

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

The percentage of PWD in the GS-1 to GS-10 cluster was 0%, which is below the goal of 12%. The percentage of PWD in the GS-11 to SES cluster was 5.85%, which is below the goal of 12%.

*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 Yes

b. Cluster GS-11 to SES (PWTD)

Answer Yes

The percentage of PWTD in the GS-1 to GS-10 cluster was 0%, which is below the goal of 2%. The percent of PWTD in the GS-11 to SES cluster was 1.60% which is below the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	19	0	0.00	0	0.00
Grades GS-11 to SES	188	11	5.85	3	1.60

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

The EEO Office collaborated with the Office of Human Resources to focus its efforts on surveying employees and educating them on the SF-82 (Self Identification of Disabilities) to encourage self-identification. The Office of Human Resources notifies all employees via email about the SF-82 form with detailed instructions on how to update disability information in the online personnel system.

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

The FMCS Benefits Officer serves as the disability program coordinator, in addition, to managing the reasonable accommodation program.

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	
Special Emphasis Program for PWD and PWTD	0	0	1	Laquetta Jones Bigelow Director ljonesbigelow@fmcs.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Angie Titcombe Director atitcombe@fmcs.gov
Section 508 Compliance	0	0	1	Cristina Wheeler Human Resources Development Specialist cwheeler@fmcs.gov
Processing applications from PWD and PWTD	0	0	2	Natalie Samuels & Matthew Karlin Benefits Officer & Human Resource Specialist (Recruitment and Staffing) nsamuels@fmcs.gov & mkarlin@fmcs.gov
Processing reasonable accommodation requests from applicants and employees	0	0	1	Natalie Samuels Benefits Officer nsamuels@fmcs.gov
Architectural Barriers Act Compliance	0	0	1	Cynthia Washington Director of Procurement and Operational Services cWASHINGTON@fmcs.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 EEO Office collaborated with the Office of Human Resources to incorporate the following training classes to be available both in-person, web based through the agency learning management system and “live” virtual training: • EEO Basics • Sexual Harassment Training • A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities • No Fear Act Training • Supervisor Refresher Training An additional in-person Civility Workshop was also offered through the EEO and HR Offices. The

benefits officer does take a reasonable accommodation training offered through the EEOC on an annual basis, however it was not communicated to the individual that it was mandatory nor is it a part of her performance work plan.

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 has provided sufficient funding and other resources to successfully implement the disability program.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Office of Human Resources identified the following goals for the recruitment of individuals with disabilities: • The EEO Office and the Office of Human Resources will develop the agency’s strategic recruitment plan to ensure the incorporation of job applicants with disabilities, raise awareness and promote opportunities. • The Office of Human Resources will utilize the OPM Agency Talent Portal to pull qualified applicants to be sent to the hiring manager for consideration. • The HR Specialist (Recruitment and Staffing) will conduct outreach and increase awareness to Disability and Career Services Offices by distributing open job announcements to the various universities, including minority serving institutions, located within the geographical location(s) of the vacancy.

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

The Office of Human Resources encourages managers to use Schedule A to fill vacant positions, whenever possible. For further assistance with special hiring authorities, hiring officials are encouraged to contact the Office of Human Resources. The Office of Human Resources, also, encourages eligible applicants to make their resumes searchable in USAJOBS by selecting eligibility for special hiring authorities. Applicants who have questions or would like to receive technical assistance on how to apply under Schedule A are provided FMCS centralized email address: recruit@fmcs.gov. Additionally, The Office of Human Resources is utilizing the OPM Agency Talent Portal to retrieve qualified applicants to share with the hiring manager for consideration.

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.

If an individual has applied for an appointment to a vacancy under a hiring authority that takes disability into account, the Human Resource Specialist determines whether the individual is eligible for appointment under such authority by reviewing the applicant’s Schedule A documentation. If the applicant is eligible, the Human Resource Specialist forwards the candidate’s application to the

hiring official for consideration of an interview.

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 Director of Human Resources and the EEO Office identified online trainings for all employees, including hiring managers, that increase awareness of the fundamentals of EEO/Diversity, Reasonable Accommodations, Harassment, Selective Placement and hiring authorities. The Office of Special Counsel provided a training on Merit System Principles and Hiring Authorities, which is a training that has occurred annually since FY21. Additionally, with the recent implementation of a new hiring directive, the Office of Human Resources will issue an updated hiring guide for managers. The Hiring Directive includes an appendix outlining all of the various hiring authorities available when recruiting and filling FMCS Mediator positions. Additionally, the Director of Human Resources provides a broad overview annually of the processes and procedures for requesting disability and the agency’s internal reasonable accommodation process.

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 Office of Human Resources is working in collaboration with Executive Managers across the agency to identify college/ programs in local areas that support persons with disabilities. The Office of Human Resources has been conducting outreach efforts to build relationships with these colleges/programs in order to share information about FMCS and employment opportunities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD) Answer No

b. New Hires for Permanent Workforce (PWTD) Answer No

In FY21, 20% of New Hires were identified as PWD, which is above the 12% benchmark. In FY21, 20% of New Hires were identified at PWTD, which is above the 2% benchmark.

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

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 N/A

b. New Hires for MCO (PWTD)

Answer N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources and the Office of Personnel Management to identify how the collection of applicant workflow data can improve data collection.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	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

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources and the Office of Personnel Management to identify how the collection of applicant workflow data can improve data collection.

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 N/A

b. Promotions for MCO (PWTD)

Answer N/A

There is no promotion data available for FY21 as all employees in MCO's are at their full performance level, therefore no promotion actions were processed.

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 reasonable accommodation procedures are posted on the agency's public website. All job announcements are announced via USAJOBS with instructions on how to request an accommodation to apply for vacancies. The agency will take specific steps to ensure that current employees with disabilities have sufficient opportunities for advancement through continued education of employees and hiring managers via agency briefings, webinar series and training uploaded to the agency's learning management system. The EEO Director will meet with the Director of Human Resources to assess the agency's use of special hiring authorities and identify or develop training for hiring managers. Through the barrier analysis process, FMCS will establish benchmark data on overall FMCS opportunities for advancement as well as evaluate whether there are any barriers or triggers to participation by PWD, including PWTD.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The agency has comprehensive learning management system with a variety of courses that are available to all employees. In FY21, the agency launched its first Conflict Management Program (CMP) which is a career development program that is available to all mediators. The agency also supports employee attendance at conferences and internal detail opportunities across positions.

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

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

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

a. Applicants (PWD)

Answer N/A

b. Selections (PWD)

Answer N/A

The agency hires employees that are either at the full performance level or have attained full performance level, which leaves limited utilization of career development programs. The agency’s primary career development program is a training program designed specifically for new mediators. Due to the FY21 mediator hiring freeze, this training program was not utilized.

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

The agency hires employees that are either at the full performance level or have attained full performance level, which leaves limited utilization of career development programs. The agency’s primary career development program is a training program designed specifically for new mediators. Due to the FY21 mediator hiring freeze, this training program was not utilized.

C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTD)

Answer Yes

Time Off Awards • 11-20 hours Benchmark = 0.59% PWD=0.0% PWTD = 0.0% • 21-30 hours Benchmark = 0.59% PWD=0.0% PWTD = 0.0% • 31-40 hours Benchmark = 3.0% PWD=0.0% PWTD = 0.0% Cash Awards • \$500 and Under Benchmark = 7.1% PWD=0.0% PWTD = 0.0% • \$1,000 - \$1,999 Benchmark = 87.6% PWD = 54.5% PWTD = 33.3% • \$3,000 - \$3,999 Benchmark = 15.4% PWTD = 0.0% • \$4,000 - \$4,999 Benchmark = 0.6% PWD=0.0% PWTD = 0.0%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	1	0.00	0.59	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	16	0.00	9.47	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	16	0.00	9.47	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	1	0.00	0.59	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	24	0.00	14.20	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	14.20	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	7	0.00	2.96	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	264	0.00	108.88	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	37.71	0.00	21.78	0.00	0.00
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	108	63.64	50.89	66.67	62.50
Cash Awards: \$501 - \$999: Total Amount	81200	47727.27	38284.02	50000.00	46875.00
Cash Awards: \$501 - \$999: Average Amount	751.85	6818.18	445.17	25000.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	182	54.55	87.57	33.33	62.50
Cash Awards: \$1000 - \$1999: Total Amount	237200	64545.45	114556.21	45000.00	71875.00
Cash Awards: \$1000 - \$1999: Average Amount	1303.3	10757.55	774.03	45000.00	-2083.38

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Awards Given	65	63.64	28.99	66.67	62.50
Cash Awards: \$2000 - \$2999: Total Amount	150650	153636.36	67899.41	150000.00	155000.00
Cash Awards: \$2000 - \$2999: Average Amount	2317.69	21948.09	1385.70	75000.00	2053.63
Cash Awards: \$3000 - \$3999: Awards Given	31	18.18	15.38	0.00	25.00
Cash Awards: \$3000 - \$3999: Total Amount	102350	54545.45	50857.99	0.00	75000.00
Cash Awards: \$3000 - \$3999: Average Amount	3301.61	27272.73	1956.08	0.00	37500.00
Cash Awards: \$4000 - \$4999: Awards Given	2	0.00	0.59	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	8000	0.00	2366.86	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4000	0.00	2366.86	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	9	9.09	3.55	33.33	0.00
Cash Awards: \$5000 or more: Total Amount	50100	45454.55	20591.72	166666.67	0.00
Cash Awards: \$5000 or more: Average Amount	5566.67	45454.55	3431.95	166666.67	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 Yes

b. Pay Increases (PWTD)

Answer Yes

Quality Step Increase Benchmark = 0.6% PWD=0.0% PWTD = 0.0% Performance-based Pay Increase Benchmark = 8.3% PWTD = 0.0%

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	19	18.18	8.28	0.00	25.00

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

No other types of employee recognition offered.

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
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ii. Internal Selections (PWD)	Answer	N/A
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b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	N/A
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c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	N/A
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d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	N/A
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Applicant data was not available for qualified internal applicants. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.
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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
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ii. Internal Selections (PWTD)	Answer	N/A
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b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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Applicant data was not available for qualified internal applicants. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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

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

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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

a. New Hires to SES (PWTD)	Answer	N/A
b. New Hires to GS-15 (PWTD)	Answer	N/A
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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	N/A
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	N/A

ii. Internal Selections (PWD)

Answer N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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 N/A

b. Managers

i. Qualified Internal Applicants (PWTB)

Answer N/A

ii. Internal Selections (PWTB)

Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTB)

Answer N/A

ii. Internal Selections (PWTB)

Answer N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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 N/A

b. New Hires for Managers (PWD)

Answer N/A

c. New Hires for Supervisors (PWD)

Answer N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)

Answer N/A

b. New Hires for Managers (PWTB)

Answer N/A

c. New Hires for Supervisors (PWTB)

Answer N/A

Applicant data was not available. For FY22, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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 No

No. The agency did not convert the eligible Schedule A candidates into the competitive service because the two individuals both had performance deficiencies requiring improvement. Since then, one candidate has improved their performance and was converted in FY22.

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

The percentage of voluntary or involuntary separations for PWD did not exceed those without disabilities.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.51
Permanent Workforce: Resignation	1	0.00	0.51
Permanent Workforce: Retirement	12	18.18	5.10
Permanent Workforce: Other Separations	3	0.00	1.53
Permanent Workforce: Total Separations	17	18.18	7.65

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

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

The percentage of voluntary or involuntary separations for PWTD did not exceed those without targeted disabilities.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.49
Permanent Workforce: Resignation	1	0.00	0.49
Permanent Workforce: Retirement	12	33.33	5.39
Permanent Workforce: Other Separations	3	0.00	1.47
Permanent Workforce: Total Separations	17	33.33	7.84

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.

No separation triggers existed in FY21

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.fmcs.gov/section-508/>

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

<https://www.fmcs.gov/section-508/>

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

All employees have been 100% remote since the onset of COVID-19 and all PWD/PWTD within the agency have been provided accommodations, as needed, to work remotely to include updated assistive technologies, new laptops, and larger monitors to support accessibility for all staff. FMCS will continually evaluate and improve accessibility as outlined in the FMCS Diversity, Equity, Inclusion and Accessibility Strategic Plan.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

For FY21, the average processing time for initial request was three (3) days or less. The reasonable accommodation coordinator reported receiving and processing three requests for reasonable accommodations.

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.

Reasonable accommodation requests that are received are approved or denied within 15 calendar days. To date, there has not been any EEO complaints filed for discriminatory violations for the reasonable accommodation program.

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

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

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

The agency did not receive any PAS requests and, therefore, was unable to assess the effectiveness of the policies, procedures, or practices to implement the PAS requirement.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

The Agency did not have any findings of discrimination alleging harassment based on disability status during the last fiscal year.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

The Agency did not have any findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year.

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 PWTDD?

Answer No

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

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments
4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

There were no planned activities.

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

There were no planned activities.

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.

There were no planned activities.