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

> PWD are above the 12% benchmark at the grades GS-1 to GS-15. For FY 21 the ILNG employees with disabilities were reporting 8.37%. In FY 22 that number increased to 12.34%. The difference is the organization is more effectively capturing PWD on the SF 256, which was not done effectively prior to FY21.

*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

> PWTD are below the 2% benchmark at the grades GS-1 to GS-15. For FY 22, the ILNG employees with targeted disabilities are reporting .82%, down .06% from FY21. This issue has been brought to the Barrier Analysis Team to determine methods to increase application pools of PWTD to increase opportunity and overall PWTD numbers within our Title 5 population. Additionally, ensuring the SF 256 is completed by all federal employees will also assist in increasing the overall PWTD.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

> The EEO Office has communicated the overall disability goals with HRO and other directorates. The EEO Office has communicated the disability goals to their leadership through various methods to include new managers and supervisor training, staff meetings, emails, and face to face meetings. This figure should improve in FY2023 with increase visibility on the disparity.

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

Ms. Jennifer Beery is the EEO Specialist. She also serves as the Disability Program Manager. She along with the SEEM have engaged HRO in a process to update the SF 256 and report our disabilities with accurate data. The completion of this reporting has also been implemented in the new employee orientation, HRO newsletter, during the month of October, which is Disability Awareness Month, and this task has been assigned to the Barrier Analysis Team (BAT) to address.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	5	0	0	Disability Program Manager/SEEM Occupational Health Office
Architectural Barriers Act Compliance	3	0	0	Disability Program Manger/SEEM FMO
Section 508 Compliance	3	0	0	PAO CIO
Processing reasonable accommodation requests from applicants and employees	5	0	0	HRO:Staffing OCC Health
Answering questions from the public about hiring authorities that take disability into account	6	0	0	HRO-Director, Deputy, Staffing Supv and staffing personnel
Processing applications from PWD and PWTD	3	0	0	Staffing has 3 personnel that process applications through

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

Ms. Beery attended several virtual training events throughout 2022. HRO Staffing has also received the training.

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

Based on current requirements, yes, the agency has provided sufficient funding for training and accommodations. With the potential for more training or resources this may change based on the availability of funding.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

All vacancy announcements include the information for requesting a reasonable accommodation and the point of contact. We also have this posted on our website. Applicants can voluntarily identify they are a PWD/PWTD through USA Jobs and this is one way for us to identify a potential RA requirement. We completed one RA, which was approved on a new hire in FY22 so our process is working.

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 majority of our positions pull from an applicant pool comprised of personnel requiring military membership through the Air and Army national guard and subsequently subject to military fitness standards. With the NDAA mandated conversions, this has allowed for more positions potentially eligible for schedule A consideration. We are reaching out to advocacy groups for PWTD and bring awareness to Title 5 job opportunities.

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.

The HR Staffing section will review applicants on schedule A to determine if any meet the qualification standards of the vacancy. If any meet those standards they will notify the nominating official and pending approval, the staffing section will coordinate for an offer of the job to the qualified applicant.

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

This is provided in the supervisors course and refresher course, merit placement guidance, and on the internal website for all supervisors and managers.

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.

We have made initial contact with three of the state universities and their disability mangers and also work with National Guard Bureau. The initial contact is to facilitate information regarding the workforce recruitment program and to determine if there is a potential pool available. Initial indications are there is an adequate pool but limited knowledge available regarding schedule A qualification/certification and the dynamics of the workforce recruitment program.

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

Based on the vacancy announcements we processed this last FY, one applicant for potential positions identified as a PWD or PWTD during the application process and a RA was processed accordingly. The process is advertised and available. We still have disparities with PWTD, which the BAT is analyzing.

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

All current mission critical positions identified are dual-status/military membership required positions. This area is N/A for this reporting period.

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

> All current mission critical positions are identified are dual-status/military membership required positions. This area is N/A for this reporting period.

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

> All current mission critical positions are identified as dual-status/military membership required positions. This area is N/A because dual status/military membership are exempt from the federal standards due to military fitness standards.

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.

> Due to a majority of our positions being Title 32/Dual Military there is very limited opportunity for advancement for PWD/PWTD. The only areas where there is any upward mobility is in the purchase and contracting division, internal review section, and HRO. All of the current civilian personnel on board could potentially compete for any of these positions, qualification standards would apply. With the growth of our civilian labor force this increase will provide broader opportunities for advancement for all civilian employee's and includes GS-07 to GS-12 type positions with increased opportunities for upward mobility. We offer several training opportunities throughout the year and generally on a monthly basis for personnel to increase/improve their skills in all types of areas and these opportunities are open to all employee's. In addition to local training opportunities, we fund conference/workshop attendance, refresher training requirements and additional training for collateral positions pretty much on an as requested basis.

B. CAREER DEVELOPMENT OPPORTUNITES

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

> We offer several training opportunities throughout the year and generally on a monthly basis for personnel to increase/improve their skills in all types of areas and these opportunities are open to all employee's. In addition to local training opportunities, we fund conference/workshop attendance, refresher training requirements and additional training for collateral positions pretty much on an as requested basis.

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						

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

> We offer several training opportunities throughout the year and generally on a monthly basis for personnel to increase/improve their skills in all types of areas and these opportunities are open to all employee's. In addition to local training opportunities, we fund conference/workshop attendance, refresher training requirements and additional training for collateral positions pretty much on an as requested basis

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 No

       b. Selections (PWTD)   Answer No

> We offer several training opportunities throughout the year and generally on a monthly basis for personnel to increase/improve their skills in all types of areas and these opportunities are open to all employee's. In addition to local training opportunities, we fund conference/workshop attendance, refresher training requirements and additional training for collateral positions pretty much on an as requested basis

C. AWARDS

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

       a. Awards, Bonuses, & Incentives (PWD)   Answer No

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

> Per Table B9: 3 PWD received a 1-9hrs time off award, 5 PWD received a 9+ hrs time off award, and 7 PWD received a cash awards.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If "yes", please describe the trigger(s) in the text box.

> a. Pay Increases (PWD)   Answer   No

> b. Pay Increases (PWTD)   Answer   No

Per Table B9: 2 PWD received a QSI award.

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

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   No

>> ii. Internal Selections (PWD)   Answer   No

> b. Grade GS-15

>> i. Qualified Internal Applicants (PWD)   Answer   No

>> ii. Internal Selections (PWD)   Answer   No

> c. Grade GS-14

>> i. Qualified Internal Applicants (PWD)   Answer   No

>> ii. Internal Selections (PWD)   Answer   No

> d. Grade GS-13

>> i. Qualified Internal Applicants (PWD)   Answer   No

>> ii. Internal Selections (PWD)   Answer   No

N/A

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

      a. SES

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

          ii. Internal Selections (PWTD)   Answer   No

      b. Grade GS-15

          i. Qualified Internal Applicants (PWTD)   Answer   No

          ii. Internal Selections (PWTD)   Answer   No

      c. Grade GS-14

          i. Qualified Internal Applicants (PWTD)   Answer   No

          ii. Internal Selections (PWTD)   Answer   No

      d. Grade GS-13

          i. Qualified Internal Applicants (PWTD)   Answer   No

          ii. Internal Selections (PWTD)   Answer   No

We did not have any PWTD during this reporting period.

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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   No

      c. New Hires to GS-14 (PWD)   Answer   No

      d. New Hires to GS-13 (PWD)   Answer   No

N/A

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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   No

      c. New Hires to GS-14 (PWTD)   Answer   No

      d. New Hires to GS-13 (PWTD)   Answer   No

N/A

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 No

        ii. Internal Selections (PWD)   Answer No

    b. Managers

        i. Qualified Internal Applicants (PWD)   Answer No

        ii. Internal Selections (PWD)   Answer No

    c. Supervisors

        i. Qualified Internal Applicants (PWD)   Answer No

        ii. Internal Selections (PWD)   Answer No

N/A

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

        ii. Internal Selections (PWTD)   Answer No

    b. Managers

        i. Qualified Internal Applicants (PWTD)   Answer No

        ii. Internal Selections (PWTD)   Answer No

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer No

        ii. Internal Selections (PWTD)   Answer No

We did not have any PWTD during this reporting period.

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 No

b. New Hires for Managers (PWD)	Answer No
c. New Hires for Supervisors (PWD)	Answer No

N/A

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 No
b. New Hires for Managers (PWTD)	Answer No
c. New Hires for Supervisors (PWTD)	Answer No

We did not have any PWTD during this reporting period.

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

We did not have any employees meeting this criteria.

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

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

Based on table B14: 4 out of the 128 separations was PWD. This is far below the percentages of personnel leaving without disabilities.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

a.Voluntary Separations (PWTD)	Answer No
b.Involuntary Separations (PWTD)	Answer No

N/A

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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

N/a

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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.

Our public site is: https://www.il.ngb.army.mil (see quick links)

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.

Our public site is: https://www.il.ngb.army.mil (see quick links)

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.

Initiate changes to facilities where access by civilians/dependents/family members is required in order to received services. Update the public website to incorporate access request requirments under the ABA.

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.)

We did not receive any RA request during this reporting period. However, the goal is to have all requests for RA processed within 30 days internally.

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.

All RA request will be monitored for timeliness through the DPM, Occupational Health, and HRO. Most requests are process through the CAP program, at least initially,and if CAP isn't approved or available we processes the request internally for funding

based upon approval. We do not have any complaints regarding RA, nor were any carried over from the last reporting period based on RA. Managers/Supervisors received initial training during the supervisors course and the refresher course. Trends indicate most RA are for IT or workstation equipment or modifications, or both.

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.

Our RA policy covers PAS. We didn't have any requests for PAS during this reporting period and no requests were carried over from the last reporting period.

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.

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.

During this reporting period we did not have any findings of discrimination. However, we did have 1 complaint and we conducted 2 mediations.

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   No

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:	No Triggers Identified
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?	
STATEMENT OF BARRIER GROUPS:	
Barrier Analysis Process Completed?:	N/A
Barrier(s) Identified?:	N/A

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**
N/A					

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**			

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

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

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.