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	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	17	0	0.00	0	0.00
Grades GS-11 to SES	180	10	5.56	3	1.67

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
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
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
Architectural Barriers Act Compliance	0	0	1	Cynthia Washington Director of Procurement and Operational Services cwashington@fmcs.gov
Processing reasonable accommodation requests from applicants and employees	0	0	1	Natalie Samuels Benefits Officer nsamuels@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.

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. The Office of Human Resources is utilizing the OPM Agency Talent Portal to retrieve qualified applicants to share with the hiring manager for consideration. Additionally, the Office of Human Resources is utilizing the Workforce Recruitment Program managed by the U.S. Department of Labor's office of Disability Employment Policy to support PWD and PWTD recruiting and hiring efforts.

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 implementation of a new hiring directive in FY21, the Office of Human Resources issued an updated hiring guide for managers in FY22. The Hiring Directive includes an appendix outlining all of the various hiring authorities available when recruiting and filling FMCS Mediator positions. Annually, all managers at FMCS are required to take the training "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities." 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   Yes

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

In FY22, 0% of New Hires were identified as PWD, which is below the 12% benchmark. In FY22, 0% of New Hires were identified at PWTD, which is below the 2% benchmark. During FY22, FMCS only had three new hires, 67% identified as no disability and 33% the disability was not identified.

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 FY23, 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 FY23, 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 FY22 as all employees 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.

B. CAREER DEVELOPMENT OPPORTUNITES

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 FY22, training and development moved from the Office of Human Resources to the Office of Education to provide additional support for career development. The agency provides a 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

In FY22, FMCS focused on hiring at a developmental level (GS11), which will create more focus on professional development in FY23 than in previous years where most agency hires/employees were either at the full performance level or had attained full performance level, which left limited utilization of career development programs. The Director of EEO and HR will be work with the Office of Education to see how they can track/monitor career development.

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

In FY22, FMCS focused on hiring at a developmental level (GS11), which will create more focus on professional development in FY23 than in previous years where most agency hires/employees were either at the full performance level or had attained full performance level, which left limited utilization of career development programs. The Director of EEO and HR will be work with the Office of Education to see how they can track/monitor career development.

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 • 21-30 hours Benchmark = 1.22% PWD=0.0% PWTD = 0.0% • 31-40 hours Benchmark = 1.84% PWD=0.0% PWTD = 0.0% Cash Awards • $500 and Under Benchmark = 4.91% PWD=0.0% PWTD = 0.0% • $501 - $999 Benchmark = 15.95% PWD=0.0% PWTD = 0.0% • $1,000 - $1,999 Benchmark = 35.58% PWTD = 33.3% • $2000 - $2999 Benchmark = 48.46% PWD=36.36% PWTD = 0.0% • $4,000 - $4,999 Benchmark = 11.04% PWD=0.0% PWTD = 0.0% • $5000+ Benchmark = 3.68% 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	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	3	10.00	1.24	0.00	14.29
Time-Off Awards 21 - 30 Hours: Total Hours	72	240.00	29.81	0.00	342.86
Time-Off Awards 21 - 30 Hours: Average Hours	24	240.00	14.91	0.00	342.86
Time-Off Awards 31 - 40 hours: Awards Given	7	0.00	2.48	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	264	0.00	89.44	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	37	0.00	22.36	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	29	0.00	16.15	0.00	0.00
Cash Awards: $501 - $999: Total Amount	21780	0.00	12130.43	0.00	0.00
Cash Awards: $501 - $999: Average Amount	751	0.00	466.46	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	79	100.00	36.02	33.33	128.57
Cash Awards: $1000 - $1999: Total Amount	100185	114000.00	46916.15	46666.67	142857.14
Cash Awards: $1000 - $1999: Average Amount	1268	11400.00	808.70	46666.67	-3714.29
Cash Awards: $2000 - $2999: Awards Given	96	40.00	49.69	0.00	57.14
Cash Awards: $2000 - $2999: Total Amount	217967	95000.00	112091.30	0.00	135714.29
Cash Awards: $2000 - $2999: Average Amount	2270	23750.00	1400.62	0.00	33928.57
Cash Awards: $3000 - $3999: Awards Given	36	30.00	16.77	33.33	28.57
Cash Awards: $3000 - $3999: Total Amount	117082	102820.00	54844.72	120000.00	95457.14
Cash Awards: $3000 - $3999: Average Amount	3252	34270.00	2031.06	120000.00	-2471.43
Cash Awards: $4000 - $4999: Awards Given	18	0.00	11.18	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	74070	0.00	46006.21	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	4115	0.00	2555.90	0.00	0.00
Cash Awards: $5000 or more: Awards Given	12	20.00	3.73	0.00	28.57
Cash Awards: $5000 or more: Total Amount	83697	120000.00	23726.71	0.00	171428.57
Cash Awards: $5000 or more: Average Amount	6974	60000.00	3954.04	0.00	85714.29

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 = 0.61% PWD=0.0% PWTD = 0.0%

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

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

          ii. Internal Selections (PWD)   Answer   N/A

      b. Grade GS-15

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

          ii. Internal Selections (PWD)   Answer   N/A

      c. Grade GS-14

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

          ii. Internal Selections (PWD)   Answer   N/A

      d. Grade GS-13

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

          ii. Internal Selections (PWD)   Answer   N/A

Applicant data was not available for qualified internal applicants. For FY23, the EEO Director will collaborate with the Director of Human Resources to identify if there are ways to improve data collection.

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

      a. SES

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

          ii. Internal Selections (PWTD)   Answer   N/A

      b. Grade GS-15

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

          ii. Internal Selections (PWTD)   Answer   N/A

      c. Grade GS-14

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

      ii. Internal Selections (PWTD)   Answer   N/A

    d. Grade GS-13

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

      ii. Internal Selections (PWTD)   Answer   N/A

Applicant data was not available for qualified internal applicants. For FY23, 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 FY23, 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 FY23, 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

In FY22, there were no internal promotions.

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

In FY22, there were no internal promotions.

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 FY23, the EEO Director will collaborate with the Director of Human Resources to connect with USA jobs to see how FMCS can start to request this data.

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	N/A
b. New Hires for Managers (PWTD)	Answer	N/A

    c. New Hires for Supervisors (PWTD)   Answer   N/A

Applicant data was not available. For FY23, the EEO Director will collaborate with the Director of Human Resources to connect with USA jobs to see how FMCS can start to request this data.

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

In FY22, FMCS had two eligible Schedule A employee, one eligible Schedule A candidate was converted and the other took disability retirement.

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.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	1	0.00	0.53
Permanent Workforce: Retirement	9	20.00	3.72
Permanent Workforce: Other Separations	2	0.00	1.06
Permanent Workforce: Total Separations	12	20.00	5.32

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.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Resignation	1	0.00	0.51
Permanent Workforce: Retirement	9	0.00	4.62
Permanent Workforce: Other Separations	2	0.00	1.03
Permanent Workforce: Total Separations	12	0.00	6.15

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 FY22

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.

In FY22, the duty locations for all employees have been adjusted to remain 100% remote 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 FY22, 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 PWTD?

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

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

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

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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

FMCS identified triggers and completed the barrier analysis in September 2022. Since then, planned activities have been developed for completion in FY23.

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

FMCS is at the beginning stages of implementation, therefore, no planned activities were completed in FY22.

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.

Once the identified planned activities have been completed, FMCS will address any needed corrective activity.