

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- a. Cluster GS-1 to GS-10 (PWD) Answer No
- b. Cluster GS-11 to SES (PWD) Answer Yes

The percentage of PWD in the GS-1 to GS-10 cluster was 33.34%, which is above the goal of 12%. The percentage of PWD in the GS 11 to SES were as follows: GS-11 was 10%, GS-13 was 8.34%, GS-14 was 5.61% and GS-15 was 14.82. This results in an average approximately 9.7%, which is below the goal of 12%. It's important to note that we do not typically hire at entry-level positions, hence the majority of our positions fall within the GS-12 and above range. Despite the failure to reach the goal of 12%, the percentage of total employees in both clusters have increased from 6.44 in FY2023 to 6.50 in FY2024. This can be attributed to the Agency's efforts to encourage employees to self-identify. Per the recommendation of EEOC in a Letter of Compliance letter dated August 29, 2024, FMCS will conduct a barrier analysis for persons with disabilities in the senior grade levels and management level positions.

\*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 1.50 which is below the goal of 2%. It is noted that FY2024 data is slightly above the FY2023 data at 1.49% . Per the recommendation of EEOC in a Letter of Compliance letter dated August 29, 2024, FMCS will conduct a barrier analysis for persons with disabilities in the senior grade levels and management level positions.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	187	12	6.42	3	1.60
Grades GS-1 to GS-10	13	1	7.69	0	0.00

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

A training was held for all supervisors in November 2022 where these goals were shared and discussed. Hiring managers were also educated on various hiring authorities to assist in reaching goals. In addition, FMCS has updated its Comprehensive Plan to Ensure Advancement Opportunities for Employee's With Disabilities (see section V) and added as a supplemental document (TA Compliance Visit).

## Section II: Model Disability Program

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

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

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

Answer Yes

N/A

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTB	0	0	1	Laquetta Jones Bigelow Director ljonesbigelow@fmcs.gov
Processing applications from PWD and PWTB	0	0	1	Matthew Karlin Human Resource Specialist (Processing) recruit@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
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Adrienne Adger Director aadger@fmcs.gov
Section 508 Compliance	0	0	1	Christine Horowitz E-Learning Training Specialist chorowitz@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 FMCS employees tasked with this responsibility has attended annual and refresher training. The Office of Human Resources staff also attended Reasonable Accommodation Training through the Federal Employment Law Training Group, Federal Dispute Resolution, and USDA’s pre-recorded trainings. The Office of Equal Employment Opportunity has also attended FDR and EEOC's Excel Conferences and remained up to date with continuous training related to Special Emphasis for PWD and PWTD throughout the fiscal year.

**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 provides funding as necessary for requests, however, there is no dedicated funding line. No requests with cost (including travel related accommodation cost) were denied during this fiscal year.

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	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]		
<b>Objective</b>	As approved by EEOC in a Letter of Compliance dated August 29, 2024, FMCS plans to appoint Special Emphasis Program Managers to include a Disability SEPM, Federal Women’s Program Manager and a Hispanic Employment Program Manager through an equitable, fair and open solicitation for volunteers across the agency, open to any employees that are interested, with supervisory approval.		
<b>Target Date</b>	Sep 30, 2026		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

**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 utilizes Handshake to promote positions in addition to accounts with the Department of Labor’s Workforce Recruitment Program (WRP); DirectEmployers.org; and the Veteran’s Vocational Rehabilitation and Employment Program. FMCS has also explored the resources through the Employer Assistance and Resource Network (EARN), State Vocational Rehabilitation Agencies, Centers for Independent Living and Employment Network Service. OHR regularly pulls resumes from the Office of Personnel Management Talent Portal of Schedule A applicants and veterans for applicable positions. The EEO Director attended outreach and recruitment efforts in collaboration with OHR, Procurement and Operational Services and mediators at Blacks In Government and other regional events.

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. In FY2023, there were no Schedule A hires, however there was interest in a position outside of the roles within FMCS. During this FY, FMCS only hired merit promotions which limits access to Schedule A candidates.

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.

When individuals apply under a hiring authority that considers disability, the agency determines eligibility through a review of medical documentation and forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed. The process: 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 agency provides training to all hiring managers on the use of hiring authorities that take disability into account. This training is conducted annually and includes information on the benefits of these authorities, the process for utilizing them, and best practices for inclusive hiring. Specifically, 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. 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 agency utilizes various programs and resources to identify job applicants with disabilities, including partnerships with disability-focused organizations, participation in job fairs targeting individuals with disabilities, and outreach through specialized job boards and networks. Specifically, The Office of Human Resources utilized 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. The Office of Human Resources does not have any formal relationships with colleges or programs given that we do not recruit at an entry level for our mediators. FMCS is considering alternative options to grow the entry level mediator pipeline starting at GS 11.

**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

FMCS doesnot have applicant flow data for FY23. Our mediator announcement was open-continuous and opened and closed outside the bounds of the FY therefore the data is not captured in the FY reporting data for 2023. The number of employees in Non-Mediator positions was too small to capture data that would not individually identify applicants.

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. FMCS posts jobs through USAJOBS. FMCS hires through 1 open continuous vacancy announcement for Mediators Excepted Service 0241 series. The vacancy was closed outside the parameters for the FY2023 data collection period. Due to its small size of approximately 201 employees, FMCS does not recruit for enough positions to collect applicant data flow through USAStaffing/USAJobs.

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.

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 FY24 as all employees are at their full performance level, therefore, no promotion actions were processed. However, new mediators under the new hiring policy started in 2022 start at the GS-12. The mediator position has a two-year trial period with two years at the GS-12, after which mediators are eligible for the GS-13. Mediators brought in at the GS-12 will be eligible for promotion potential in 2024. All other mediators are currently at the GS-14 (position max).

## 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. Please also see supplemental documents for EEOC's Notice of Compliance and FMCS Response to Non-Compliance Letter (See supplemental document in the Technical Visit Compliance Letter).

### B. CAREER DEVELOPMENT OPPORTUNITES

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

Programs Offered: The agency offers various career development opportunities, including specialized training programs, participation in cross-functional projects, and access to leadership development courses. Data on Participation: Data will be collected on the participation of PWD and PWTD in these programs to assess inclusivity and identify areas for improvement FMCS offered competitive training open to employees where employees participated in different internal trainings through a variety of avenues including self-paced, live instructor, and live virtual instructor led. Trainings were also offered through the platform Go Culture. Individuals with disabilities were encouraged to apply and participate in all trainings. Please see supplemental documents for EEOC's Notice of Compliance and FMCS Response to Non-Compliance Letter. The data below is an estimate of the competitive trainings offered.

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
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Mentoring Programs	14	14	0	0	0	0
Coaching Programs	28	28	3	3	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 FY24, FMCS continued to focus on hiring at the GS-12 level, which will create more focus on professional development in FY25 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 the FMCS OHR will be work with the FMCS Center for Conflict Resolution Education (CCRE) to develop a tracking and monitoring process of employees career development. FMCS will continue to monitor promotion trends to ensure equitable advancement opportunities for PWD and PWTD. Please see supplemental documents for EEOC's Notice of Compliance and FMCS Response to Non-Compliance Letter.

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 FY24, FMCS continued to focus on hiring at the GS-12 level, which will create more focus on professional development in FY25 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 OHR will work with the CCRE to develop a tracking and monitoring process of employees career development. Please see supplemental documents for EEOC's Notice of Compliance and FMCS Response to Non-Compliance Letter.

**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

PWD: Time-off awards: a trigger exists in 31-40 hours. Cash Awards: a trigger exists in the following cash awards categories from under \$501 to \$1,999 only. PWTD: Time-Off: Triggers exist in all time-off Cash Awards: Triggers exist at \$500 to \$1,999 and \$3,000 to \$5,000 or more.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	2.00	50.0000	50.0000	0.0000	100.0000
Time-Off Awards 1 - 10 Hours: Total Hours	28.00	71.4286	28.5714	0.0000	100.0000
Time-Off Awards 1 - 10 Hours: Average Hours	14.00	20.0000	8.0000	0.0000	14.0000
Time-Off Awards 11 - 20 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 hours: Awards Given	3.00	33.3333	66.6667	0.0000	100.0000
Time-Off Awards 21 - 30 Hours: Total Hours	72.00	33.3333	66.6667	0.0000	100.0000
Time-Off Awards 21 - 30 Hours: Average Hours	24.00	24.0000	24.0000	0.0000	24.0000
Time-Off Awards 31 - 40 hours: Awards Given	7.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Total Hours	272.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Average Hours	38.86	0.0000	38.8571	0.0000	38.8571
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	4.00	25.0000	75.0000	0.0000	100.0000
Cash Awards \$500 and Under: Total Amount	1900.00	26.3158	73.6842	0.0000	100.0000
Cash Awards \$500 and Under: Average Amount	475.00	500.0000	466.6667	0.0000	475.0000
Cash Awards: \$501 - \$999: Awards Given	31.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$501 - \$999: Total Amount	23450.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$501 - \$999: Average Amount	756.45	0.0000	756.4516	0.0000	756.4516
Cash Awards: \$1000 - \$1999: Awards Given	82.00	4.8780	95.1220	0.0000	100.0000
Cash Awards: \$1000 - \$1999: Total Amount	119927.00	5.1281	94.8719	0.0000	100.0000
Cash Awards: \$1000 - \$1999: Average Amount	1462.52	1537.5000	1458.6795	0.0000	1462.5244
Cash Awards: \$2000 - \$2999: Awards Given	64.00	7.8125	92.1875	3.1250	96.8750
Cash Awards: \$2000 - \$2999: Total Amount	141101.00	7.7958	92.2042	3.1892	96.8108

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Average Amount	2204.70	2200.0000	2205.1017	2250.0000	2203.2419
Cash Awards: \$3000 - \$3999: Awards Given	26.00	7.6923	92.3077	0.0000	100.0000
Cash Awards: \$3000 - \$3999: Total Amount	83250.00	8.1081	91.8919	0.0000	100.0000
Cash Awards: \$3000 - \$3999: Average Amount	3201.92	3375.0000	3187.5000	0.0000	3201.9231
Cash Awards: \$4000 - \$4999: Awards Given	10.00	10.0000	90.0000	10.0000	90.0000
Cash Awards: \$4000 - \$4999: Total Amount	41000.00	9.7561	90.2439	9.7561	90.2439
Cash Awards: \$4000 - \$4999: Average Amount	4100.00	4000.0000	4111.1111	4000.0000	4111.1111
Cash Awards: \$5000 or more: Awards Given	4.00	50.0000	50.0000	0.0000	100.0000
Cash Awards: \$5000 or more: Total Amount	35000.00	30.0000	70.0000	0.0000	100.0000
Cash Awards: \$5000 or more: Average Amount	8750.00	5250.0000	12250.0000	0.0000	8750.0000

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

Triggers exist in QSI awards. There was 0% for both vs 50% for no disability and 50% for not identified disability.

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

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 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

Unfortunately, applicant data for qualified internal applicants was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. The FMCS 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

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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

Unfortunately, applicant data was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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

Unfortunately, applicant data was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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

Unfortunately, applicant data for qualified internal applicants was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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 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

Unfortunately, applicant data for qualified internal applicants was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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

Unfortunately, applicant data was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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 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

Unfortunately, applicant data was unavailable. This is due to the lack of interface between USA Staffing, USAJOBS, and our personnel system. Consequently, there's no means of discerning whether successful candidates were internal or external when extracting hiring data. 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 N/A

N/A

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

a. Voluntary Separations (PWD) Answer Yes

b. Involuntary Separations (PWD) Answer No

The percentage of PWD who voluntarily separated (resignation) (6.67%) exceeded that of persons without disabilities (1.58%).

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	4	6.67	1.58
Permanent Workforce: Retirement	10	0.00	5.26
Permanent Workforce: Other Separations	3	0.00	1.58
Permanent Workforce: Total Separations	17	6.67	8.42

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

The percentage of PWTD who voluntarily separated (resignation) (33.34%) exceeded that of persons without disabilities (1.58%).

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	4	33.33	1.49
Permanent Workforce: Retirement	10	0.00	4.95
Permanent Workforce: Other Separations	3	0.00	1.49
Permanent Workforce: Total Separations	17	33.33	7.92

- 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.

The agency analyzes workforce separation data to identify any patterns or trends involving PWD and PWTD. This analysis helps in understanding the reasons for separations and in developing strategies to improve retention. Exit surveys are voluntary and there were no exit interviews submitted.

**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.

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

- 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/>

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

During FY 23, FMCS started developing training for employees who have 508 responsibilities to include IT and the Office of Procurement and Operational Support. At FMCS our primary goal is to continuously engage and educate stakeholders to meet requirement of the revised 508 Standards. A newly created FMCS Accessibility Assurance Team has been working toward creating agency policy and training to increase awareness and compliance. Further, members of the Accessibility Assurance Team participate on various teams and committees that require 508 compliances (i.e. website development) as well as assist departments in ensuring compliance (i.e. printed materials, interpretation services for live trainings, etc.). FMCS will also review and update policies to ensure they are 508 compliant and implementing staff specific training on 508 compliance. FMCS also made the website accessible for individuals with limited English Proficiency by providing options for several languages; published the FMCS Language Access Plan and contracted with a vendor to make all documents contained on the public facing website 508 compliant and available in Spanish. 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.

- 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.)

FMCS did not have formal reasonable accommodation requests.

- 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.

N/A

**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?

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.

FMCS hiring is dependent upon budget to fund future vacancies to utilize various hiring flexibilities for PWD/PWTD.

- 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