

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

Table B4 shows: GS 1-10: 10 total employees, zero (0.0%) PWD, which is below the 12% benchmark, therefore there is a trigger.

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

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

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

Table B4 shows: GS 1-10: 10 total employees, no PWTD (below the 2% benchmark, therefore there is a trigger).

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability |       | Targeted Disability |      |
|--|-------|-----------------------|-------|---------------------|------|
|  | #     | #                     | %     | #                   | %    |
| Numerical Goal                                 | --    | 12%                   |       | 2%                  |      |
| Grades GS-1 to GS-10                           | 10    | 1                     | 10.00 | 0                   | 0.00 |
| Grades GS-11 to SES                            | 101   | 15                    | 14.85 | 4                   | 3.96 |

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

In FY 2022 and in prior years, the FMC published Diversity and Inclusion Strategic Plans. The plans include objectives to utilize strategic hiring initiatives for persons with disabilities. Also in 2016, the FMC issued a Action Plan to senior leadership, hiring managers, and the Office of Human Resources stating the agency's goal to increase the overall total workforce of PWD and PWTD each year for the next five years. Since 2019 and continuing in FY 2021, the FMC has continued to communicate this target to senior leaders and hiring managers in senior leadership meetings and to individual hiring managers, during the recruitment and hiring process.

### 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

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<br>(Name, Title, Office Email)                                    |
|--|-------------------------------------|-----------|-----------------|--|
|  | Full Time                           | Part Time | Collateral Duty |  |
| Section 508 Compliance   | 1                                   | 0         | 0               | Catie-Megan Moran<br>Web Content Specialist<br>cmoran@fmc.gov                          |
| Architectural Barriers Act Compliance  | 1                                   | 0         | 0               | Katona Bryan Wade<br>Director, Office of<br>Management Services<br>kbryan-wade@fmc.gov |
| Answering questions from the public about hiring authorities that take disability into account | 1                                   | 0         | 0               | Victoria Schenck<br>Human Resources<br>Specialist<br>vschenck@fmc.gov                  |
| Special Emphasis Program for PWD and PWTD  | 1                                   | 0         | 0               | Camella Woodham<br>Director, Equal<br>Employment Opportunity<br>cwoodham@fmc.gov       |
| Processing applications from PWD and PWTD  | 1                                   | 0         | 0               | Courtney Killion<br>Selective Placement<br>Coordinator/Director<br>ckillion@fmc.gov    |
| Processing reasonable accommodation requests from applicants and employees                     | 1                                   | 0         | 0               | Courtney Killion<br>Director, Office of Human<br>Resources<br>ckillion@fmc.gov         |

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

In FY 2020, all Human Resources (HR) Specialists successfully completed OPM’s Special Placement Program Coordinator training in order to carry out their responsibilities related to the disability program. In addition, the HR Specialists, EEO Director, and managers completed the Office of Personnel Management’s online training on Schedule A.

**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

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The FMC continues to utilize a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities with the major occupations. The FMC utilized the following resources to identify job applicants with disabilities: OPM Shared Register of Candidates with Disabilities (Bender List), and the Workforce Recruitment Program (WRP). The WRP is a recruitment and referral program that connects federal and private sector employers with college students and recent graduates.

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 FMC uses Schedule A appointing authority (5 C.F.R. 213.310(2)) and 30% or More Disabled Veteran appointing authority (5 U.S.C. 3112; C.F.R. 316.302, 316.402, and 315.707) to proactively hire PWD expeditiously. FMC job announcements contain information explaining how to apply under Schedule A and other excepted service hiring authorities.

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.

To determine if an applicant is eligible under Schedule A, the Office of Human Resources reviews their application package to determine if they provided the required documentation (as described in the vacancy announcement from OPM's Disability Employment Page). The documentation is reviewed for eligibility under the hiring authority. This procedure is applied when a candidate submits an application through USAJobs and/or directly to OHR. If the documentation submitted is unclear, we give tentative consideration under this hiring authority. In this case, if the individual is selected, we ask the selectee to furnish the appropriate documentation. When an applicant applies through USAJobs, we review their package for qualifications and eligibility. Those eligible and qualified under non-competitive hiring authorities are placed on a certificate of eligibles that is separate from those competitively eligible. Additionally, the OHR searches OPM's list of Persons with Disabilities (Bender) and/or any resumes we have on file. If qualified candidates are found, the resumes are forwarded to the hiring official via email for consideration.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

The FMC provides mandatory annual training for senior leadership, hiring managers, and HR specialists to: - Promote and support employment of PWD/ PWTD for all employment opportunities in the agency; - Use Schedule A authority for people with

disabilities; - Use other tools available to assist hiring managers to identify qualified applicants with disabilities; and - Remain versed on the FMC’s procedures for providing reasonable accommodation to job applicants and employees with disabilities.

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Human Resources Office utilizes the Workforce Recruitment Program and the EEO Director sends recruitment announcements to disability affinity groups in an effort to identify job applicants with disabilities, including individuals with targeted disabilities.

**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

Table B1 shows the FMC hired 16 total staff members. Three (18.75%) new hires self-identified as a PWD, which exceeds the 12% hiring goal. One (6.25%) new hire self- identified as an PWTD, which also exceeds the 2% hiring goal.

| New Hires                 | Total<br>(#) | 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 Yes
- b. New Hires for MCO (PWTD) Answer Yes

Using applicant flow data, including only those who self-identified, triggers exist for the following occupations of the MCOs for PWD/PWTD: PWD - Economist (0110) - Out of 37 qualified applicants, five were selected. Two of the 37 applicants were PWD. Zero PWD were selected. - Program Management (0340) - Out of 18 qualified applicants, 1 was selected. Zero of the 18 applicants were PWD. Zero PWD were selected. - General Attorney (0905) - Out of 343 qualified applicants, six were selected. Sixteen of the 343 applicants were PWD. Zero PWD were selected. PWTD - Economist (0110) - Out of 37 qualified applicants, five were selected. Zero of the 37 applicants were PWTD. Zero PWTD were selected. - Program Management (0340) - Out of 18 qualified applicants, 1 was selected. Zero of the 18 applicants were PWTD. Zero PWTD were selected. - General Attorney (0905) - Out of 343 qualified applicants, six were selected. Sixteen of the seven applicants were PWTD. Zero PWTD were selected.

| New Hires to Mission-Critical Occupations | Total<br>(#) | Reportable Disability | Targetable Disability |
|---|--------------|-----------------------|-----------------------|
|   |              | New Hires<br>(%)      | New Hires<br>(%)      |
| 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

Relevant applicant pool data is not available. The provided data from USA Staffing does not identify which current FMC employees would qualify for a job series they are not currently in. The OHR does not adjudicate applicant qualifications until an applicant applies for a specific position, and the applicant may qualify based on experience obtained prior to entry into their current job series, or into the FMC. The FMC has not attempted to develop an estimate for job series-relevant applicant pools, to date. Based on this, we are not attempting to tabulate relevant applicant pools for this reporting cycle.

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

Relevant applicant pool data is not available. The provided data from USA Staffing does not identify which current FMC employees would qualify for a job series they are not currently in. The OHR does not adjudicate applicant qualifications until an applicant applies for a specific position, and the applicant may qualify based on experience obtained prior to entry into their current job series, or into the FMC. The FMC has not attempted to develop an estimate for job series-relevant applicant pools, to date. Based on this, we are not attempting to tabulate relevant applicant pools for this reporting cycle.

## 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.

All managers and supervisors are encouraged to promote the career development of all employees, including individuals with disabilities and individuals with targeted disabilities. FMC continued to promote opportunities through the Office of Human Resources. Through OHR, the Commission requests that each office share and encourage all employees, including employees with disabilities, to participate in career development and advancement programs.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

The FMC continues to offer various ways for employees to further their educational goals. The Office of Human Resources (OHR) sends notices from various sources advising employees of all available training opportunities. Also, training opportunities within the employee’s area of expertise are provided through the employee’s individual supervisor. In FY 2018, all employees completed a Training Needs Assessments. These assessments are still being used to determine training needs. FMC employees have access to training/career development courses by a variety of means: FMC’s partnership with Skillsoft offers thousands of learning courses which can be used as quick references, as practical job aids to gain in-depth knowledge, or practice skills. These resources are aligned to support competencies, job roles, or blended learning offerings. FMC’s Leadership Programs establish required and optional developmental activities throughout the year for new and seasoned leaders at all levels. FMC’s partnership with the Small Agency Council, which offers a variety of courses throughout the year. All courses are open to all employees, with supervisor approval.

- 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 (%) |
| Coaching Programs                 | 0                  | 0             | 0              | 0             | 0              | 0             |
| Mentoring Programs                | 0                  | 0             | 0              | 0             | 0              | 0             |
| Detail Programs                   | 0                  | 0             | 0              | 0             | 0              | 0             |
| Fellowship Programs               | 0                  | 0             | 0              | 0             | 0              | 0             |
| Training Programs                 | 0                  | 0             | 0              | 0             | 0              | 0             |
| Internship Programs               | 0                  | 0             | 0              | 0             | 0              | 0             |
| Other Career Development Programs | 5                  | 5             | 0              | 0             | 0              | 0             |

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

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

Detailed applicant flow data (AFD) for the career development programs identified above is not available.

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

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

Detailed applicant flow data (AFD) for the career development programs identified above is not available.

**C. AWARDS**

- 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, &amp; Incentives (PWD)

Answer No

b. Awards, Bonuses, &amp; Incentives (PWTD)

Answer No

Data not available.

| Time-Off Awards                                 | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Time-Off Awards 1 - 10 hours: Awards Given      | 23        | 37.50                   | 18.82                           | 50.00                 | 33.33                         |
| Time-Off Awards 1 - 10 Hours: Total Hours       | 180       | 300.00                  | 145.88                          | 400.00                | 266.67                        |
| Time-Off Awards 1 - 10 Hours: Average Hours     | 7         | 50.00                   | 8.24                            | 200.00                | 0.00                          |
| Time-Off Awards 11 - 20 hours: Awards Given     | 32        | 43.75                   | 28.24                           | 50.00                 | 41.67                         |
| Time-Off Awards 11 - 20 Hours: Total Hours      | 633       | 812.50                  | 572.94                          | 850.00                | 800.00                        |
| Time-Off Awards 11 - 20 Hours: Average Hours    | 19        | 112.50                  | 23.53                           | 425.00                | 8.33                          |
| Time-Off Awards 21 - 30 hours: Awards Given     | 25        | 6.25                    | 25.88                           | 0.00                  | 8.33                          |
| Time-Off Awards 21 - 30 Hours: Total Hours      | 644       | 150.00                  | 672.94                          | 0.00                  | 200.00                        |
| Time-Off Awards 21 - 30 Hours: Average Hours    | 25        | 150.00                  | 30.59                           | 0.00                  | 200.00                        |
| Time-Off Awards 31 - 40 hours: Awards Given     | 59        | 37.50                   | 57.65                           | 25.00                 | 41.67                         |
| Time-Off Awards 31 - 40 Hours: Total Hours      | 2314      | 1500.00                 | 2285.88                         | 800.00                | 1733.33                       |
| Time-Off Awards 31 - 40 Hours: Average Hours    | 39        | 250.00                  | 45.88                           | 800.00                | 66.67                         |
| Time-Off Awards 41 or more Hours: Awards Given  | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 41 or more Hours: Total Hours   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 41 or more Hours: Average Hours | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |

| Cash Awards                                  | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards: \$501 - \$999: Awards Given     | 27        | 43.75                   | 21.18                           | 100.00                | 25.00                         |
| Cash Awards: \$501 - \$999: Total Amount     | 18950     | 30156.25                | 14852.94                        | 68750.00              | 17291.67                      |
| Cash Awards: \$501 - \$999: Average Amount   | 701       | 4306.25                 | 824.71                          | 17175.00              | 16.67                         |
| Cash Awards: \$1000 - \$1999: Awards Given   | 51        | 50.00                   | 45.88                           | 50.00                 | 50.00                         |
| Cash Awards: \$1000 - \$1999: Total Amount   | 73500     | 71875.00                | 66470.59                        | 75000.00              | 70833.33                      |
| Cash Awards: \$1000 - \$1999: Average Amount | 1441      | 8981.25                 | 1703.53                         | 37500.00              | -525.00                       |
| Cash Awards: \$2000 - \$2999: Awards Given   | 4         | 6.25                    | 3.53                            | 0.00                  | 8.33                          |
| Cash Awards: \$2000 - \$2999: Total Amount   | 8850      | 16250.00                | 7352.94                         | 0.00                  | 21666.67                      |

| Cash Awards                                  | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards: \$2000 - \$2999: Average Amount | 2212      | 16250.00                | 2450.59                         | 0.00                  | 21666.67                      |
| Cash Awards: \$3000 - \$3999: Awards Given   | 47        | 18.75                   | 48.24                           | 0.00                  | 25.00                         |
| Cash Awards: \$3000 - \$3999: Total Amount   | 141000    | 56250.00                | 144705.88                       | 0.00                  | 75000.00                      |
| Cash Awards: \$3000 - \$3999: Average Amount | 3000      | 18750.00                | 3529.41                         | 0.00                  | 25000.00                      |
| Cash Awards: \$4000 - \$4999: Awards Given   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$4000 - \$4999: Total Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$4000 - \$4999: Average Amount | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$5000 or more: Awards Given    | 7         | 6.25                    | 4.71                            | 0.00                  | 8.33                          |
| Cash Awards: \$5000 or more: Total Amount    | 78510     | 79406.25                | 48451.76                        | 0.00                  | 105875.00                     |
| Cash Awards: \$5000 or more: Average Amount  | 11215     | 79406.25                | 12112.94                        | 0.00                  | 105875.00                     |

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Data not available.

| 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 No

b. Other Types of Recognition (PWTD) Answer No

**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 |

Relevant applicant pool data is not available. Although all promotions are advertised to the public on USAJobs.gov, the FMC is unable to determine the percentage of qualified internal applicants by disability distribution due to limited applicant flow data available.

2. Does your agency have a trigger involving PWT/D 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 (PWT/D) | Answer | N/A |
| ii. Internal Selections (PWT/D)          | Answer | N/A |
| b. Grade GS-15                           |        |     |
| i. Qualified Internal Applicants (PWT/D) | Answer | N/A |
| ii. Internal Selections (PWT/D)          | Answer | N/A |
| c. Grade GS-14                           |        |     |
| i. Qualified Internal Applicants (PWT/D) | Answer | N/A |
| ii. Internal Selections (PWT/D)          | Answer | N/A |
| d. Grade GS-13                           |        |     |
| i. Qualified Internal Applicants (PWT/D) | Answer | N/A |
| ii. Internal Selections (PWT/D)          | Answer | N/A |

Relevant applicant pool data is not available. Although all promotions are advertised to the public on USAJobs.gov, the FMC is unable to determine the percentage of qualified internal applicants by disability distribution due to limited applicant flow data available.

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 No
- 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

The FMC was unable to analyze new hires for PWD as compared to the required benchmark using applicant flow data. Applicant flow data does not identify which new hires were lateral transfers from other government agencies and which ones received promotions.

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

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

The FMC was unable to analyze new hires for PWTD as compared to the required benchmark using applicant flow data. Applicant flow data does not identify which new hires were lateral transfers from other government agencies and which ones received promotions.

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

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

The FMC was unable to analyze new hires for PWTD as compared to the required benchmark using applicant flow data. Applicant flow data does not identify which new hires were lateral transfers from other government agencies and which ones received promotions.

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

a. Executives

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

b. Managers

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

c. Supervisors

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

Due to the limited availability of applicant flow data, the FMC is unable to identify the participation rates of disability distribution of qualified internal applicants.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer N/A
- b. New Hires for Managers (PWD) Answer N/A
- c. New Hires for Supervisors (PWD) Answer N/A

Due to the limited availability of applicant flow data, the FMC is unable to identify the participation rates of disability distribution of qualified internal applicants.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

Due to the limited availability of applicant flow data, the FMC is unable to identify the participation rates of disability distribution of qualified internal applicants.

## 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

In FY 2021, there were no Schedule A employees eligible to convert to competitive service.

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

| Seperations                             | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---------|---------------------------|-----------------------------------|
| Permanent Workforce: Reduction in Force | 0       | 0.00                      | 0.00                              |
| Permanent Workforce: Removal            | 1       | 0.00                      | 0.98                              |
| Permanent Workforce: Resignation        | 2       | 0.00                      | 1.96                              |
| Permanent Workforce: Retirement         | 5       | 0.00                      | 4.90                              |
| Permanent Workforce: Other Separations  | 3       | 6.25                      | 1.96                              |
| Permanent Workforce: Total Separations  | 11      | 6.25                      | 9.80                              |

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

| Seperations                             | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---------|-------------------------|---------------------------------|
| Permanent Workforce: Reduction in Force | 0       | 0.00                    | 0.00                            |
| Permanent Workforce: Removal            | 1       | 0.00                    | 0.88                            |
| Permanent Workforce: Resignation        | 2       | 0.00                    | 1.75                            |
| Permanent Workforce: Retirement         | 5       | 0.00                    | 4.39                            |
| Permanent Workforce: Other Separations  | 3       | 25.00                   | 1.75                            |
| Permanent Workforce: Total Separations  | 11      | 25.00                   | 8.77                            |

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.

<https://www.fmc.gov/about-the-fmc/accessibility-notice/>.

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

<https://www.fmc.gov/about-the-fmc/accessibility-notice/>.

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

In FY 2021, the FMC continued to enable and allow all employees the flexibility to telework. The FMC will continue to ensure their internal and external websites comply with all facility and technological guidance.

### 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.)

No RA requests during the timeframe reported, likely due to the expanded work schedules during the pandemic.

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 reasonable accommodation requests were completed in a timely manner. The only reasonable accommodation request received was for ad hoc telework.

### 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 FMC did not receive any PAS requests in FY 2021.

## 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 N/A

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

The FMC did not have any findings in FY 2021.

### 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 N/A

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 FMC did not have any findings in FY 2021.

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

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

Answer N/A

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

| <b>Source of the Trigger:</b>   |   | Workforce Data (if so identify the table)  |                      |   |                              |                        |   |  |  |
|---|---|--|----------------------|---|------------------------------|------------------------|---|--|--|
| <b>Specific Workforce Data Table:</b>   |   | Workforce Data Table - B7  |                      |   |                              |                        |   |  |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? |   | Lower than expected participation rate (percentage) of PWD and PWTD in 2021 selections   |                      |   |                              |                        |   |  |  |
| <b>STATEMENT OF BARRIER GROUPS:</b>   |   | <i>Barrier Group</i><br>People with Disabilities<br>People with Targeted Disabilities  |                      |   |                              |                        |   |  |  |
| <b>Barrier Analysis Process Completed?:</b>   |   | Y  |                      |   |                              |                        |   |  |  |
| <b>Barrier(s) Identified?:</b>  |   | N  |                      |   |                              |                        |   |  |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                |   | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </tbody> </table> |                      |   |                              | Barrier Name           | Description of Policy, Procedure, or Practice |  |  |
| Barrier Name  | Description of Policy, Procedure, or Practice   |  |                      |   |                              |                        |   |  |  |
|   |   |  |                      |   |                              |                        |   |  |  |
| <b>Objective(s) and Dates for EEO Plan</b>  |   |  |                      |   |                              |                        |   |  |  |
| <b>Date Initiated</b>   | <b>Target Date</b>  | <b>Sufficient Funding / Staffing?</b>  | <b>Date Modified</b> | <b>Date Completed</b>                     | <b>Objective Description</b> |                        |   |  |  |
| <b>Responsible Official(s)</b>  |   |  |                      |   |                              |                        |   |  |  |
| <b>Title</b>  |   | <b>Name</b>  |                      | <b>Standards Address The Plan?</b>        |                              |                        |   |  |  |
| <b>Planned Activities Toward Completion of Objective</b>  |   |  |                      |   |                              |                        |   |  |  |
| <b>Target Date</b>  | <b>Planned Activities</b>   |  |                      | <b>Sufficient Staffing &amp; Funding?</b> | <b>Modified Date</b>         | <b>Completion Date</b> |   |  |  |
| 09/30/2023  | OEEO to discuss with OHR encouraging active discussions with hiring managers when determining area of consideration to fill vacancies.                                    |  |                      | Yes                                       |                              |                        |   |  |  |
| 09/30/2023  | Continue to educate hiring managers regarding available legal authorities and hiring flexibilities, including annual email reminders                                      |  |                      | Yes                                       |                              |                        |   |  |  |
| 09/30/2023  | Establish relationships with organizations that assist PWD in securing and maintaining employment (including local colleges, universities and professional organizations) |  |                      | Yes                                       |                              |                        |   |  |  |

| <b>Report of Accomplishments</b> |                       |
|----------------------------------|-----------------------|
| <b>Fiscal Year</b>               | <b>Accomplishment</b> |

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

N/A

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A