

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 Yes
- b. Cluster GS-11 to SES (PWD) Answer Yes

Overall Agency Analysis of MD-715 workforce data shows that for the GS-11 to SES (equivalent) cluster, there was 4.26% of the workforce identifying as a person with a disability. For the Cluster GS-1 to GS-10 (equivalent) cluster, there was 9.59% of the Civil Service GS workforce identified as a person with a disability. CS Analysis of MD-715 workforce data shows that for the GS-11 to SES cluster there was 7.21% of the CS workforce identifying as a person with a disability. (Note: For the Cluster GS-1 to GS-10 (PWD) 13.04% of the CS workforce identified as a person with a disability, and thus there is no trigger.) FS Analysis of MD-715 workforce data shows that for the FO-04 to SFS cluster, there was 2.28% of the FS workforce identifying as a person with a disability. For the FO-09 to FO-05 cluster there were no individuals who identified as a person with disability.

*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

N/A

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 Agency will update the USAID Plan for the Recruitment and Hiring of People with Disabilities to include the 12% and 2% 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

- 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

- 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	
Architectural Barriers Act Compliance	1	0	0	Dr. Tony Bennett, Director, Headquarters Management Division, Management Services, Management Bureau, antbennett@usaid.gov
Processing applications from PWD and PWTD	1	0	0	Linda Wilson, Disability Employment Program Manager, HCTM. liwilson@usaid.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Linda Wilson, Disability Employment Program Manager, HCTM, liwilson@usaid.gov
Answering questions from the public about hiring authorities that take disability into account	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	
Section 508 Compliance	1	0	0	Lihong Fu, IT Specialist, CIO, lfu@usaid.gov, section508@usaid.gov https://pages.usaid.gov/M/CIO/section-508-compliance

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 No

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 2018 and is scheduled to complete it again in 2020. OCRD reasonable accommodation program staff plans to attend National Employee Law Institute training on the compliance with the Americans with Disabilities Act and the Family and Medical Leave Act in FY 2020.

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 External Outreach and Strategic Recruitment Office (XOSR) has sufficient funding to cover hiring and outreach endeavors. The Disability Employment Program currently has one program manager.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	To allocate and deploy sufficient resources in budget and human capital to successfully implement the EEO program in the necessary areas.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 31, 2019	October 31, 2019	Obtain approval recommendation from the Hiring Recruitment and Reassignment Board (HRRB) to allocate sufficient staff resources
	Nov 30, 2019	November 30, 2019	Obtain final approval from the Administrator to allocated sufficient staff resources.
	Sep 30, 2020 Sep 30, 2020		OCRD will work with HCTM and Office of Security to onboard selectees. OCRD will work with HCTM to recruit and hire qualified applicants according to approved allocations.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	To allocate and deploy sufficient resources in budget and human capital to successfully implement the EEO program in the necessary areas.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 31, 2019	October 31, 2019	Obtain approval recommendation from the Hiring Recruitment and Reassignment Board (HRRB) to allocate sufficient staff resources
	Nov 30, 2019		Obtain final approval from the Administrator to allocated sufficient staff resources.
	Sep 30, 2020		OCRD will work with HCTM to recruit and hire qualified applicants according to approved allocations.
	Sep 30, 2020		OCRD will work with HCTM and Office of Security to onboard selectees.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	To process all accommodation requests within the time frame set forth in the Agency’s reasonable accommodation procedures.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 31, 2020	January 31, 2020	OCRD will work with the Management Bureau to streamline the process for acquiring reimbursement from the central fund.
	Sep 30, 2020		OCRD will work with management officials responsible for approving RA requests to process requests in a timely manner.
	Sep 30, 2020		OCRD will track and monitor RA requests on a frequent basis to ensure requests are moving through the process according to the established timelines.
	Sep 30, 2020		OCRD will develop internal metrics to ensure RA requests are processed in a timely manner.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

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	To post procedures for processing requests for Personal Assistance Services on a public website to inform management officials and persons with disabilities of the appropriate steps to request Personal Assistance Services.		
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 send draft policy (ADS 111) to relevant stakeholders in the Agency for review and comments.
	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 develop the procedures to provide Personnel Assistance Services for persons with disabilities .
	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>	
	2019	None as this is a newly identified measure in FY2019.	

Brief Description of Program Deficiency	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
Objective	To include questions on the Agency’s exit survey to obtain insights on how to improve recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.		
Target Date	Sep 30, 2020		
Completion Date	May 12, 2020		
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020	May 12, 2020	HCTM will collaborate with OCRD to incorporate the required questions in the Agency’s exit interview survey and make the exit interview survey available to all employees who are leaving the Agency.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	OCRD completed this objective in May 2020.	

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	To inform the public of the Agency’s affirmative action plan regarding people with disabilities.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	May 31, 2020		OCRD will complete Part J of FY 2019 MD-715.
	Sep 30, 2020		OCRD will post its affirmative action plan on its public website.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	None as this is a newly identified measure in FY2019.	

Brief Description of Program Deficiency	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		
Objective	The Agency will ensure that the necessary systems are in place to collect, monitor, and analyze accurately the processing of reasonable accommodation requests and anti-harassment complaints.		
Target Date	Apr 30, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jun 30, 2020		OCRD will search for the appropriate vendor to develop systems to track RA requests .
	Jun 30, 2020		OCRD will search for the appropriate vendor to develop systems to track anti-harassment complaints.
	Jun 30, 2020		OCRD will request sufficient funding to procure the appropriate systems.
	Dec 31, 2020		OCRD will coordinate with the Management Bureau of Office Acquisition and Assistance (M/OAA) and Office of the Chief Information Officer (M/CIO) to procure the appropriate systems according to the proper guidelines and regulation.
	Mar 31, 2021		OCRD will implement the appropriate systems according to specifications.
	Apr 30, 2021		OCRD will monitor and track all requests and cases through the procured systems.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	None as this is a newly identified measure in FY2019.	

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 attended and participated in various job and career fairs throughout the year. The Agency's External Outreach and Strategic Recruitment Office (XOSR) hosted speed mentoring sessions with students at George Washington University, worked closely with OCRD, and worked to identify job applicants from Gallaudet University.

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

USAID is committed to hiring PWD and PWTD and displays this commitment by participating in various programs. The Agency participates in the Workforce Recruitment Program (WRP). WRP is a government-wide recruitment and referral program that connects Federal-sector employers with qualified candidates with disabilities for internship positions from across the United States. WRP is managed by the Department of Labor, Office of Disability Employment Policy, and Department of Defense Office of Diversity Management and Equal Opportunity. Additionally, the Agency provided funding to reinstate the USAID Employment of People with Disabilities (EPWD) Program. The EPWD Program employs individuals who meet the disability criteria and offers them a six-month paid temporary appointment in the Agency with the intent to convert them noncompetitively into a permanent status.

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 receipt 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) 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. USAID University 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.

The Agency utilizes both Human Capital Service Center (HCSC) and engages with Administrative Management Support (AMS) Council members to ensure that the Agency is securing and maintaining employment for PWD and PWTD. Through the Agency’s Development of Diplomat in Residence (DDIR) Program the Agency was able to conduct outreach to more than 1,000 diverse candidates, including individuals with disabilities, as well as continue its partnership with George Washington University’s Career Center focusing on students with disabilities. The Agency was also able to conduct learning sessions with the Veterans ERG and Hiring Officials to review best practices on Veteran and Disability employment (hiring authorities), practical aspects of inclusion, and the Reasonable Accommodations process.

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 – 2.99 percent of new hires by the Agency identify as a person with a disability PWTD – No new permanent hires to the Agency identified as a person with a targeted disability CS PWD – 3.6 percent of new CS permanent hires identify as a person with disability PWTD – No new CS permanent hires identified as a person with targeted disability FS PWD – No new FS permanent hires identified as a person with disability PWTD – No new FS permanent hires identified as a person with 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

Overall Agency 0301 6.78% of qualified candidates identified as PWD with none being selected 2.26% of qualified candidates identified as a PWTD with none being selected 0343 9.79% of qualified candidates identified as a PWD with none being selected 5.5% of qualified candidates identified as a PWTD with none being selected 0340 6.72% of qualified candidates identified as a PWD with none being selected 4.48% of qualified candidates identified as a PWTD with none being selected 0685 2.61% of qualified candidates identified as a PWD with none being selected 0.87% of qualified candidates identified as a PWTD with none being selected 0341 13.36% of qualified candidates identified as a PWD with none being selected 2.80% qualified candidates identified as a PWTD with none being selected 0511 2.26% of qualified candidates identified as a PWD with none being selected 0.56% of qualified candidates identified as a PWTD with none being selected CS 0301 2.75% of qualified candidates identified as PWTD with none being selected 0343 9.79% of qualified candidates identified as a PWD with none being selected 5.5% of qualified candidates identified as a PWTD with none being selected 0340 6.72% of qualified candidates identified as a PWD with none being selected 4.48% of qualified candidates identified as a PWTD with none being selected 0685 2.61% of qualified candidates identified as a PWD with none being selected 0.87% of qualified candidates identified as a PWTD with none being selected 0341 7.69% of qualified candidates identified as a PWD with none being selected 0511 2.26% of qualified candidates identified as a PWD with none being selected 0.56% of qualified candidates identified as a PWTD with none being selected Note: There is no Foreign Service MCO applicant flow data available.

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 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 7.69% of qualified internal candidates identified as a person with a disability with non being selected. 0343 3.33% of qualified internal candidates identified as a person with a disability with non being selected. 1.11% of qualified internal candidates identified as a person with a targeted disability with non being selected. 1102 6.67% of qualified internal candidates

identified as a person with a disability with non being selected.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

In FY 2019, 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), 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 PWD staff and disabled veteran staff, and provided information on resources available to support individual development and progression toward career goals. 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 offers staff opportunities for mentoring as well as training opportunities through USAID University.

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 (%)
Training Programs						
Internship Programs						
Detail Programs						
Fellowship Programs						
Other Career Development Programs	23	9				
Mentoring Programs	149	120				
Coaching Programs	10	3				

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

Overall Agency Time off 21-30 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.14% of awards Cash Awards \$500 and Under: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.25% of awards Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.18% Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.10% CS Time off 21-30 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.66% of awards Time off 31-40 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.22% of awards Cash Awards \$500 and Under: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.57% of awards Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.14% of awards Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.4% of awards FS Time off 1-10 hours: There were no PWD or PWTD awarded (by IR) Time off 21-30 hours: There were no PWTD awarded (by IR) Time off 31-40 hours: There were no PWD or PWTD awarded (by IR) Cash Awards \$501 to \$999: There were no PWTD awarded (by IR) Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR) Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR)

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

While none who received a QSI were PWD or PWTD, only 4 QSIs were given. This number is too low to view as statistically significant.

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

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

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

D. PROMOTIONS

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

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

Of the internal competitive promotions for the GS-13 level, 10.87 percent of the qualified individuals who applied for promotion voluntarily identified as a person with a disability. Of those selected, none was PWD. The Agency does not currently report relevant applicant pools. USAID is working to incorporate this into its FY 2020 report.

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	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	No

The Agency does not currently report relevant applicant pools. USAID is working to incorporate this into its FY 2020 report.

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

a. New Hires to SES (PWD)	Answer	Yes
b. New Hires to GS-15 (PWD)	Answer	Yes
c. New Hires to GS-14 (PWD)	Answer	Yes
d. New Hires to GS-13 (PWD)	Answer	Yes

Agency Overall SES- There were no new hire applicants selected who identified as a PWD GS-15- There were no new hire applicants selected who identified as a PWD GS-14- There were no new hire applicants selected who identified as a PWD GS-13- 7.5% of new hire applicants selected identified as a PWD, below the 501 goal of 12% Note: The Agency is currently unable to break out applicant flow data by Civil Service and Foreign Service.

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

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

Agency Overall SES- There were no new hire applicants selected who identified as a PWTD GS-15- There were no new hire applicants selected who identified as a PWTD GS-14- There were no new hire applicants selected who identified as a PWTD 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 N/A
- ii. Internal Selections (PWD) Answer No

b. Managers

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer No

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer No

The Agency does not currently report relevant applicant pools. USAID will work to incorporate this into future MD-715 reporting. The Agency is currently unable to break out applicant flow data by Civil Service and Foreign Service.

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 No

b. Managers

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

c. Supervisors

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

The Agency does not currently report relevant applicant pools. USAID will work to incorporate this into future MD-715 reporting. 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 No

Agency Overall Executives - no new hires identified as a PWD, below the 501 goal of 12% Managers- no new hires identified as a PWD, below the 501 goal of 12% The Agency cannot currently break out applicant flow data by Civil Service and 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 Yes
- c. New Hires for Supervisors (PWTD) Answer No

Agency Overall Executives - no new hires identified as a PWTD, below the 501 goal of 2% Managers- no new hires identified as a PWTD, below the 501 goal of 2% The Agency cannot currently 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 Yes

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

- a. Voluntary Separations (PWD) Answer No
- b. Involuntary Separations (PWD) Answer No

Overall Agency For the Agency overall, there were no triggers identified for employees who identified as a person with a disability that voluntarily separated from the Agency using the inclusion rate, however, there was a gap within the Foreign Service. (see below) Source: Table B1 FS In FY2019, the inclusion rate for individuals that identified as a person with a disability that voluntarily separated from the Agency via retirement was 5.41%. The inclusion rate for persons without disabilities was 1.65% (Gap of 3.76%). Source: Table B1-FS

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

- a. Voluntary Separations (PWTD) Answer Yes

b.Involuntary Separations (PWTD)

Answer No

Overall Agency The inclusion rate for individuals that identified as a person with a targeted disability within the Agency that voluntarily separated from the Agency via retirement was 4.88%. The inclusion rate for individuals with no disabilities was 2.24% (Gap of 2.64%) Source: Table B1 FS The inclusion rate for individuals that identified as a person with a targeted disability that voluntarily separated from the Agency via retirement was 7.69%. The inclusion rate for the persons without disabilities was 1.65% (Gap of 6.04%). Source: Table B1-FS

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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- 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.

- 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.

While the Agency’s public website does not have a notice, the Agency’s intranet site does have this information posted. USAID is working to post this information on the Agency’s public website.

- 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.

While the Agency’s public website does not have a notice, the Agency’s intranet site does have this information posted. USAID is working to post this information on the Agency’s public website.

- 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.

USAID notes improvements in facilities both domestically and overseas that include a new annex building that provides a gender-neutral restroom, and two housing units in the USAID/Haiti mission that are ADA compliant. Additionally, USAID’s Reasonable Accommodation Program Manager is actively engaged with the Agency’s Management Bureau to ensure optimal accessibility in new and renovated spaces.

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.)

During FY2019, for 213 reasonable accommodation requests, the average time frame for processing requests from the point a

request was made to when a response to the request was issued was 41 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.

The Agency educates new hires on the reasonable accommodations program during New Employment Orientation (NEO). The Agency is also renewing its commitment to the reasonable accommodations program by pursuing a partnership with the Department of State. Through this partnership the Agency will gain access to timely shuttle services between the organizations, as well as, access to best practices in increasing awareness of the Reasonable Accommodation program within the Agency.

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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>USAID GS-11 to SES grade level representation for PWD was below the identified benchmark. In the GS-11 to SES cluster only 4.26% identified as PWD below the 12% benchmark.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>							
<p>Objective</p>	<p>Prioritize PWD workforce participation by conducting further analysis and developing specific solutions.</p> <table border="1" data-bbox="483 926 649 1066"> <tr> <td>Date Objective Initiated</td> <td>Oct 1, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Oct 1, 2019	Target Date For Completion Of Objective	Sep 30, 2021
Date Objective Initiated	Oct 1, 2019							
Target Date For Completion Of Objective	Sep 30, 2021							
<p>Responsible Officials</p>	<p>Bob Leavitt Chief Human Capital Officer (CHCO), Office of Human Capital and Talent Management (HCTM) Ismael Martinez Acting Director, Office of Civil Rights and Diversity (OCD)</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>09/30/2020</p>	<p>Administer an initial and periodic resurvey of staff to increase self-identification.</p>	<p>Yes</p>						
<p>09/30/2020</p>	<p>Share reports highlighting PWD trends to Agency leadership annually to ensure prioritization.</p>	<p>Yes</p>						
<p>10/31/2020</p>	<p>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</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Review FEVS data for additional insights</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Continue Schedule A training and require Schedule A Certification amongst leadership, hiring authorities, and managers.</p>	<p>Yes</p>						
<p>09/30/2021</p>	<p>Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities</p>	<p>Yes</p>						
<p>Fiscal Year</p> <p>2019</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Of the internal competitive promotions for the GS-13 level, 10.87% of the qualified individuals who voluntarily applied for promotion identified as a person with a disability. Of those selected, none were PWD. The Agency does not presently report relevant applicant pools. USAID is working to incorporate this into its FY2020 report.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>							
<p>Objective</p>	<p>Support the upward mobility of PWD</p> <table border="1" data-bbox="483 926 649 1066"> <tr> <td>Date Objective Initiated</td> <td>Sep 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Feb 28, 2021</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Feb 28, 2021
Date Objective Initiated	Sep 30, 2019							
Target Date For Completion Of Objective	Feb 28, 2021							
<p>Responsible Officials</p>	<p>Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p> <p>Ismael Martinez Acting Director, OCRD</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>09/30/2020</p>	<p>Through appropriate ERG(s), encourage PWD and PWTD to participate in management, leadership, and career development programs.</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Review FEVS data to gain further insights.</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/access, and retention risks.</p>	<p>Yes</p>						
<p>02/28/2021</p>	<p>Measure qualified internal applicants against relevant applicant pool.</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>2.99% of the Agency new hires for the permanent workforce identified as a person with a disability and there were no new permanent hires who identified as a person with targeted disabilities. 3.6% of new CS permanent hires identify as a person with disability. No new CS permanent hires identified as a person with a disability or targeted disability. There were no new FS permanent hires that identified as a person with a disability or targeted disability.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Barriers have not yet been identified. However, 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.</p>							
<p>Objective</p>	<p>Agency to increase the strategic recruitment of PWD and PWTD</p> <table border="1" data-bbox="440 953 1515 1100"> <tr> <td>Date Objective Initiated</td> <td>Oct 1, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Oct 1, 2019	Target Date For Completion Of Objective	Sep 30, 2021
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<p>Responsible Officials</p>	<p>Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p> <p>Ismael Martinez Acting Director, OCRD</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>12/31/2020</p>	<p>Obtain and review additional information to assist in determining barriers</p>	<p>Yes</p>						
<p>09/30/2020</p>	<p>Continue the use of alternative hiring authority and establish cadence for targeted recruiting events</p>	<p>Yes</p>						
<p>09/30/2021</p>	<p>Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The 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: Overall Agency Time off 21-30 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.14% of awards Cash Awards \$500 and Under: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.25% of awards Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.18% Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.10% Civil Service Time off 21-30 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.66% of awards Time off 31-40 hours: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.22% of awards Cash Awards \$500 and Under: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.57% of awards Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.14% of awards Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR); Individuals without disabilities accounted for 1.4% of awards Foreign Service Time off 1-10 hours: There were no PWD or PWTD awarded (by IR) Time off 21-30 hours: There were no PWTD awarded (by IR) Time off 31-40 hours: There were no PWD or PWTD awarded (by IR) Cash Awards \$501 to \$999: There were no PWTD awarded (by IR) Cash Awards \$1000 and \$1999: There were no PWTD awarded (by IR) Cash Awards \$2000 and \$2999: There were no PWTD awarded (by IR)</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>There is insufficient data at this time to determine a barrier.</p>							
<p>Objective</p>	<p>Award contributions made by individuals identifying as a PWD/PWTD at an equitable rate in comparison to employees without a disability.</p> <table border="1" data-bbox="440 1283 1513 1436"> <tr> <td>Date Objective Initiated</td> <td>Sep 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2020</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Sep 30, 2020
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<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>09/30/2020</p>	<p>Obtain and review additional information to assist in determining barriers.</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Mission critical occupations were below benchmark for the following categories: Agency Overall 0301 6.78% of qualified candidates identified as PWD with none being selected 2.26% of qualified candidates identified as a PWTD with none being selected 0343 9.79% of qualified candidates identified as a PWD with none being selected 5.5% of qualified candidates identified as a PWTD with none being selected 0340 6.72% of qualified candidates identified as a PWTD with none being selected 0685 2.61% of qualified candidates identified as a PWD with none being selected 0.87% of qualified candidates identified as a PWTD with none being selected 0341 13.36% of qualified candidates identified as a PWD with none being selected 2.80% qualified candidates identified as a PWTD with none being selected 0511 2.26% of qualified candidates identified as a PWD with none being selected 0.56% of qualified candidates identified as a PWTD with none being selected Civil Service 0301 2.75% of qualified candidates identified as PWTD with none being selected 0343 9.79% of qualified candidates identified as a PWD with none being selected 5.5% of qualified candidates identified as a PWTD with none being selected 0340 6.72% of qualified candidates identified as a PWD with none being selected 4.48% of qualified candidates identified as a PWTD with none being selected 0685 2.61% of qualified candidates identified as a PWD with none being selected 0.87% of qualified candidates identified as a PWTD with none being selected 0341 7.69% of qualified candidates identified as a PWD with none being selected 0511 2.26% of qualified candidates identified as a PWD with none being selected 0.56% of qualified candidates identified as a PWTD with none being selected</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>							
<p>Objective</p>	<p>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.</p> <table border="1" data-bbox="483 1312 776 1455"> <tr> <td>Date Objective Initiated</td> <td>Sep 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Sep 30, 2021
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<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>12/31/2020</p>	<p>Obtain and review additional information to assist in determining barriers</p>	<p>Yes</p>						
<p>09/30/2021</p>	<p>Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>In FY 2019, there were several triggers for New Hires at various grade level representations. (PWD) SES- There were no new hire applicants selected who identified as a PWD GS-15- There were no new hire applicants selected who identified as a PWD GS-14- There were no new hire applicants selected who identified as a PWD GS-13- 7.5% of new hire applicants selected identified as a PWD, below the 501 goal of 12% (PWTD) SES- There were no new hire applicants selected who identified as a PWTD GS-15- There were no new hire applicants selected who identified as a PWTD GS-14- There were no new hire applicants selected who identified as a PWTD</p>											
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>											
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>												
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>											
<p>Objective</p>	<p>Agency to increase the strategic recruitment of PWD and PWTD</p> <table border="1" data-bbox="441 949 1515 1100"> <tr> <td data-bbox="441 949 646 1008">Date Objective Initiated</td> <td colspan="3" data-bbox="646 949 1515 1008">Sep 30, 2019</td> </tr> <tr> <td data-bbox="441 1008 646 1100">Target Date For Completion Of Objective</td> <td colspan="3" data-bbox="646 1008 1515 1100">Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019			Target Date For Completion Of Objective	Sep 30, 2021		
Date Objective Initiated	Sep 30, 2019											
Target Date For Completion Of Objective	Sep 30, 2021											
<p>Responsible Officials</p>	<p>Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p> <p>Ismael Martinez Acting Director, OCRD</p>											
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>								
<p>12/31/2020</p>	<p>Obtain and review additional information to assist in determining barriers.</p>	<p>Yes</p>										
<p>09/30/2021</p>	<p>Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities</p>	<p>Yes</p>										
<p>Fiscal Year</p>	<p>Accomplishments</p>											

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>In FY 2019, there were no Executive or Manager level new hires identified as a PWD or PWTD.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>							
<p>Objective</p>	<p>Agency to hire CS executive and manager level who identify as PWD and PWTD</p> <table border="1" data-bbox="440 957 1513 1094"> <tr> <td data-bbox="440 957 646 1010">Date Objective Initiated</td> <td data-bbox="646 957 1513 1010">Sep 30, 2019</td> </tr> <tr> <td data-bbox="440 1010 646 1094">Target Date For Completion Of Objective</td> <td data-bbox="646 1010 1513 1094">Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Sep 30, 2021
Date Objective Initiated	Sep 30, 2019							
Target Date For Completion Of Objective	Sep 30, 2021							
<p>Responsible Officials</p>	<p>Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p> <p>Ismael Martinez Acting Director, OCRD</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>12/31/2020</p>	<p>Obtain and review additional information to assist in determining barriers.</p>	<p>Yes</p>						
<p>09/30/3031</p>	<p>Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The inclusion rate for individuals that identified as a person with a targeted disability within the Agency that voluntarily separated from the Agency via retirement was 4.88%. The inclusion rate for individuals with no disabilities was 2.24% (Gap of 2.64)</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>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.</p>							
<p>Objective</p>	<p>Retain diverse highly-qualified employees by increasing cultural competencies.</p> <table border="1" data-bbox="483 928 649 1066"> <tr> <td>Date Objective Initiated</td> <td>Sep 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Dec 31, 2020</td> </tr> </table>				Date Objective Initiated	Sep 30, 2019	Target Date For Completion Of Objective	Dec 31, 2020
Date Objective Initiated	Sep 30, 2019							
Target Date For Completion Of Objective	Dec 31, 2020							
<p>Responsible Officials</p>	<p>Ismael Martinez (Acting) Director, USAID/OCRD Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>09/30/2020</p>	<p>Continue to administer unconscious bias training to all employees</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Administer and analyze Exit Interview Survey Data and review FEVS results to better identify trends.</p>	<p>Yes</p>						
<p>09/30/2020</p>	<p>Promote opportunities for employees to connect with employee resource groups, reasonable accommodations manager and DEPM</p>	<p>Yes</p>						
<p>12/31/2020</p>	<p>Conduct interviews and focus groups with PWTD to assess employee satisfaction, career development opportunities/access, and retention risks.</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>		<p>Mission critical occupations were below benchmark for the following categories: Agency Overall 0341 7.69% of qualified internal candidates identified as a person with a disability with none being selected. 0343 3.33% of qualified internal candidates identified as a person with a disability with none being selected. 1.11% of qualified internal candidates identified as a person with a targeted disability with none being selected. 1102 6.67% of qualified internal candidates identified as a person with a disability with none being selected.</p>		
<p>STATEMENT OF BARRIER GROUPS:</p>		<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>		
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>				
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>		<p>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.</p>		
<p>Objective</p>		<p>Increase opportunities for upward mobility of PWD/PWTD within mission critical occupations</p> <p>Date Objective Initiated Sep 30, 2019</p> <p>Target Date For Completion Of Objective Feb 28, 2021</p>		
<p>Responsible Officials</p>		<p>Bob Leavitt Chief Human Capital Officer (CHCO), HCTM</p> <p>Ismael Martinez Acting Director, OCRD</p>		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2020	Review FEVS data to gain further insights.	Yes		
09/30/2020	Through appropriate ERG(s), encourage PWD and PWTD to participate in management, leadership, and career development programs.	Yes		
02/28/2021	Measure qualified internal applicants against relevant applicant pool.	Yes		
12/31/2020	Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/access, and retention risks.	Yes		
Fiscal Year	Accomplishments			

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