

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

The percentage of PwDs in the GS-1 to GS-10 cluster was 17.39%, and the rate of PwDs in the GS-11 to SES was 14.34%, which exceeds the goal of 12%

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

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

a. Cluster GS-1 to GS-10 (PWTD)

Answer No

b. Cluster GS-11 to SES (PWTD)

Answer No

The percentage of PwTDs in the GS-1 to GS-10 cluster was 2.42%, and the PwTDs in the GS-11 to SES was 2.55%, exceeding the goal of 2%.

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

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

WHS utilized various methods, including training (HR and Leadership for New Supervisors; annual EEO and Engagement Training), quarterly newsletters, quarterly leadership meetings, and the annual policy.

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	
Section 508 Compliance	1	0	4	Glenn Buchter Section 508 glenn.t.buchter.civ@mail.mil
Processing applications from PWD and PWTD	0	0	2	Marie Palisoc, HR Specialist Disability Recruitment -
Answering questions from the public about hiring authorities that take disability into account	0	0	2	Marie Palisoc, HR Specialist Disability Recruitment -
Architectural Barriers Act Compliance	1	0	0	WHS Facility Accessibility Program WHS.Accessibility@mail.mil
Special Emphasis Program for PWD and PWTD	3	0	3	Marie Palisoc, HR Specialist Disability Recruitment
Processing reasonable accommodation requests from applicants and employees	2	0	2	Tara Bennett-Howard Disability and Reasonable tara.d.bennett-howard.civ@mail.mil

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 No

Currently, the Agency does not provide disability training. In FY 2025, the agency will satisfy this requirement.

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 No

Currently, the program is using alternate resources to provide the information necessary to supplement funding. In FY 2025, HRD will review funding requirements.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		
Objective	Post procedures for processing PAS requests on the WHS public website. WHS has not issued compliant reasonable accommodation procedures.		
Target Date	Dec 30, 2023		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2023		Finalize coordination of the RA/PAS procedures
	Oct 1, 2023		Post procedures for processing PAS/RA requests for on the WHS public website, and cross-link to WHS’s RAs and “Disability-People” Pages.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2024	In FY 2024, the new RA and PAS procedures (AI-114) were developed to highlight the roles and responsibilities of various stakeholders throughout the RA process. This procedure is currently in formal coordination for approval. The Disability Program Manager developed the agency PAS procedures. This procedure is currently in formal coordination for approval. RA FY 2025 New Plans RA will provide new forms that allow us to manage cases more effectively and will provide relevant information necessary to assist with deciding the accommodations provided. • New training and education for every manager and supervisor with updated information. • Virtually/In Person • New tracking process. • New separate PAS Guidelines published. • New brochures for RA and other programs offered under RA.	

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.

To assist job applicants with disabilities and targeted disabilities, WHS engaged in various outreach activities. In addition to extensive outreach programs, WHS also sought out PwDs and PwTDs through various programs (i.e., Workforce Recruitment Program (WRP), Schedule A, and Operation Warfighter) and hiring events. These programs’ information has been spotlighted in HRD newsletters for DAFA and OSD organizations.

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

Specific statement in vacancy announcements related to Special Appointing Authorities, to include veterans with a disability rating

of 30% or more, with links to informative webpages that further explain and clarify those appointment types. Continue the utilization of special hiring authorities and job development programs for veterans, including veterans with a disability rating of 30% or more. To this end, HRD will continue to educate hiring managers on special appointing authority for 30% or more disabled veterans. Additionally, WHS will seek to include veteran employees with disabilities as recruitment and outreach consultants.

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.

1) The assigned HR Specialist will determine if the individual is eligible for appointment under Schedule A, 5 CFR 213.3102(u) by reviewing documentation of the disability. This documentation is obtained from a medical professional, a licensed vocational rehabilitation specialist, or a federal/state agency that issues or provides disability benefits. 2) Careful consideration is taken when forwarding the individual's application to the relevant hiring official. A discussion with the hiring official is held to educate them on the use and ease of the Schedule A hiring authority. Job announcements also include PWD as an area of consideration and if qualified, are referred. There are instances when hiring managers will come to us with an ideal candidate who is eligible for the Schedule A hiring authority. In this situation, we review the applicant's resume and disability documentation and process a personnel action to onboard the person.

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

WHS utilized various of methods to include Training (HR & Leadership for New Supervisors; annual EEO Training), a quarterly newsletter, and a quarterly Leadership meeting. SEP provides information on hiring authority to hiring managers during the Strategic Recruitment discussion.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The Agency SEP employees maintained virtual relationships with vocational rehabilitation offices, state employment offices, veterans' organizations, colleges/universities, and other facilities to obtain applications from disabled veterans. They participated in a DoD-wide recruiter's consortium to share ideas and information to improve recruitment efforts.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

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

In FY 2024, the Agency hired 60 employees who reported having a disability and nine who reported having a targeted disability. PWTDs comprised 1.34% of the workforce of WHS and Served Components. Employees with reportable disabilities were 8.93% of the total workforce, compared to 6.95% at the end of FY 2023. WHS continues to work closely with Gallaudet University, other major local universities, and disability interest institutions in the National Capital Region. WHS attends prioritized events focused on disabled veterans and people with targeted disabilities, including the Hiring Our Heroes career event.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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 the qualified applicant pool as a benchmark trigger existed for PwDs and PWTDs new hires in the following most populous MCOs: Series 0080: PWD 11.36%; PWTD 2.27% Series 0083: PWD 4.21%; PWTD 1.87% Series 0301: PWD 3.20%; PWTD 2.59% Series 0343: PWD 6.98%; PWTD 2.33% Series 1102: PWD 10.00%, PWTD 3.57% Series 2210: PWD 6.40%; PWTD 1.60% (Table B6)

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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

Using the qualified applicant pool as a benchmark trigger existed for PwDs and PWTDs internal competitive promotion in the following most populous MCOs: • Series 0080: PWD 10.26%; PWTD 7.96% • Series 0083: PWD 7.33%; PWTD 4.00% • Series 0130: PWD 5.88%, PWTD 0.00% • Series 0301: PWD 9.12%, PWTD 4.95% • Series 0343: PWD 8.04%, PWTD 5.71. • Series 1102: PWD 8.99%, PWTD 5.41% • Series 2210: PWD 7.48%, PWTD 6.12% (Table B6)

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 Yes
- b. Promotions for MCO (PWTD) Answer Yes

In comparison to the benchmarks, triggers exist among the selections for promotion involving the following positions in FY 2024. 0080 – Security: PWD (0.00%) and PWTD (0.00%) 0083 - Police Officer: PWD (6.67%) and PWTD (0.00%) 0130 - Foreign Affairs: PWD (0.00%) and PWTD (0.00%) 0301 - Miscellaneous Administration and Program: PWD (4.88%) and PWTD (4.88%) 0343 – Management and Program Analyst: PWD (3.57%) and PWTD (0.00%) 1102 - Contracting: PWD (3.03%) and PWTD

(0.00%) 2210 – Information Technology: PWD (0.00%) and PWTB (0.00%) Table B6

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 PWTB, have sufficient opportunities for advancement.

The SEP endeavors to place PwDs and PwTBs employees in billets that have promotion potential, when possible. Managers are encouraged to provide PwDs and PwTBs employees training for promotion to the next highest grade. HRD works with the Section 508 coordinator to ensure that PwDs and PwTBs employees are provided with appropriate accessible technology to enable them to perform the essential functions of their jobs and participate in training and development opportunities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

WHS has a standard training budget that allows employees to explore opportunities within or to stretch outside their functional area. Additionally, over 4,000 online courses are available through iCompass. Detail opportunities are encouraged. WHS also offers competitive Leader Development Programs, including assessment tools, leadership development workshops (Leading at the Speed of Trust), assessment tools (Myers Briggs, StrengthsFinder, Benchmark 360 surveys), executive coaching, and competitive leader development programs. These include the Executive Leadership Development Program, White House Leadership Program, WHS Aspiring Leader Program, and the Key Executive Leadership Certificate Program, among others. WHS informs employees of OPM-negotiated tuition reduction partnerships with post-secondary institutions.

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		PWTB	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Fellowship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Coaching Programs	40	40	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

a. Applicants (PWD)

Answer N/A

b. Selections (PWD)

Answer N/A

In FY 2024, triggers may exist for PWD in all career development programs.

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

a. Applicants (PWTd)

Answer N/A

b. Selections (PWTd)

Answer N/A

In FY 2024, triggers may exist for PWTd in all career development programs.

C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTd)

Answer Yes

Triggers were identified for the following awards: • Cash awards \$3,000 and \$3,999: The average award amount for PwDs (11.16%) and PwTDs (1.09%) is lower than that for all recipients. • Cash awards greater than \$5,000: The average award amount for PwDs (10.22%) and PwTDs (1.40%) is lower than the average for all recipients. (Table B13)

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	217	4.33	3.11	5.93	4.00
Time-Off Awards 1 - 10 Hours: Total Hours	1642	32.61	23.18	40.00	31.08
Time-Off Awards 1 - 10 Hours: Average Hours	7.57	0.96	0.16	5.00	0.12
Time-Off Awards 11 - 20 hours: Awards Given	327	5.86	5.06	6.67	5.69
Time-Off Awards 11 - 20 Hours: Total Hours	5487	97.32	85.23	108.15	95.08
Time-Off Awards 11 - 20 Hours: Average Hours	16.78	2.12	0.36	12.01	0.06
Time-Off Awards 21 - 30 hours: Awards Given	417	6.75	6.29	7.41	6.62
Time-Off Awards 21 - 30 Hours: Total Hours	10348	169.30	155.66	182.22	166.62
Time-Off Awards 21 - 30 Hours: Average Hours	24.82	3.19	0.52	18.22	0.07
Time-Off Awards 31 - 40 hours: Awards Given	1185	18.47	17.56	16.30	18.92
Time-Off Awards 31 - 40 Hours: Total Hours	44969	712.10	663.71	638.52	727.38
Time-Off Awards 31 - 40 Hours: Average Hours	37.95	4.91	0.80	29.02	-0.10

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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	190	3.44	2.99	2.96	3.54
Cash Awards: \$501 - \$999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	731.23	90.70	15.54	453.70	15.30
Cash Awards: \$1000 - \$1999: Awards Given	637	11.85	9.75	13.33	11.54
Cash Awards: \$1000 - \$1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	1350.57	173.23	28.42	1008.60	-0.27
Cash Awards: \$2000 - \$2999: Awards Given	498	10.96	6.99	14.81	10.15
Cash Awards: \$2000 - \$2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	2352.86	303.82	49.40	1752.81	2.87
Cash Awards: \$3000 - \$3999: Awards Given	735	10.45	11.27	5.93	11.38
Cash Awards: \$3000 - \$3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	3330.84	428.98	70.48	2451.76	8.86
Cash Awards: \$4000 - \$4999: Awards Given	702	11.97	10.21	13.33	11.69
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4389.69	567.56	92.93	3303.70	-0.72
Cash Awards: \$5000 or more: Awards Given	2348	30.57	39.39	23.70	32.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	8725.84	1037.60	188.48	5373.36	137.10

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

a. Pay Increases (PWD)

Answer Yes

b. Pay Increases (PWTD)

Answer Yes

Triggers were identified for the following Quality Step Increases: • Thirty-four (9.66%) PwDs and three (0.85%) PwTDs received Quality Step Increases. PwDs and PwTDs are significantly lower than the average award amount for all recipients. Triggers were

identified for the following performance-based pay increases: • Sixty-four (9.07%) PwDs and eight (1.13%) PwTDs received performance-based pay increases: PwDs and PwTDs are significantly lower than the average award amount for all recipients. (Table B13).

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	706	8.15	11.76	5.93	8.62

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

WHS did not have any other types of recognition programs during FY 2024.

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 N/A
- ii. Internal Selections (PWD) Answer N/A

Relevant applicant pool data is not available. PwDs Qualified Internal Applicants by Senior Grade are as follows: SES – 0.00% GS-15 - 10.43% GS-14 – 9.12% GS-13 – 6.67% (Table B11)

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 Yes

ii. Internal Selections (PWTD) Answer Yes

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

Relevant applicant pool data is not available. PwTDs Qualified Internal Applicants by Senior Grade as follows: SES – 0.00% GS-15 – 6.75% GS-14 – 5.82% GS-13 – 4.64% Triggers were identified for selections of PwTDs within the SES, GS-15, and GS-14 levels. SES – 0.00% GS-15 – 0.00% GS-14 – 0.00% GS-13 – 6.67% (Table B11)

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

Based on a review of MD-715 B-15 Senior Grade Level (New Hires), WHS identified triggers for PwD new hires at the SES level when compared to the qualified applicant pool. SES – 0.00% GS-15 – 0.00% GS-14 – 4.83% GS-13 – 11.89% Triggers were identified for selections of PWDs within the SES, GS-15, and GS-14 levels. SES – 0.00% GS-15 – 0.00% GS-14 – 0.00% GS-13 – 25.00% (Table B15) .

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

Based on a review of MD-715 B-15 Senior Grade Level (New Hires), WHS identified triggers for PWTD new hires at the SES level when compared to the qualified applicant pool. SES – 0.00% GS-15 - 0.00% GS-14 – 1.38% GS-13 – 4.90% Triggers were identified for selections of PWDs within the SES, GS-15, GS-14, and GS-13 levels. SES – 0.00% GS-15 - 0.00% GS-14 – 0.00% GS-13 – 0.00% (Table B15)

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

ii. Internal Selections (PWD)

Answer Yes

b. Managers

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

When reviewing the internal qualified applicants and selections, triggers were identified for PwDs in the Executive, Manager, and Supervisor categories. PWD Executive Qualified Applicant: 10.56% Selections: 0.00% PWDs Manager Qualified Applicant: 10.75% Selections: 10.00% PWDs Supervisor Qualified Applicant: 11.76% Selections: 0.00% (Table B19)

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 Yes

b. Managers

i. Qualified Internal Applicants (PWTD)

Answer No

ii. Internal Selections (PWTD)

Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD)

Answer No

ii. Internal Selections (PWTD)

Answer Yes

When reviewing the internal qualified applicants and selections, triggers were identified for PwTDs in the Executives, Managers, and Supervisors categories. PwTDs Executive Qualified Applicant: 6.83% Selections: 0.00% PwTDs Manager Qualified Applicant: 5.91% Selections: 0.00% PwTDs Supervisor Qualified Applicant: 8.82% Selections: 0.00% (Table B19)

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
b. New Hires for Managers (PWD)	Answer	Yes
c. New Hires for Supervisors (PWD)	Answer	Yes

When reviewing the selections for PWDs compared to the qualified applicant pool benchmark, triggers were identified for PWDs in the categories of Executives, Managers, and Supervisors. PWDs Executive Qualified External Applicants: 10.47%, Selections: 0.00% PWDs Manager Qualified External Applicants: 5.68%, Selections: 0.00% PWDs Supervisor Qualified External Applicants: 2.08%, Selections: 0.00% (Table B18)

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

When reviewing the selections for PwTDs compared to the qualified applicant pool benchmark, triggers were identified for PwTDs in the Executives, Managers, and Supervisors categories. PwTDs Executive Qualified External Applicants: 8.14%, Selections: 0.00% PwTDs Manager Qualified External Applicants: 2.27%, Selections: 0.00% PwTDs Supervisor Qualified External Applicants: 2.08%; Selections: 0.00% (Table B18)

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

There were three (3) Schedule A employees hired in FY 2024. None have been converted to competitive service, and all remain in excepted 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 Yes

b. Involuntary Separations (PWD) Answer No

In FY 2024, 11.67% of PWDs separated the Agency. For PWDs, there were 42.86% removal, 4.70% resignation, and 17.19% retirement. (Table B16)

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.31	0.05
Permanent Workforce: Resignation	142	0.61	1.87
Permanent Workforce: Retirement	219	4.20	2.45
Permanent Workforce: Other Separations	138	1.95	1.64
Permanent Workforce: Total Separations	506	7.07	6.01

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

The Agency had 2.18% of PWTDs separated from the Agency. For PWTDs, there were 0.85% resignations and 1.95% retirement. (Table B16)

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.00	0.09
Permanent Workforce: Resignation	142	0.63	1.74
Permanent Workforce: Retirement	219	2.50	2.66
Permanent Workforce: Other Separations	138	3.13	1.64
Permanent Workforce: Total Separations	506	6.25	6.13

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.

The Agency exit interview results do not explain why PWDs and PWTDs separated the agency in FY 2024. In FY 2024, we have hired 17 Schedule A employees hired-to-date.

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.

For information about Section 508: <http://dodcio.defense.gov/DODSection508.aspx>. Complaints should be addressed to the DoD Office for Civil Rights and Equal Opportunity Policy – <http://diversity.defense.gov>.

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.

Individuals may visit <https://www.whs.mil/About-WHS/Offices/Equal-Employment-Opportunity-Programs-EEOP/EEO-Laws-and-Regulations/> for specific rights under the Architectural Barriers Act. Employees, contractors, and visitors may find information about filing a complaint at <https://www.whs.mil/Disclaimers/Facilities-Accessibility/>

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.

Facility improvements include installing of new power-assisted doors in public corridors, both high and low water fountains in buildings, and improving of curb cuts at pedestrian crossings in parking lots. For digital technology accessibility, WHS has established a Section 508 program and designated a team, including two Certified Trusted Testers. To increase compliance, section 508 consultations, training, testing, and resources are provided to WHS programs. Also, a Section 508 SharePoint site has been developed with resources, tools, and training to assist with WHS stakeholders' digital content remediation efforts

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 average processing time and implementation of accommodation requests in FY 2024 was 7-15 days, which included receipt and review of medical documentation. Training of employees and supervisors has returned to full operations after COVID. The RA program is currently under the management of the Labor Management & Employee Relations (LMER) Division. However, the RAPM, the Assistant Director, LMER, and the ER team members are fully available to advise managers before, during, and following the RA process to ensure the effectiveness of an accommodation.

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.

WHS processes RA requests and approves accommodations within 30 days of receipt. RA training for managers and supervisors is integral to the following training: HR and Leadership for New Employee, and EEO and Engagement for Supervisors. The RAPM regularly monitors accommodation requests and advises leadership of any trends.

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.

WHS has drafted a PAS policy as part of the AI114 Reasonable Accommodation Issuance currently in review. To date, WHS has processed no requests for PAS. Reasonable Accommodation Policy and Procedures, which included information on PAS policy and procedures, remain published and posted on the internal website as a resource to all managers and supervisors.

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.

In FY 2024, there were no findings of discrimination as a result of harassment based on disability status.

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.

In FY 2024, PFPA implemented a policy in an effort to better accommodate the affected individuals involved.

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:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B3				
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?	Lower than expected representation of PwDs and PwTDs into Managerial Positions Table B3: Occupational Categories by Disability Trigger(s): Executive/Senior Level is below the goal of 12% for PwDs 14 (6.64%). Trigger(s): Executive/Senior Level is below the goal of 2% for PwTDs one (0.47%). Trigger(s): Out of 8 occupational categories, 4 are below the goal of 12% for PwDs. Professionals (10.75%), Technicians (11.90%), Craft Workers (5.95%), and Service Workers (4.10%). Five of the eight occupational categories are below the 2% goal for PwTDs. Professionals (1.74%), Technicians (1.19%), Craft Workers (1.19%), Operatives (1.43%) and Service Workers (0.87%).				
STATEMENT OF BARRIER GROUPS:	Barrier Group People with Disabilities People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	Y				
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		
	Increase Advancement for PwDs and PwTDs		Increase advancement, and workforce recruitment for PwD and PwTD in Mission Critical Occupations		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/20/2023	10/20/2026	Yes			Increase outreach and recruitment efforts for PwDs in the senior grade levels.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Chief Human Resources Officer/HRD		Christine Nalli		No	
Director, Equal Employment Opportunity Programs		Pamela Sullivan		No	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2022	Review PAS instructions for WHS agency			Yes	09/30/2022
06/01/2023	Update the EEO external website to include 504/508 complaint information in the Disability Outreach section.			Yes	09/15/2024

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
08/30/2023	Collaborate w/HRD to identify whether triggers exist within the Career Development Program for PWDs and PWTDS.	Yes	11/27/2025	
09/30/2023	Develop a Disability Newsletter for WHS Agency	Yes		09/30/2024
09/30/2023	Collaborate with HR to create a drive for WHS employees to update their SF 256	Yes		09/30/2023
05/31/2023	Establish Disability Working Group	Yes		05/31/2023
Report of Accomplishments				
Fiscal Year	Accomplishment			
2024	<p>WHS has drafted a PAS policy as part of the AI114 Reasonable Accommodation Issuance currently in review. To date, WHS has processed no requests for PAS. Reasonable Accommodation Policy and Procedures, which included information on PAS policy and procedures, remain published and posted on the internal website as a resource to all managers and supervisors.</p> <p>The Disability Working Group continues to make great strides in the Recruitment and Outreach group. The group has developed a Schedule A fact sheet to provide applicants with information regarding Schedule A. A list of resources was also developed to establish partnership with the Department of Aging and Rehabilitative Services (DARS) and the Virginia Department of the Blind and Vision Impaired (DBVI).</p> <p>Also, a list of the following schools, colleges and universities were identified for FY 2025:</p> <ol style="list-style-type: none"> 1. Gallaudet 2. RIT/NTID Co-op/Job Postings National Technical Institute for the Deaf RIT 3. NOVA – Northern Virginia 4. ACC - Austin Community College 5. UT - University of Texas 6. CSUN - California State University, Northridge 7. SWCID - Southwest Collegiate Institute of the Deaf 8. National Association for the Deaf NAD - Current home. <p>PFPA Culture and Climate Working Group (CCWG) members continue to participate in the National Council for Hispanic Employee Program Managers and greatly benefit from sharing resources in recruitment, education, and public outreach.</p> <p>PFPA Human Capital Management Division (HCPMD) and RMFC will begin building relationships with Hispanic universities, professional organizations, and communities for targeted recruiting efforts.</p>			

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

Lack of personnel and resources

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

The agency has not had sufficient time to assess the impact of the planned activities.

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 has not had sufficient time to assess the impact of the planned activities.