

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 No

Table B4-1 Per No triggers

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD) Answer No

b. Cluster GS-11 to SES (PWTD) Answer No

Table B4-1 No Triggers

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	6252	1925	30.79	163	2.61
Grades GS-1 to GS-10	272	80	29.41	10	3.68

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

Annually, OCHCO issues a memorandum via email to HR personnel and hiring managers describing the agency's commitment to meeting the numerical goals set forth under Section 501. The memorandum emphasized the Agency overall goals for hiring PWD/PWTD and improving hiring efforts in the major job occupations and hiring Vets with disabilities.

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	
Architectural Barriers Act Compliance	1	0	0	Donald Davis Project Manager OCRSO of Facility and Operation Support
Processing applications from PWD and PWTD	10	0	4	Tanya Harris, HR Spec. , Office of Inspector General/Office of Management Barbara Williams, HR Spec., Office of Inspector General/Office of Management
Special Emphasis Program for PWD and PWTD	2	0	1	Darlene Avery, Disability Program Manager, Equal Employment Opportunity Office Zakia Sullivan, Program Manager, Selective Placement Coordinator, DSHQ HRMS
Section 508 Compliance	2	0	0	Brandon Pace HQ 508 Program Manager MGNT/OCIO/OAST
Processing reasonable accommodation requests from applicants and employees	3	0	0	Darlene Avery, Reasonable Accommodation Program Manager, Equal Employment Opportunity Office Tyra Matthews, OIG, Human Resource Specialist; Office of Human Capital;

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	15	0	2	Zakia Sullivan, Program Manager, Selective Placement Coordinator, DSHQ HRMS Darlene Avery, Reasonable Accommodation Program Manager, Equal Employment Opportunity Office, DaShunda McDonley Director, Diversity, Equity, Inclusion & Accessibility Office of Science & Technology

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

In FY 2023, the agency engaged in activities designed to increase the knowledge and skills among the disability program staff. Most of the staff whose is responsible for initial contact has been trained including the agency’s HR staff (staffing and recruitment specialists) and EEO specialists. Training was provided to HR staff including RA Training and Reassignment as RA of last resort to our HR staffing & recruitment professionals. Additional disability related trainings were offered to staff in FY 2023 including Career Development & Advancement of Employees with Disabilities (Schedule A training); Accessibility; Assistive Technology & Software Types of Accommodations, RA Process, and Reassignment of RA of Last Resort (internal & department-wide procedures). HQ’s will continually offer the exiting training modules: Schedule A for HR staffing & Recruitment professionals, Disability Etiquette & Awareness, Reasonable Accommodation Process and Reassignment of RA of Last Resort training will be provided to HQ’s employees including specific offerings provided to supervisor/managers only.

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

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	To develop a collaborative relationship between OCHCO and DHS HQ EEO to implement the Affirmative Action Plan for Individuals with Disabilities.		
Target Date	Oct 1, 2024		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2023	Held meetings with OCHCO and OIG HR to coordinate on implementing affirmative action plan for persons with disabilities.	

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.

HQ utilizes the WRP Program and accepts Schedule A applicants for posted positions. HQ works with local colleges employment resource centers and rehabilitation centers to promote vacancies within HQ's as well as assisting with Federal writing skills and interviewing skills. In addition, USAJOBS resume mining; recruiting and hiring events focusing on veterans have occurred throughout the year with HQ's.

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

HQ utilizes 30% disabled veterans, Schedule A, VRA applicant hiring authorities to recruit PWD and PWTD for positions.

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.

Schedule A applicants: When an individual applies for a position with DHS-HQ under the Schedule A hiring authority, the individual will be placed on a Schedule A saved list for review. The individual's application package is reviewed to determine if he/she is eligible. The individual's eligibility will be based on a certified Schedule A letter from a physician or a rehabilitation facility. After the eligibility is determined, the specialist will then review the resume to ensure that that individual meets the minimum qualifications identified in the vacancy announcement. If it is determined that the individual meets the eligibility and qualifications, then a certificate is issued to the hiring official. The hiring official is informed that absolute veteran's preference is applied when selecting from a Schedule A certificate. 30% disabled veterans: When an individual applies for a position with DHS-HQ under the 30% disabled hiring authority, the individual will be placed on a non-competitive saved list for review. The individual's application package is reviewed to determine if he/she is eligible. The individual's eligibility will be based on disability rating letter (30% or more) from the Department of Veteran Affairs and an honorable DD214. After the eligibility is determined, the specialist will then review the resume to ensure that that individual meets the minimum qualifications identified in the vacancy announcement. If it is determined that the individual meets the eligibility and qualifications, then a certificate is issued to the hiring official. The hiring official is informed that anyone from the non-competitive certificate can be selected. Note: veteran's preference is not applied on a non- competitive merit promotion certificate.

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

Reasonable Accommodation (five sessions) included information on disability laws on accommodating IWD's in the workplace. Four additional disability awareness sessions were offered throughout the FY open for managers attendance. The agency hosted a session on Career Development & Advancement for Employees with Disabilities that included Schedule A training for HR staffing & recruitment professions specifying the use the special hiring authorities for PWD & PWTD, utilizing the hiring resources including WRP and 30% veterans with disability. HQ will continue to provide Reasonable Accommodation, Schedule A training on

Schedule A to HR specialists responsible for recruitment, staffing and hiring managers along with additional disability related informational sessions in FY 2024.

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.

HQ's will continue to conduct recruiting visits colleges/universities to recruit students as well as develop and maintain partnerships with the local rehabilitation centers. HQ's will continue to participate in disability focused conferences and career fairs. HQ's recruitment and hiring staff will continue to participate in the DHS-wide monthly Strategic and Recruitment Diversity and Inclusion meetings that offer joint participation in hiring opportunities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- 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

Table B-1 No triggers were found.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	15021	5.90	0.00	2.89	0.00
% of Qualified Applicants	6554	5.08	0.00	2.65	0.00
% of New Hires	133	3.01	0.00	0.75	0.00

- Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD) Answer Yes

Tables B6 a. 0343; at 1.18%, 2210; at 0.0%; 0301; at 7.14%, 0080; at 0.0%, 1801; at 0.0%, 0132; at 9.9%. 1102; at 3.03 b. 0343; at 1.18%, 2210; at 0.0%, 0080; at 0.0%, 1801; at 0.0%, 0132; at 0.0%, 1102; at 0.0%

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0080 SECURITY ADMINISTRATION	7	0.00	0.00
0132 INTELLIGENCE	11	9.09	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISC AND ADMIN PROGRAM	14	7.14	7.14
0343 MANAGEMENT AND PROGRAM ANALYST	21	4.76	0.00
1102 CONTRACTING	33	3.03	0.00
1801 GENERAL INSPECT INVEST ENFORC AND COMPLIANCE	11	0.00	0.00
2210 IT SPECIALIST	36	0.00	0.00

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Tables B6 a. 0343; at 9.62%, 2210; at 10.81%, 0301; at 8.43%, 0080; at 10.49%, 1801; at 4.45%, 0132; at 6.35%, 1102; AT 6.67%
b. 1801; at 1.07%

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 No

b. Promotions for MCO (PWTD) Answer Yes

Tables B6 a. 0343; at 4.76%, 2210; at 5.0%, 0301; at 4.10%, 1801; at 2.38%, 0132; at 0.0%, 1102; at 0.0% b. 0343; at 0.0%, 0301; at 1.64%, 0080; at 0.0%, 1801; at 0.0%, 0132; at 0.0%, 1102; at 0.0%

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.

A priority list that identifies veterans who are 30% or more disabled was created. When a vacancy for recruitment becomes available, staffing informs applicants so they can apply to the position. In addition, HQs provides all employees, including PWD & PWTD, the opportunity to apply for positions by releasing job announcements to the workforce on a weekly basis via email as well as the internal website page.

B. CAREER DEVELOPMENT OPPORTUNITES

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

There are opportunities to participate in various career development programs including the following: Partnership for Public Service, Emerging HR Leaders, Forum DHS Leader Development Program, Senior Executive Service Candidate Development Program, DHS Fellows Program, Executive Capstone, Supervisor's Cornerstone, and Manager's Keystone, Team Lead Milestone and the HR Academy. Headquarters CRCL DMS offered Disability Mentoring Programs during FY 2022. The program was offered to all IWD's within HQ's to aid employees with disabilities the opportunity to be mentored by an employee GS14 and above. The SES Candidate Development Program prepares high-performing GS-14/15 (or equivalent) individuals for SES positions through an intensive 12-18 month leadership development program that combines peer learning, mentoring, seminars by thought leaders, workshops by DHS experts, and a rotational assignment in an executive-level position that develops individuals in the Executive Core Qualifications. Successful graduates may be certified by the Office of Personnel Management and considered for non-competitive selection into an SES position for which they are qualified. The Office of Inspector General provides career development (non-technical) opportunities through its Centralized Development Program (CDP). The purpose of the CDP is to develop the managerial workforce by focusing on competencies identified as essential to effective performance at supervisory, managerial, and executive levels. CDP opportunities include Office of Personnel Management leadership programs, Master's degree programs, Naval Post Graduate School, Center for Creative Leadership, Federal Executive Institute, DHS University and many other executive development programs. Most of the CDP programs range from one week to over a year. All CDP training and development initiatives, when appropriate, will be conducted under Merit Promotion Procedures, in accordance with 5 C.F.R. Part 335, and 5 C.F.R. Part 410 and 412. Employees are selected through the OIG CDP Training Board, which is comprised of the Inspector General and, when appropriate, other senior staff. However, in some cases, selection by the CDP Board does not guarantee a seat in a program or school. Many of the schools will request the applications to be forwarded to the institution and the institution will finalize the selection and approval of the applicants.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Mentoring Programs	6	6	6	6	1	1
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						
Internship Programs						
Fellowship Programs						

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 No

b. Selections (PWD)

Answer No

Tables B7 & B8 a. Relevant applicant pool information unavailable. b. No triggers.

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 (PWTB)

Answer No

b. Selections (PWTB)

Answer Yes

Tables B7 & B 8 a. Relevant applicant pool information unavailable. b. GS-15; at 1.68% compared to 2.42%

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTB)

Answer Yes

Table B9-2 In FY 2019, the agency identified triggers involving the percentages of PWD and PWTB who received time-off awards and cash awards. a. Time off: 21-30hrs; 13.17% vs. 13.99%, 31-40hrs; 13.17% vs. 13.78%, cash: \$1000-\$1,999; 33.41% VS. 38.33%, \$2,000-\$2,999; 15.21% VS. 25.46%, \$5,000 or more; 0.23% vs. 0.68% b. Time off: 11-20hrs; 8.70% vs. 13.08%, 21-30hrs; 9.32% vs. 13.99%, cash: \$501-\$999; 19.25 vs.21.84%, \$1000-\$1,999; 32.30% vs. 38.33%, \$2000-\$2,999; 16.15% vs. 25.46%,

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	410	7.58	5.87	8.62	7.48
Time-Off Awards 1 - 10 Hours: Total Hours	3153	57.93	45.37	66.67	57.10
Time-Off Awards 1 - 10 Hours: Average Hours	7.69	0.38	0.19	4.44	0.00
Time-Off Awards 11 - 20 hours: Awards Given	683	10.67	10.20	10.34	10.70
Time-Off Awards 11 - 20 Hours: Total Hours	11149	176.47	165.09	174.71	176.64
Time-Off Awards 11 - 20 Hours: Average Hours	16.32	0.82	0.39	9.71	-0.02
Time-Off Awards 21 - 30 hours: Awards Given	845	14.26	12.41	14.94	14.19
Time-Off Awards 21 - 30 Hours: Total Hours	21019	351.20	310.61	389.66	347.54
Time-Off Awards 21 - 30 Hours: Average Hours	24.87	1.23	0.61	14.99	-0.08
Time-Off Awards 31 - 40 hours: Awards Given	958	17.50	13.75	18.39	17.41
Time-Off Awards 31 - 40 Hours: Total Hours	36966	671.19	533.15	702.87	668.18
Time-Off Awards 31 - 40 Hours: Average Hours	38.59	1.91	0.94	21.97	0.01
Time-Off Awards 41 or more Hours: Awards Given	100	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	1145	17.50	17.33	16.67	17.58
Cash Awards: \$501 - \$999: Total Amount	814004.98	12531.91	12282.21	11254.05	12653.27
Cash Awards: \$501 - \$999: Average Amount	710.92	35.70	17.25	388.07	2.24
Cash Awards: \$1000 - \$1999: Awards Given	2729	45.96	40.92	38.51	46.67
Cash Awards: \$1000 - \$1999: Total Amount	3844772.41	64242.05	58003.01	54508.18	65166.55
Cash Awards: \$1000 - \$1999: Average Amount	1408.86	69.68	34.51	813.56	-0.98
Cash Awards: \$2000 - \$2999: Awards Given	1459	18.49	24.59	24.14	17.96
Cash Awards: \$2000 - \$2999: Total Amount	3458670.85	43838.31	58221.43	56978.16	42590.32
Cash Awards: \$2000 - \$2999: Average Amount	2370.58	118.16	57.65	1356.62	0.54
Cash Awards: \$3000 - \$3999: Awards Given	911	12.61	14.85	9.77	12.88
Cash Awards: \$3000 - \$3999: Total Amount	3006919.28	41320.92	49218.25	32544.83	42154.46
Cash Awards: \$3000 - \$3999: Average Amount	3300.68	163.32	80.69	1914.40	-2.99
Cash Awards: \$4000 - \$4999: Awards Given	628	7.88	10.56	6.32	8.02
Cash Awards: \$4000 - \$4999: Total Amount	2674066.17	33622.28	44960.96	26379.31	34310.21
Cash Awards: \$4000 - \$4999: Average Amount	4258.07	212.80	103.60	2398.12	5.24
Cash Awards: \$5000 or more: Awards Given	795	8.92	14.17	14.37	8.41
Cash Awards: \$5000 or more: Total Amount	4791459	52583.90	85721.20	85401.15	49466.98
Cash Awards: \$5000 or more: Average Amount	6026.99	293.76	147.29	3416.05	-2.78

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)

Answer Yes

Table B9-2 a. QSI Award: 3.79% vs. 4.00%; Performance based pay increase; 1.50% vs. 3.23% b. QSI Award; 1.72% vs. 4.00% Performance based pay increase; 2.30% vs. 3.23%

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	211	1.50	4.16	2.30	1.42

3. If the agency has other types of employee recognition programs, are PWD and/or PWTB 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 | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

<p>Tables B7-1 In FY 2023, the percentage of PWD among the qualified internal applicants and/internal selectees fell below the benchmark compared to the participation rate of employees at the next lower grade level: a. i. SES is at 6.67% vs. 16.83% ii. SES is at 0.0% vs. 16.83% b. i. GS15 is at 7.76% vs. 23.06% ii. GS15 is at 2.33% vs. 23.06% c. i. The GS-14 is at 5.63% vs. 28.88% ii. GS-14 is at 2.78% vs. 28.88% d. i. GS-13 is at 8.04% vs. 33.64% ii. GS-13 is at 3.54% vs. 33.64%</p>
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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 | No |
| ii. Internal Selections (PWTD) | Answer | Yes |

b. Grade GS-15

- | | | |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
|---|--------|----|

ii. Internal Selections (PWTD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes

Table B7-1 In FY 2023, the percentage of PWTD among the qualified internal applicants and internal selectees fell below the benchmark compared to the participation rate of employees at the next lower grade level: a. i. No trigger ii. SES is at 0.0% vs. 2.97% b. i. No trigger ii. GS15 is at 1.16% vs. 1.68% c. i. The GS-14 is at 2.25% vs. 2.74% ii. GS-14 is at 0.93% vs. 2.74% d. i. No trigger ii. GS-13 is at 2.65% vs. 2.97%

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

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

Table B7-1 In FY 2023, the percentage of PWD among new hires fell below the benchmark given qualified applicant pool: a. SES is at 10.00% vs. 16.83% b. GS-15 is at 0.0% vs. 23.06% c. GS-14 is at 1.89% vs. 28.88% d. GS-13 is at 7.32% vs. 33.64%

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

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

Table B7-1 In FY 2023, the percentage of PWTD among new hires fell below the benchmark given qualified applicant pool: a. SES is at 0.0% vs. 2.97% b. GS-15 is at 0.0% versus 1.68% c. GS-14 is at 0.0% vs. 2.74% d. No trigger

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

a. Executives

i. Qualified Internal Applicants (PWD)	Answer	Yes
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ii. Internal Selections (PWD)	Answer	Yes
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b. Managers

i. Qualified Internal Applicants (PWD)	Answer	Yes
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ii. Internal Selections (PWD)	Answer	Yes
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c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	Yes
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<p>Table B8-1 In FY 2023, the percentage of PWD among the qualified internal applicants and selectees for promotions to supervisory positions for the following fell below the benchmark given the relevant applicant pool: a. Executive (GS-15 and above) i. Qualified Internal Applicants; at 6.13% vs. 23.77%, ii. Internal Selections; at 1.79% vs. 23.77% b. Managers (GS-13-14) i. Qualified Internal Applicants; at 3.37% vs. 34.08% ii. Internal Selections at 2.17% vs. 34.08% c. Supervisors (GS 12 and below) i. Qualified Internal Applicants; No applicant data available ii. Internal Selections; at 38.11% vs. 42.67%</p>
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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	No
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ii. Internal Selections (PWTD)	Answer	Yes
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b. Managers

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

ii. Internal Selections (PWTD)	Answer	Yes
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c. Supervisors

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	No
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<p>Table B8-1 In FY 2023, the percentage of PWTD among the qualified internal applicants and selectees for promotions to supervisory positions for the following fell below the benchmark given the relevant applicant pool: a. Executive (GS-15 and above) i. Qualified Internal; Applicants no trigger ii. Internal Selections; at 0.0% vs. 1.94% b. Managers (GS-13-14) i. Qualified Internal Applicants; at 1.04% vs. 3.10% ii. Internal Selections; at 2.17% vs. 3.10% c. Supervisors (GS 12 and below) i. Qualified Internal Applicants; No applicant data available ii. Internal Selections; no trigger</p>
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7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

c. New Hires for Supervisors (PWD) Answer Yes

Table B8-1 In FY 2023, the percentage of selectees for new hires to supervisor positions for PWD fell below the benchmark given the qualified applicant pool: a. New Hires for Executive (GS-15 and above); at 0.0% vs. 23.77% b. New Hires for Managers (GS-13-14); at 0.0% vs. 34.08% c. New Hires for Supervisors (GS 12 and below); at 47.00% vs. 42.67%

8. 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 (PWTD) Answer Yes

b. New Hires for Managers (PWTD) Answer Yes

c. New Hires for Supervisors (PWTD) Answer Yes

Table B8-1 In FY 2023, the percentage of selectees for new hires to supervisor positions for PWTD fell below the benchmark given the qualified applicant pool: a. New Hires for Executive (GS-15 and above); at 0.0% vs. 1.94% b. New Hires for Managers (GS-13-14); at 0.0% vs. 3.10% c. New Hires for Supervisors (GS 12 and below); at 1.38% vs. 2.76%

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

The agency has 26 Schedule A employees eligible for conversion from the past fiscal year. The agency does not have a tracking system to notify HR employees of the two (2) year end of the employee’s probationary period.

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

a. Voluntary Separations (PWD) Answer Yes

b. Involuntary Separations (PWD) Answer Yes

Using the inclusion rate, triggers do exist for separations among PWD’s: a. Voluntary separations at 5.60% compared to the rate of persons without disabilities at 4.76% b. Involuntary separations at 4.30% compared to the rate of persons without disabilities at 4.21%

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	16	0.38	0.17

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Resignation	108	1.65	1.52
Permanent Workforce: Retirement	143	2.31	1.96
Permanent Workforce: Other Separations	260	3.44	3.90
Permanent Workforce: Total Separations	527	7.76	7.55

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

a. Voluntary Separations (PWTB) Answer Yes

b. Involuntary Separations (PWTB) Answer No

Using the inclusion rate, triggers do exist for separations among PWTB's; a. Voluntary separations at 6.83% compared to the rate of persons without disabilities at 4.76% b. No trigger identified

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	16	1.10	0.21
Permanent Workforce: Resignation	108	1.10	1.57
Permanent Workforce: Retirement	143	1.10	2.09
Permanent Workforce: Other Separations	260	5.49	3.71
Permanent Workforce: Total Separations	527	8.79	7.58

4. If a trigger exists involving the separation rate of PWD and/or PWTB, please explain why they left the agency using exit interview results and other data sources.

N/A. No exit interviews are available to evaluate to explain reasons for separations.

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.dhs.gov/accessibility>; <https://www.oig.dhs.gov/accessibility> Individuals may contact the HQ's accessibility office via email at Accessibility@hq.dhs.gov. The practice to resolve an issue concerning electronic (document) accessibility, individuals may contact the Office of Chief Information Officer, Section 508 Coordinator (accessibility team) via email and a ticket is generated. Staff will reach out to the individual to provide assistance. When there is a complaint within DHS-OIG an individual may file a Section 508-related complaint by contact the DHS-OIG Section 508 coordinator via email at 508OIG@oig.dhs.gov and they will address their concerns regarding a web address (URL), or website name and the specific problems they may have encountered electronically.

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.

There is no formal complaint process – individuals may contact the HQ’s facilities office if they have issues, concerns or complaints. To resolve an issue concerning facility accessibility, general practice is the following: an individual may contact the DHS/HQ’s Logistics Specialist assigned to their building to complain, they will then contact Property Manager for the building they are located at or make contact with Facility Manager or GSA Building Coordinator if building is not in compliance. If it’s an access control issue that has an impact on Physical Security, the Logistics Specialist might have to contact the physical security’s office to make associated repairs or address the concerns/issues.

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.

The agency’s Office of Facilities is working closely with the Safety and Health Manager, Disability Program Manager to ensure that all new facilities that are in the building stages to ensure that all ABA requirements are being met.

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.)

The agency processed accommodation requests in an average of 54 days in FY 2019.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The agency utilizes an online automated reasonable accommodation database to create an electronic file, to maintain records and reduce the average processing timeframes. The agency requests that supervisors respond to requests no greater than 30 days. The agency provides Reasonable Accommodation training on process and procedures to employees’ supervisors and managers during new employee orientation and during supervisor essentials (new supervisors) trainings. The agency has a draft procedures document to be finalized; date TBD.

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 has a notice posted on its public website regarding PAS. There were no PAS requests during FY 2019.

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 Yes

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.

There were no findings of discrimination against the agency alleging harassment based on disability in FY 2019.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer Yes

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

Answer Yes

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

The agency provided 8 hours of EEO training including EEO, Disability, Reasonable Accommodation and harassment training to the management official involved in the finding.

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 Yes

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B9				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section IV C: 1., 2. Awards The low percentages of PWD and PWTD who received time-off awards, cash awards and quality step increases fell below the benchmark (employees with no disability).				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section III C. 2, 3, 4		Description of Policy, Procedure, or Practice Low numbers of PWD and PWTD are being hired for mission critical occupations (MCO) (0343, 2210, 0080, 1801, 0132, 1102), less applying PWD, (0343, 2201, 0301, 0080, 1801, 0132, 1102) and PWTD (1081); a low number of promotions among PWD (0343, 2210, 0301, 1801, 0132, 1102) and PWTD (0343, 0301, 0080, 1801, 0132, 1102)).		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B8				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section IV D. 1., 2. Promotions The percentage of PWD's and PWTD's among the internal selectees (PWD; GS 15 and GS 14, PWTD; GS 13) fell below the benchmark compared to the relevant pool.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
					Completion Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B8				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section IV D. 5., 6. Promotions The percentage of PWD and PWTD among qualified internal applications and selections (PWD; executive (GS 15 – SES), and supervisors (GS12 and below) and managers (GS13-14) PWTD; executive (GS 15 – SES), managers (GS13-14) for supervisory positions fell below the benchmark compared to the qualified applicant pool for selectees.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section IV D. 5., 6. Promotions		Description of Policy, Procedure, or Practice Low number of PWD and PWTD internally applying to executive, management and supervisory position within HQ.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section III C. 2, 3, 4 The agency has not consistently hired (internally/externally) or promoted PWD and PWTD in MCO.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section III C. 2, 3, 4		Description of Policy, Procedure, or Practice Low numbers of PWD and PWTD are being hired for mission critical occupations (MCO) (0343, 2210, 0080, 1801, 0132, 1102), less applying PWD, (0343, 2201, 0301, 0080, 1801, 0132, 1102) and PWTD (1081); a low number of promotions among PWD (0343, 2210, 0301, 1801, 0132, 1102) and PWTD (0343, 0301, 0080, 1801, 0132, 1102)).		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section IV D. 3. 4. Promotions The percentage of PWTD among new hires to senior grade levels (PWD; SES, GS 15, GS, 14, GS 13, PWTD; SES GS 15, GS 14) fell below the benchmark compared to the qualified applicant pool.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section IV D. 3. 4. Promotions		Description of Policy, Procedure, or Practice Low number of PWD and PWTD applying to senior grade level positions at HQ.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section IV D. 7. 8. Promotions The percentage of selectees for new hires to supervisor positions for PWD and PWTD fell below the benchmark given the qualified applicant pool; executive (GS 15 – SES), and supervisors (GS12 and below) and managers (GS13-14) for supervisory positions.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section IV D. 7. 8. Promotions		Description of Policy, Procedure, or Practice There is a low number of PWD and PWTD internally applying to supervisory positions within HQ.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Section V. A. 1. 2. 3. Voluntary and Involuntary Separations All Schedule A employees eligible for conversion during FY2023 have not all been converted.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Section V. A. 1. 2. 3. Voluntary and Involuntary Separations		Description of Policy, Procedure, or Practice The agency does not have an established system in place to monitor and update status of Schedule A employee's eligible for conversion.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishment				

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

NA

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

Identified Schedule A employees eligible for conversion were converted during 2023 FY.

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.

The agency plans to continue to work with staff on a quarterly basis to ensure that workforce data is reviewed to convert Schedule A hired employees to the next level career status.