways.

B. CAREER DEVELOPMENT OPPORTUNITES

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

USAID provides training and development opportunities to all hiring categories of the Agency’s workforce. In addition to internal development programs the Agency leverages agreements with various intergovernmental organizations and private institutions of learning with an emphasis on leadership development and diversity, equity and inclusion initiatives at the core of its curriculum. These programs are: Office of Personnel Management, Center for Leadership Development, Federal Executive Institute (CLD-FEI) partners with USAID for the design and delivery of USAID’s Leadership Development Program (Intentional, Collaborative, Adaptive Leadership, and Strategic Leadership). Massachusetts Institute of Technology: (MIT) Seminar XXI: Foreign Politics, International Relations, and the National Interest, is an educational program for current and future leaders in the U.S. national security and foreign policy communities. Josef Korbel School of International Studies at the University of Denver and by the Aspen Institute: sponsor International Career Advancement Program (ICAP). Department of State, Foreign Service Institute National Security Executive Leadership Seminar (NSELS) Long-term Training opportunities at Department of Defense War Colleges and Command and Staff Colleges

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 (%)
Mentoring Programs	328	249	N/A	N/A	N/A	N/A
Coaching Programs	100	182	N/A	N/A	N/A	N/A
Other Career Development Programs	12	9	N/A	N/A	N/A	N/A
Training Programs	503	589	N/A	N/A	N/A	N/A
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

Data are currently not collected for career development opportunities.

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

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

Data are currently not collected for career development opportunities.

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

Overall Agency Time Off Awards: 1-10 hours: PWD were awarded 3.03% of awards PWTD were awarded 2.13% of awards According to the Inclusion Rate (IR), persons without disabilities accounted for 1.19% of awards 11-20 hours: PWD were awarded 2.42% of awards There were no PWTD awarded (by IR) According to the IR, persons without disabilities accounted for 1.89% of awards 21-30 hours: PWD were awarded 6.6% of awards PWTD were awarded 4.26% of awards According to the IR, persons without disabilities accounted for 2.25% of awards 31-40 hours: PWD were awarded 1.82% of awards There were no PWTD Awarded (by IR) According to the IR, persons without disabilities accounted for 1.69% of awards Cash Awards: \$500 and under: PWD were awarded 11.52% of awards PWTD were awarded 8.51% of awards According to the IR, persons without disabilities accounted for 11.56% of awards \$501 - \$999: PWD were awarded 16.36% of awards PWTD were awarded 21.28% of awards

According to the IR, persons without disabilities accounted for 19.32% of awards \$1000 - \$1999: PWD were awarded 29.9% of awards PWTB were awarded 25.53% of awards According to the IR, persons without disabilities accounted for 31.51% of awards \$2000 - \$2999: PWD were awarded 26.06% of awards PWTB were awarded 29.79% of awards According to the IR, persons without disabilities accounted for 20.94% of awards \$3000 - \$3999: PWD were awarded 4.24% of awards PWTB were awarded 8.51% of awards According to the IR, persons without disabilities accounted for 8.42% of awards \$4000 - \$4999: PWD were awarded 1.82% of awards There were no PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 4.14% of awards \$5000 or more: There were no PWD awarded (by IR) There were no PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 3.05% of awards Civil Service: Time Off Awards: 1-10 hours: PWD were awarded 3.17% of awards There were no PWTB awarded (by IR) According to the Inclusion Rate (IR), persons without disabilities accounted for 1.76% of awards 11-20 hours: PWD were awarded 3.17% of awards There were no PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 2.79% of awards 21-30 hours: PWD were awarded 7.94% of awards PWTB were awarded 5.88% of awards According to the IR, persons without disabilities accounted for 4.11% of awards 31-40 hours: PWD were awarded 2.38% of awards There were no PWTB Awarded (by IR) According to the IR, persons without disabilities accounted for 3.01% of awards Cash Awards: \$500 and under: PWD were awarded 8.73% of awards PWTB were awarded 8.82% of awards According to the IR, persons without disabilities accounted for 9.47% of awards \$501 - \$999: PWD were awarded 14.29% of awards PWTB were awarded 20.59% of awards According to the IR, persons without disabilities accounted for 20.04% of awards \$1000 - \$1999: PWD were awarded 27.78% of awards PWTB were awarded 20.59% of awards According to the IR, persons without disabilities accounted for 33.33% of awards \$2000 - \$2999: PWD were awarded 23.02% of awards PWTB were awarded 29.41% of awards According to the IR, persons without disabilities accounted for 23.2% of awards \$3000 - \$3999: PWD were awarded 3.17% of awards PWTB were awarded 5.88% of awards According to the IR, persons without disabilities accounted for 7.93% of awards \$4000 - \$4999: PWD were awarded 1.59% of awards There were no PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 4.48% of awards \$5000 or more: There were no PWD or PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 3.23% of awards Foreign Service: Time Off Awards: 1-10 hours: PWD were awarded 2.56% of awards PWTB were awarded 7.69% of awards According to the Inclusion Rate (IR), persons without disabilities accounted for 0.72% of awards 11-20 hours: There were no PWD or PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 1.15% of awards 21-30 hours: There were no PWD or PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 0.72% of awards 31-40 hours: There were no PWD or PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 0.60% of awards Cash Awards: \$500 and under: PWD were awarded 20.51% of awards PWTB were awarded 7.69% of awards According to the IR, persons without disabilities accounted for 13.29% of awards \$501 - \$999: PWD were awarded 23.08% of awards PWTB were awarded 23.08% of awards According to the IR, persons without disabilities accounted for 18.72% of awards \$1000 - \$1999: PWD were awarded 33.33% of awards PWTB were awarded 38.46% of awards According to the IR, persons without disabilities accounted for 30.01% of awards \$2000 - \$2999: PWD were awarded 35.9% of awards PWTB were awarded 30.77% of awards According to the IR, persons without disabilities accounted for 19.08% of awards \$3000 - \$3999: PWD were awarded 7.69% of awards PWTB were awarded 15.38% of awards According to the IR, persons without disabilities accounted for 8.82% of awards \$4000 - \$4999: PWD were awarded 2.56% of awards There were no PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 3.86% of awards \$5000 or more: There were no PWD or PWTB awarded (by IR) According to the IR, persons without disabilities accounted for 2.9% of award

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	42	3.03	1.19	2.13	3.39
Time-Off Awards 1 - 10 Hours: Total Hours	324	24.24	9.15	17.02	27.12
Time-Off Awards 1 - 10 Hours: Average Hours	7.71	4.85	0.25	17.02	0.00
Time-Off Awards 11 - 20 hours: Awards Given	63	2.42	1.89	0.00	3.39
Time-Off Awards 11 - 20 Hours: Total Hours	1008	41.21	30.09	0.00	57.63
Time-Off Awards 11 - 20 Hours: Average Hours	16	10.30	0.53	0.00	14.41
Time-Off Awards 21 - 30 hours: Awards Given	82	6.06	2.25	4.26	6.78
Time-Off Awards 21 - 30 Hours: Total Hours	1968	145.45	54.08	102.13	162.71

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 21 - 30 Hours: Average Hours	24	14.55	0.80	51.06	0.00
Time-Off Awards 31 - 40 hours: Awards Given	56	1.82	1.69	0.00	2.54
Time-Off Awards 31 - 40 Hours: Total Hours	2159	72.73	65.18	0.00	101.69
Time-Off Awards 31 - 40 Hours: Average Hours	38.55	24.24	1.28	0.00	33.90
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	630	16.36	19.32	21.28	14.41
Cash Awards: \$501 - \$999: Total Amount	475001	11786.06	14597.08	15480.85	10314.41
Cash Awards: \$501 - \$999: Average Amount	753.97	436.52	25.04	1548.09	-6.22
Cash Awards: \$1000 - \$1999: Awards Given	1025	29.09	31.51	25.53	30.51
Cash Awards: \$1000 - \$1999: Total Amount	1378499	38103.64	42385.72	33759.57	39833.90
Cash Awards: \$1000 - \$1999: Average Amount	1344.88	793.82	44.57	2813.30	-10.54
Cash Awards: \$2000 - \$2999: Awards Given	688	26.06	20.94	29.79	24.58
Cash Awards: \$2000 - \$2999: Total Amount	1540030	58967.88	46778.36	67185.11	55694.92
Cash Awards: \$2000 - \$2999: Average Amount	2238.42	1371.35	74.02	4798.94	6.12
Cash Awards: \$3000 - \$3999: Awards Given	267	4.24	8.42	8.51	2.54
Cash Awards: \$3000 - \$3999: Total Amount	867048	13515.15	27358.05	27446.81	7966.10
Cash Awards: \$3000 - \$3999: Average Amount	3247.37	1930.73	107.71	6861.70	-33.30
Cash Awards: \$4000 - \$4999: Awards Given	130	1.82	4.14	0.00	2.54
Cash Awards: \$4000 - \$4999: Total Amount	548194	8393.94	17423.59	0.00	11737.29
Cash Awards: \$4000 - \$4999: Average Amount	4216.88	2797.98	139.39	0.00	3912.43
Cash Awards: \$5000 or more: Awards Given	94	0.00	3.05	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	581452	0.00	18934.79	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	6185.66	0.00	205.81	0.00	0.00

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

According to the IR PWD accounted for 1.21% of QSIs awarded which were 96 and PWTD accounted for 2.13%

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	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

USAID does not receive measurable data on employees’ w/disabilities for other employee recognition programs.

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. SES
 - i. Qualified Internal Applicants (PWD) Answer 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 No
 - d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

Agency Overall SES: There is no internal competitive promotion data for this category GS-15: 10.71% of the qualified individuals who applied for promotion voluntarily identified as a PWD with none being selected GS-14: 4% of the qualified individuals who applied for promotion voluntarily identified as a PWD with 9.09% being selected GS-13: 30% of the qualified individuals who applied for promotion voluntarily identified as a PWD with 33.33% being selected Note: The Agency does not currently report relevant applicant pool

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 No

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 No

ii. Internal Selections (PWTD) Answer Yes

Agency Overall SES: There is no internal competitive promotion data for this category GS-15: 3.57% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected GS-14: No qualified individuals who applied for promotion voluntarily identified as a PWTD GS-13: 10% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected Note: The Agency does not currently report relevant applicant pools

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer Yes

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

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

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

Agency Overall SES: There is no internal competitive promotion data for this category GS-15: 3.57% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected GS-14: No qualified individuals who applied for promotion voluntarily identified as a PWTD GS-13: 10% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected Note: The Agency does not currently report relevant applicant pools

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer Yes

- b. New Hires to GS-15 (PWTD) Answer Yes
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer Yes

Agency Overall SES: 2.44% of qualified new hire applicants voluntarily identified as a PWTB with none being selected GS-15: 3.91% of qualified new hire applicants voluntarily identified as a PWTB with none being selected GS-14: 3.72% of qualified new hire applicants voluntarily identified as a PWTB with 5.36% being selected GS-13: 3.48% of qualified new hire applicants voluntarily identified as a PWTB with none being selected Note: The Agency is currently unable to break out applicant flow data by Civil Service and Foreign Service.

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

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes

Agency Overall: Executives: 10.71% of the qualified individuals who applied for promotion voluntarily identified as a PWD with none being selected Managers: No qualified individuals who applied for promotion voluntarily identified as a PWD Supervisors: There is no internal competitive promotion data for this category

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer Yes
 - ii. Internal Selections (PWTB) Answer Yes
- c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer Yes
- ii. Internal Selections (PWTD) Answer Yes

Agency Overall: Executives: 3.57% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected Managers: No qualified individuals who applied for promotion voluntarily identified as a PWTD Supervisors: There is no internal competitive promotion data for this category Note: The Agency is currently unable to break out applicant flow data by Civil Service and Foreign Service.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer Yes
- b. New Hires for Managers (PWD) Answer Yes
- c. New Hires for Supervisors (PWD) Answer Yes

Agency Overall: Executives: 9% of the qualified individuals who applied for promotion voluntarily identified as a PWD with none being selected Managers: 5.43% of the qualified individuals who applied for promotion voluntarily identified as a PWD with 14.29% being selected Supervisors: There is no internal competitive promotion data for this category Note: The Agency is currently unable to break out applicant flow data for the Foreign Service

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Agency Overall: Executives: 4.16% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with none being selected Managers: 2.71% of the qualified individuals who applied for promotion voluntarily identified as a PWTD with 7.14% being selected Supervisors: There is no internal competitive promotion data for this category Note: The Agency is currently unable to break out applicant flow data by Civil Service and Foreign Service.

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

No eligible employees due for conversions during this period

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

Agency Overall: For the Agency overall, the overall separation rate for PWD was 9.09% compared to 5.05% for PWOD. Resignations for PWD was 1.21 compared to 1.06 for PWOD Removal for PWD was 1.21 compared to 0.13 for PWOD Retirements for PWD was 4.24 compared to 2.02 for PWOD Other separations for PWD was 2.42 compared to 2.14 for PWOD

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	6	1.07	0.11
Permanent Workforce: Resignation	35	1.07	0.89
Permanent Workforce: Retirement	70	3.74	1.70
Permanent Workforce: Other Separations	71	2.14	1.81
Permanent Workforce: Total Separations	182	8.02	4.50

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

- a. Voluntary Separations (PWTD) Answer Yes
- b. Involuntary Separations (PWTD) Answer Yes

Agency Overall: For the Agency overall, the overall separation rate for PWTD was 6.38% compared to 5.05% for PWOD. Removal for PWTD was 2.13 compared to 0.13 for PWOD Retirements for PWTD was 4.26 compared to 2.02 for PWOD

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	6	1.96	0.13
Permanent Workforce: Resignation	35	0.00	0.91
Permanent Workforce: Retirement	70	3.92	1.77
Permanent Workforce: Other Separations	71	0.00	1.85
Permanent Workforce: Total Separations	182	5.88	4.66

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.

N/A

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.

The internet address on the Agency's public website is on <https://www.usaid.gov/accessibility> explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act.

- Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The internet address on the Agency's public website is <https://www.usaid.gov/accessibility> explaining employees' and applicants' rights under the Architectural Barriers Act.

- 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.

Training: Section 508 Awareness Training: Institute mandatory, Agency-wide Section 508 Awareness Training to expand workforce knowledge about Section 508 laws. The training will educate staff about the requirement for Federal agencies to provide ICT access to people with disabilities that is comparable to the access provided to people without disabilities. Document Accessibility Webinar: Host a document accessibility webinar to ensure that documents posted on the USAID.gov website conform to Section 508 standards and are accessible to people with disabilities. Virtual Meeting Accessibility: Webex Implementation: Deploy the Federal Risk and Authorization Management Program (FedRAMP)-authorized Webex for Government suite of tools for global enterprise use in May 2021. These tools include Webex Meet for high-quality audio and video meetings, Webex Events for hosting large group webinars with up to 3,000 participants, and Webex Training for delivering online training. Webex includes a captioning capability that enables people with disabilities to fully participate in virtual meetings and training. Continued Improvement to Virtual Meeting Capabilities: Work with the Bureau for Legislative and Public Affairs (LPA) to ensure that all of the Agency's virtual meeting capabilities meet the needs of workforce members with disabilities, as the Agency's wide-scale telework and resulting reliance on virtual communication continues into the near future. Employment Opportunities and Personnel Actions: Work with LPA to ensure that electronic content pertaining to Agency employment opportunities and personnel actions conforms to the applicable Section 508 standards that call for removing barriers for disabled job applicants, as described in the Agency policy, Automated Directives System (ADS) Chapter 551, Section 508 and Accessibility. USAID's Washington Real Estate Strategy in 2020-21 includes an ongoing renovation of space in the Ronald Reagan Building. The WRES design includes accessibility as a key design goal, and all design and construction is built to meet ADA requirements with features such as automatic door openers

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.

- 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.)

OCRDR processed accommodation requests within the time frame of 30 business days, as set forth in its reasonable accommodation policy (ADS 111) from October 1, 2019, through September 30, 2020. OCRDR's average processing time for FY 2020 was 9.53 days. OCRDR processed 244 RA-related contacts, with 23 being outside of the 30 business day limit.

- 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 2020, OCRDR made preparations to hire an additional team member (American Sign Language Interpreter/Reasonable Accommodation Specialist). Also, OCRDR continued to update ADS 111 (RA policy submitted to EEOC on October 5, 2020, for review, EEOC response on November 18, 2020, of its approval) to ensure efficient processing of requests, adding requirements for Personal Assistance Service (PAS) requests, and compliance with EEOC requirements of a model RA program. OCRDR will update the Agency's internal and external websites to include information on reasonable accommodation requests and awareness once the

Agency clearance completes during FY 2021. OCRD worked with HCTM/CPD to disseminate our RA welcome letter to the new employee orientation (NEO) packets from July 2020 as an interim until the NEO returns to in-person training. An RA learning module was implemented in October 2020 for Agency-wide viewing via the USAID University, the RA intranet page, and for new supervisors as part of supervisory training on HCTM/CPD. OCRD continued to provide up-to-date resources to the agency on accommodation topics such publishing a revised RA brochure (uploaded on 7/2/2020), ADA30 recorded webinars (JAN and CAP), with more to come soon (to include approved toolkits and factsheets), updated the RA policy information on USAID’s internet’s career page, posted Agency Notices to USAID’s workforce regarding OCRD services during the COVID-19 Pandemic, and assisted with the HCTM’s U.S. Direct-Hire Onboarding Redesign IT Solution (i.e., updated boilerplate languages for all hiring mechanisms in tentative and final offer letters). The RA program is responsible for managing an American Sign Language Interpreting Services Contract with a full time Manager and approximately 18 contract sign language interpreters on a rotational hourly basis with facility and computer access to USAID. The management of this contract has been especially challenging during this pandemic environment – all contract interpreters are virtual with full access to provide services to the Deaf and Hard of Hearing employees and applicant(s).

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.

OCRD sent out an announcement regarding PAS procedures to the USAID workforce and the procedures are currently hosted on the Agency's Intranet site. The Agency received one request for personal assistance services during FY 2019. The request was from a Department of State employee on a detail assignment at USAID during the fiscal year. USAID coordinated with the Department of State and utilized the Department's existing personal assistance services resources to fulfill the request.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer Yes

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

The Agency did not have findings of discrimination involving harassment based on disability status in FY 2019.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer Yes

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

The Agency did not have findings of discrimination involving failure to provide a reasonable accommodation in FY 2019.
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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

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B4				
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?		Low participation rate for PWD at the GS-11 to SES grade level				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name J-1 Cluster GS-11 to SES (PWD)	Description of Policy, Procedure, or Practice Barriers have not yet been identified. However, according to interviews, underrepresentation in these clusters may possibly be attributed to insufficient self-reporting data, lack of open positions available at the GS-11 to SES positions, and the Agency's ability to use Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2019	09/30/2021	Yes			Prioritize PWD workforce participation by conducting further analysis and developing specific solutions.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), Office of Human Capital and Talent Management (HCTM)		Bob Leavitt		Yes		
Acting Director, Office of Civil Rights and Diversity (OCRD)		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Administer an initial and periodic resurvey of staff to increase self-identification.			Yes	09/30/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Share reports highlighting PWD trends to Agency leadership annually to ensure prioritization.	Yes	09/30/2021	
10/31/2020	Send out Agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information quarterly to increase visibility of available resources	Yes	09/30/2021	
12/31/2020	Review FEVS data for additional insights	Yes		02/28/2021
12/31/2020	Continue Schedule A training and require Schedule A Certification amongst leadership, hiring authorities, and managers.	Yes	09/30/2021	
09/30/2021	Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	Although the agency remains below the 12% benchmark of representation for PWD in the GS-11 to SES grade cluster, we have improved the participation rate by 3.62% since FY2019			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B6				
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?		Low participation rate for PWD in certain Mission critical occupations.				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name	Description of Policy, Procedure, or Practice			
		J-3 MCO for Permanent Workforce PWD and PWTD	Based on interviews, low percentages may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data, and the Agency's inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	09/30/2021	Yes			Agency to increase the strategic recruitment of PWD and PWTD within mission-critical occupations with a specific focus on the 0301, 0343, 0340, 0685, 0341, 0511 occupational series.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	Although this trigger remains for the Overall Agency Mission Critical Occupations, USAID has improved the representation of New Hires with Disabilities by eliminating the triggers in Occupational Series #'s 0301, 0341, and 0343

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B6				
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?		Low participation rate for PWD for Internal Promotions in certain Mission Critical Occupations				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name	Description of Policy, Procedure, or Practice			
		J-4 Internal Promotions for MCO of Permanent Workforce PWD and PWTD	Barriers have not yet been identified. However, according to interview responses, the lack of internal selections for MCOs may be attributed to the lack of opportunities for career development/promotions for PWD and unconscious bias on the skills and abilities of PWD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/3019	02/28/2021	Yes			Increase opportunities for upward mobility of PWD/PWTD within mission critical occupations	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Through appropriate ERG(s), encourage PWD and PWTD to participate in management, leadership, and career development programs.			Yes	09/30/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/ access, and retention risks.	Yes	09/30/2021	
12/31/2020	Review FEVS data to gain further insights.	Yes		02/28/2021
02/28/2021	Measure qualified internal applicants against relevant applicant pool.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	Although this trigger remains for the Overall Agency Mission Critical Occupations, USAID has improved the representation of New Hires with Disabilities by eliminating the triggers in Occupational Series #'s 0301, 0341, and 0343.			

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B7					
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?	Low participation rates of PWD for Internal Competitive Promotions at the GS-13 level					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	J-5 Promotions Internal Selections GS- 13 PWD		Barriers have not yet been identified. However, according to interview responses, the lack of internal selections for GS-13 may be attributed to the lack of opportunities for career development/ promotions for PWD and unconscious bias on the skills and abilities of PWD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	02/28/2021	Yes			Support the upward mobility of PWD	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Through appropriate ERG(s), encourage PWD and PWTD to participate in management, leadership, and career development programs.			Yes		09/30/2020
12/31/2020	Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/ access, and retention risks.			Yes		09/30/2020

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Review FEVS data to gain further insights.	Yes		09/30/2020
02/28/2021	Measure qualified internal applicants against relevant applicant pool.	Yes		09/30/2020
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	Based on the analysis of the Workforce Data Tables. This item is no longer a trigger			

Source of the Trigger:		Workforce Data (if so identify the table)			
Specific Workforce Data Table:		Workforce Data Table - B7			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Low participation rate of PWD as New Hires at the Senior Grade Levels			
Provide a brief narrative describing the condition at issue.					
How was the condition recognized as a potential barrier?					
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		N			
Barrier(s) Identified?:		N			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		J-6 New Hires SES, GS-15, GS-14, GS-13 PWD and PWTD		Barriers have not yet been identified. However, based on interviews, low percentages may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data, and the Agency's inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring. Additionally, the Foreign Service has been limited by the need to obtain medical clearances for PWD/PWTD, which can be difficult in many developing nations due to the lack of advanced medical care. Schedule A hiring vehicle is not applicable for the Foreign Service.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2019	09/30/2021	Yes			Agency to increase the strategic recruitment of PWD and PWTD
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes	
Acting Director, OCRD		Ismael Martinez		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2021	Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities			Yes	
Completion Date					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Obtain and review additional information to assist in determining barriers.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B8				
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?		In FY 2020, there were no Executive or Manager level new hires identified as a PWD or PWTD.				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name	Description of Policy, Procedure, or Practice			
		J-7 New Hires – Executives and Managers PWD and PWTD	Barriers have not yet been identified. However, based on interviews, low percentages may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data and the Agency’s inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	09/30/2021	Yes			Agency to hire CS executive and manager level who identify as PWD and PWTD	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities			Yes		
12/31/2020	Obtain and review additional information to assist in determining barriers.			Yes	09/30/2021	

Report of Accomplishments	
Fiscal Year	Accomplishment

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
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?	High inclusion rate for PWTD within the agency that voluntarily separated from the agency.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	J-8 Voluntary Separations PWTD		Barriers have not yet been identified. However, according to interviews, voluntary separations may be attributed to the lack of opportunities for career development/promotions for PWD and unconscious bias pertaining to the perception of the skills and abilities of PWD/PWTD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	12/31/2020	Yes	09/30/2021		Retain diverse highly-qualified employees by increasing cultural competencies.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
(Acting) Director, USAID/OCRD		Ismael Martinez		Yes		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Promote opportunities for employees to connect with employee resource groups, reasonable accommodations manager and DEPM			Yes	09/30/2021	
09/30/2020	Continue to administer unconscious bias training to all employees			Yes	09/30/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Conduct interviews and focus groups with PWTD to assess employee satisfaction, career development opportunities/access, and retention risks.	Yes	09/30/2021	
12/31/2020	Administer and analyze Exit Interview Survey Data and review FEVS results to better identify trends.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B9				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		The inclusion rate for individuals in the Agency that identified as a PWD/PWTD that were awarded time off awards and bonuses at a rate below their relevant inclusion rate for various award levels:				
Provide a brief narrative describing the condition at issue.						
How was the condition recognized as a potential barrier?						
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>				
		People with Disabilities				
		People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice		
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		J-9 Awards PWD/PWTD		There is insufficient data at this time to determine a barrier.		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	09/30/2020	Yes	09/30/2021		Award contributions made by individuals identifying as a PWD/PWTD at an equitable rate in comparison to employees without a disability.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHC), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Obtain and review additional information to assist in determining barriers.			Yes	09/30/2021	

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	Although there is still under representation with awards for PWD and PWTD, there have significant improvements in this trigger since FY 2019

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B1				
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?		Low overall representation of PWD and PWTD in the Agency				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name	Description of Policy, Procedure, or Practice			
		Low PWD and PWTD representation in the workforce	Based on interviews, low percentages of PWD for both the Civil and Foreign Service may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data, and the Agency's inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2018	09/30/2020	Yes	09/30/2021		Agency to increase the strategic recruitment of PWD and PWTD	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Acting Director, OCRD		Ismael Martinez		Yes		
HCTM, Chief Human Capital Officer (CHCO)		Bob Leavitt		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Continue the use of alternative hiring authority and establish cadence for targeted recruiting events			Yes		
09/30/2021	Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	In FY 2020 the agency improved its new hires disability representation by 3.58% from FY 2019

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

N/A

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A