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

**Federal Retirement Thrift Investment Board - FY 2025**

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

Cluster GS-1 to GS-10 (PWD): No trigger identified. The data reflects 9 employees in the GS-1 to GS-10 cluster. Of those, 3 are identified as persons with disabilities, for a participation rate of approximately 33.33 Percent, which is above the 12 Percent benchmark. Cluster GS-11 to SES or equivalent senior-grade cluster (PWD): No trigger identified. The data reflects 231 employees in the GS-11 to SES or equivalent senior-grade cluster. Of those, 32 are identified as persons with disabilities, for a participation rate of approximately 13.85 Percent, which is above the 12 Percent benchmark. FRTIB's FY2025 reported workforce reflects an overall PWD participation rate of approximately 14.58 Percent, or 35 PWD employees out of 240 total reported employees. Both broad grade-level clusters exceed the 12 Percent benchmark. The FY2025 workforce data therefore does not identify a PWD trigger in the overall workforce, the GS-1 to GS-10 cluster, or the GS-11 to SES or equivalent cluster. FRTIB will continue monitoring disability participation because several grade levels have small populations, and changes involving a small number of employees can materially affect year-to-year percentages.

* 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

Cluster GS-1 to GS-10 (PWTD): No trigger identified. The data reflects 9 employees in the GS-1 to GS-10 cluster. Of those, 2 are identified as persons with targeted disabilities, for a participation rate of approximately 22.22 Percent, which is above the 2 Percent benchmark. Cluster GS-11 to SES or equivalent senior-grade cluster (PWTD): No trigger identified. The data reflects 231 employees in the GS-11 to SES or equivalent senior-grade cluster. Of those, 6 are identified as persons with targeted disabilities, for a participation rate of approximately 2.60 Percent, which is above the 2 Percent benchmark. FRTIB's FY2025 workforce includes 8 employees identified as PWTD out of 240 total employees, for an overall PWTD participation rate of approximately 3.33 Percent. The agency therefore does not have an overall PWTD participation trigger in the reported workforce or in either broad grade-level cluster. FRTIB will continue to monitor PWTD representation at individual senior grade levels because some senior-grade cells remain small and some individual grades may have no PWTD employees in a particular year even when the agency meets the overall benchmark.

| Grade Level Cluster (GS or Alternate Pay Planb) | Total | Reportable Disability Total | Reportable Disability Percentage (Numerical Goal 12 Percent) | Targeted Disability Total | Targeted Disability Percentage (Numerical Goal 2 Percent) |
|---|---|---|---|---|---|
| Grades GS-11 to SES | 205 | 27 | 13.17 | 5 | 2.44 |
| Grades GS-1 to GS-10 | 7 | 3 | 42.86 | 2 | 28.57 |

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

FRTIB communicates the PWD and PWTD benchmarks to Human Resources staff, hiring managers, selecting officials, and other officials involved in recruitment and workforce planning. FRTIB frames the benchmarks as affirmative employment measures used to identify potential triggers and guide outreach, not as quotas or selection preferences. The agency will continue addressing disability employment benchmarks during vacancy planning, recruitment strategy discussions, Schedule A discussions, hiring-manager training, and related workforce planning activities. Hiring officials are reminded that the agency's objective is to ensure broad outreach, accessible hiring processes, meaningful consideration of Schedule A and other lawful hiring authorities, and equal opportunity at each stage of recruitment, hiring, advancement, and retention.

# 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

FRTIB has designated personnel within Human Resources, Employee Relations, Information Technology, Facilities, and EEO program functions to support the disability employment program. These officials support recruitment and hiring, Schedule A information, reasonable accommodation processing, accessibility of information and communication technology, facilities accessibility, and disability-related program coordination. FRTIB will continue to ensure that disability-program responsibilities are assigned to personnel with sufficient knowledge, authority, and access to agency leadership to carry out the program effectively.

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 | Total Full Time | Total Part Time | Total Collateral Duty | Responsible Official (Name, Title, Office Email) |
|---|---|---|---|---|
| Section 508 Compliance | 1 | 0 | 0 | Jasjit Matharu<br>IT Specialist<br>Jasjit.Matharu@FRTIB.gov |
| Processing reasonable accommodation requests from applicants and employees | 1 | 0 | 0 | April Lane<br>Employee Relations Specialist<br>April.Lane@frtib.gov. |
| Architectural Barriers Act Compliance | 0 | 0 | 1 | Joel Mitchell<br>Facility Manager<br>Joel.Mitchell@frtib.gov |
| Answering questions from the public about hiring authorities that take disability into account | 1 | 0 | 0 | Tasha Murchison<br>HR Specialist<br>Tasha.Murchison@FRTIB.gov |
| Processing applications from PWD and PWTD | 1 | 0 | 0 | Melanie Simms<br>Supervisory HR Specialist<br>Melanie.Simms@frtib.gov |
| Special Emphasis Program for PWD and PWTD | 0 | 0 | 0 | No SEP in FY25 |

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

FRTIB provides disability-program staff, Human Resources personnel, and officials involved in disability-related program responsibilities with training and guidance appropriate to their roles. Training topics include Schedule A and other disability-related hiring authorities, disabled-veteran hiring authorities, reasonable accommodation procedures, Section 508 accessibility, facilities accessibility, and the agency’s obligations to provide equal opportunity to applicants and employees with disabilities. FRTIB will continue to review training needs annually and will provide refresher training or targeted technical assistance when program responsibilities change or when data identify a need for additional guidance.

## 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

FRTIB provides funding and resources to support the disability employment program, including resources for recruitment outreach, Schedule A and disability-hiring support, reasonable accommodations, accessible technology, facilities accessibility, training, and program oversight. FRTIB will continue to ensure that requests for reasonable accommodation and accessibility-related needs are evaluated promptly and that funding issues do not prevent the agency from meeting its legal obligations.

# 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.

   FRTIB uses USAJOBS, agency recruitment channels, vacancy announcements, Schedule A information, disabled-veteran hiring authorities, hiring-manager toolkits, and recruitment outreach to identify and attract applicants with disabilities and targeted disabilities. FRTIB posts vacancies through USAJOBS and agency recruitment channels and includes information regarding reasonable accommodation, Schedule A hiring authority, and disabled-veteran hiring authorities, as appropriate. FRTIB will continue to ensure that vacancy announcements are accessible and that applicants are informed of how to request reasonable accommodation during the application and assessment process. HR staff and hiring managers will continue to consider Schedule A and other lawful hiring authorities, where appropriate, as part of recruitment strategy discussions.

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.

   FRTIB uses Schedule A and other applicable hiring authorities as part of its recruitment strategy for PWD and PWTD applicants. HR staff advise hiring officials on when and how Schedule A may be used, how eligibility is established, how Schedule A candidates are referred, and how Schedule A hiring authority interacts with competitive and merit promotion procedures. FRTIB also considers disabled-veteran hiring authorities, including 30 Percent or more disabled veteran authority and Veterans Recruitment Appointment authority, when applicable.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

   The Special Placement Coordinator or Human Resources specialist receives and assesses resumes submitted by Schedule A candidates or veterans who fall under applicable veteran hiring authorities to determine qualifications and eligibility. The resumes may be unsolicited resumes maintained by the Special Placement Coordinator or Human Resources specialist, or they may be received through a vacancy announcement. To be eligible, the candidate must meet the minimum qualifications for the position and submit appropriate documentation required by the hiring authority. Qualified Schedule A candidates may be placed on a separate Schedule A certificate or otherwise referred consistent with applicable hiring procedures. The documentation establishing disability eligibility is not shared with the hiring official; however, the hiring official is advised that the candidate is eligible for consideration under the applicable noncompetitive hiring authority.

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

   FRTIB provides hiring managers and supervisors with information concerning Schedule A, disabled-veteran hiring authorities, and reasonable accommodation obligations in the hiring process. The agency will continue to provide hiring-manager guidance and refresher information so that selecting officials understand the lawful use of disability-related hiring authorities and the importance of broad outreach and accessible assessment processes.

## 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.

FRTIB will continue building and maintaining recruitment relationships that support broad outreach to PWD and PWTD candidates. FRTIB’s Human Resources operations team uses recruitment channels and professional networks to publish vacancies and expand outreach. The agency will continue exploring relationships with organizations and resources that support disability employment, including the Job Accommodation Network, OPM’s Agency Talent Portal, universities, professional networks, and special population job boards. FRTIB will continue integrating outreach considerations into recruitment discussions with hiring managers.

## 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", describe the trigger(s) below.

   a. New Hires for Permanent Workforce (PWD) Answer: No

   b. New Hires for Permanent Workforce (PWTD) Answer: No

   No confirmed FY2025 workforce-participation trigger is identified based on the status data. Workforce data reflects that the agency met the overall PWD and PWTD workforce benchmarks. FRTIB will continue reviewing USA Staffing or other data to determine whether any trigger may exist at the application, qualified, referred, or selected stages.

| New Hires | Total (Number) | Reportable Disability Permanent Workforce (Percentage) | Reportable Disability Temporary Workforce (Percentage) | Targeted Disability Permanent Workforce (Percentage) | Targeted Disability Temporary Workforce (Percentage) |
|---|---|---|---|---|---|
| **% of Total Applicants** | | | | | |
| **% of Qualified Applicants** | | | | | |
| **% of New Hires** | | | | | |

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

   a. New Hires for MCO (PWD) Answer: N/A

   b. New Hires for MCO (PWTD) Answer: N/A

   As a small agency (499 or fewer employees), providing applicant flow data is optional.

| New Hires to Mission-Critical Occupations | Total (Number) | Reportable Disability New Hires (Percentage) | Targetable Disability New Hires (Percentage) |
|---|---|---|---|
| **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. 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

   As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

   As a small agency (499 or fewer employees), providing applicant flow data is optional.

# 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.

• FRTIB operates a mentoring program to match seasoned public sector professionals with rising FRTIB leaders enabling the exchange of professional advice which accelerates career advancement and eases transitions. This program was open to all employees.
• FRTIB operates an Emerging Leaders Program which is offered to all GS-5 to 11 employees and is designed to develop future leaders.
• FRTIB offers employees, grades 12-14, the opportunity to participate in an internal Leadership Development Program.
• Coaching is offered to all employees to ensure growth and success in their leadership positions.
• Executive Coaching is provided to all SES, GS-15 and GS-14 Managers and Supervisors to ensure growth and success in their leadership positions.

## B. CAREER DEVELOPMENT OPPORTUNITIES

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

• FRTIB offers all employees the opportunity to participate in the mentoring and coaching programs.
• FRTIB offers the Leadership Development Program for grades 12-14 and Emerging Leaders Program for grades 5-11.

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 Applicants (Percentage) | Total Participants Selectees (Percentage) | PWD Applicants (Percentage) | PWD Selectees (Percentage) | PWTD Applicants (Percentage) | PWTD Selectees (Percentage) |
|---|---|---|---|---|---|---|
| Coaching Programs | 8 | 8 | 0 | 0 | 0 | 0 |
| Training Programs | 4 | 4 | 0 | 0 | 0 | 0 |
| Detail Programs | 2 | 1 | 0 | 0 | 0 | 0 |
| Other Career Development Programs | N/A | N/A | N/A | N/A | N/A | N/A |
| Mentoring Programs | 8 | 8 | 0 | 0 | 0 | 0 |
| Internship Programs | 54 | 2 | 0 | 0 | 0 | 0 |
| Fellowship Programs | N/A | N/A | N/A | N/A | N/A | N/A |

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

a. Applicants (PWD) Answer: No

b. Selections (PWD) Answer: No

In FY25, no individuals with disabilities or targeted disabilities applied for FRTIB’s 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: No

b. Selections (PWTD) Answer: No

In FY25, no individuals with targeted disabilities applied for FRTIB's 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: No

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

No trigger identified.

| Time-Off Awards | Total (Number) | Reportable Disability (Percentage) | Without Reportable Disability (Percentage) | Targeted Disability (Percentage) | Without Targeted Disability (Percentage) |
|---|---|---|---|---|---|
| Time-Off Awards 1 - 10 hours: Awards Given | 23.00 | 8.70 | 91.30 | 0.00 | 100.00 |
| Time-Off Awards 1 - 10 Hours: Total Hours | 192.00 | 9.38 | 90.63 | 0.00 | 100.00 |
| Time-Off Awards 1 - 10 Hours: Average Hours | 8.35 | 9.00 | 8.29 | 0.00 | 8.35 |
| Time-Off Awards 11 - 20 hours: Awards Given | 22.00 | 9.09 | 90.91 | 0.00 | 100.00 |
| Time-Off Awards 11 - 20 Hours: Total Hours | 393.00 | 8.40 | 91.60 | 0.00 | 100.00 |
| Time-Off Awards 11 - 20 Hours: Average Hours | 17.86 | 16.50 | 18.00 | 0.00 | 17.86 |
| Time-Off Awards 21 - 30 hours: Awards Given | 10.00 | 0.00 | 100.00 | 0.00 | 100.00 |
| Time-Off Awards 21 - 30 Hours: Total Hours | 257.00 | 0.00 | 100.00 | 0.00 | 100.00 |
| Time-Off Awards 21 - 30 Hours: Average Hours | 25.70 | 0.00 | 25.70 | 0.00 | 25.70 |
| Time-Off Awards 31 - 40 hours: Awards Given | 2.00 | 0.00 | 100.00 | 0.00 | 100.00 |
| Time-Off Awards 31 - 40 Hours: Total Hours | 80.00 | 0.00 | 100.00 | 0.00 | 100.00 |
| Time-Off Awards 31 - 40 Hours: Average Hours | 40.00 | 0.00 | 40.00 | 0.00 | 40.00 |
| Time-Off Awards 41 or more Hours: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Total Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Average Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Cash Awards | Total (Number) | Reportable Disability (Percentage) | Without Reportable Disability (Percentage) | Targeted Disability (Percentage) | Without Targeted Disability (Percentage) |
|---|---|---|---|---|---|
| Cash Awards $500 and Under: Awards Given | 30.00 | 20.00 | 80.00 | 0.00 | 100.00 |
| Cash Awards $500 and Under: Total Amount | 13500.00 | 21.48 | 78.52 | 0.00 | 100.00 |
| Cash Awards $500 and Under: Average Amount | 450.00 | 483.33 | 441.67 | 0.00 | 450.00 |
| Cash Awards: $501 - $999: Awards Given | 28.00 | 25.00 | 75.00 | 7.14 | 92.86 |
| Cash Awards: $501 - $999: Total Amount | 19490.00 | 24.48 | 75.52 | 7.75 | 92.25 |
| Cash Awards: $501 - $999: Average Amount | 696.07 | 681.71 | 700.86 | 755.00 | 691.54 |
| Cash Awards: $1000 - $1999: Awards Given | 36.00 | 16.67 | 83.33 | 5.56 | 94.44 |
| Cash Awards: $1000 - $1999: Total Amount | 47934.00 | 17.61 | 82.39 | 5.74 | 94.26 |
| Cash Awards: $1000 - $1999: Average Amount | 1331.50 | 1407.00 | 1316.40 | 1375.00 | 1328.94 |
| Cash Awards: $2000 - $2999: Awards Given | 7.00 | 28.57 | 71.43 | 14.29 | 85.71 |
| Cash Awards: $2000 - $2999: Total Amount | 16376.00 | 28.96 | 71.04 | 12.21 | 87.79 |
| Cash Awards: $2000 - $2999: Average Amount | 2339.43 | 2371.00 | 2326.80 | 2000.00 | 2396.00 |
| Cash Awards: $3000 - $3999: Awards Given | 15.00 | 20.00 | 80.00 | 0.00 | 100.00 |
| Cash Awards: $3000 - $3999: Total Amount | 54303.00 | 20.30 | 79.70 | 0.00 | 100.00 |
| Cash Awards: $3000 - $3999: Average Amount | 3620.20 | 3675.00 | 3606.50 | 0.00 | 3620.20 |
| Cash Awards: $4000 - $4999: Awards Given | 26.00 | 7.69 | 92.31 | 0.00 | 100.00 |
| Cash Awards: $4000 - $4999: Total Amount | 120592.00 | 7.86 | 92.14 | 0.00 | 100.00 |
| Cash Awards: $4000 - $4999: Average Amount | 4638.15 | 4742.00 | 4629.50 | 0.00 | 4638.15 |
| Cash Awards: $5000 or more: Awards Given | 160.00 | 15.00 | 85.00 | 1.88 | 98.13 |
| Cash Awards: $5000 or more: Total Amount | 1395820.00 | 15.90 | 84.10 | 1.40 | 98.60 |
| Cash Awards: $5000 or more: Average Amount | 8723.88 | 9247.25 | 8631.51 | 6512.33 | 8766.13 |

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", describe the trigger(s) below.

   a. Awards, Bonuses, & Incentives (PWTD) Answer: No

   b. Pay Increases (PWTD) Answer: No

No trigger identified.

| Other Awards | Total (Number) | Reportable Disability (Percentage) | Without Reportable Disability (Percentage) | Targeted Disability (Percentage) | Without Targeted Disability (Percentage) |
|---|---|---|---|---|---|

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

No other recognition programs.

## 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 (PWTD) Answer: N/A

ii. Internal Selections (PWTD) Answer: N/A

b. Grade GS-15

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

ii. Internal Selections (PWTD) Answer: N/A

c. Grade GS-14

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

ii. Internal Selections (PWTD) Answer: N/A

d. Grade GS-13

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

ii. Internal Selections (PWTD) Answer: N/A

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

a. SES

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

ii. Internal Selections (PWTD) Answer: N/A

b. Grade GS-15

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

ii. Internal Selections (PWTD) Answer: N/A

c. Grade GS-14

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

ii. Internal Selections (PWTD) Answer: N/A

d. Grade GS-13

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

ii. Internal Selections (PWTD) Answer: N/A

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

a. New Hires to SES (PWD) Answer: N/A

b. New Hires to GS-15 (PWD) Answer: N/A

c. New Hires to GS-14 (PWD) Answer: N/A

d. New Hires to GS-13 (PWD) Answer: N/A

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

As a small agency (499 or fewer employees), providing applicant flow data is optional.

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

As a small agency (499 or fewer employees), providing applicant flow data is optional.

# 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: Yes

   FRTIB did not have any Schedule A applicants eligible for conversion in FY25.

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

   No trigger identified.

| Separations | Total (Number) | Reportable Disabilities (Percentage) | Without Reportable Disabilities (Percentage) |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 0 | 0.00 | 0.00 |
| Permanent Workforce: Resignation | 6 | 5.88 | 2.02 |
| Permanent Workforce: Retirement | 15 | 8.82 | 6.06 |
| Permanent Workforce: Other Separations | 6 | 8.82 | 1.52 |
| Permanent Workforce: Total Separations | 27 | 23.53 | 9.60 |

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(s) in the text box.

   a.Voluntary Separations (PWTD) Answer: No

   b.Involuntary Separations (PWTD) Answer: No

   No trigger identified in FY2025; FRTIB should continue reviewing separation data annually. FRTIB will continue reviewing separation data, including voluntary separations, involuntary separations, retirements, removals, resignations, transfers, and other separations, to determine whether PWD or PWTD employees separate at rates that suggest a retention-related trigger. The agency will compare separation data against workforce participation rates and, where appropriate, review exit-survey information, reasonable accommodation data, employee relations data, and climate survey data to determine whether any retention-related barrier may exist.

| Separations | Total (Number) | Targeted Disabilities (Percentage) | Without Targeted Disabilities (Percentage) |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 0 | 0.00 | 0.00 |
| Permanent Workforce: Resignation | 6 | 14.29 | 2.22 |
| Permanent Workforce: Retirement | 15 | 0.00 | 6.67 |
| Permanent Workforce: Other Separations | 6 | 0.00 | 2.67 |
| Permanent Workforce: Total Separations | 27 | 14.29 | 11.56 |

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.

   No trigger identified.

## 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 o the Rehabilitation Act, including a description of how to file a complaint.

   https://www.frtib.gov/accessibility/

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.frtib.gov/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.

   FRTIB maintains public accessibility information and will continue coordinating among program offices to identify and address accessibility needs. FRTIB has established a public website for information on Section 508 of the Rehabilitation Act and the Architectural Barriers Act. The agency will continue to ensure that information and communication technology is accessible consistent with Section 508 requirements and that facilities are accessible consistent with applicable law. FRTIB will continue coordination among EEO, Information Technology, Facilities, Human Resources, and Employee Relations to identify and address accessibility issues promptly.

## 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 time frame for processing initial reasonable accommodation requests was 8 days, and all requests were processed within the agency’s 20-day time limit.

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.

   FRTIB maintains reasonable accommodation procedures for applicants and employees with disabilities and processes requests through an interactive process. FRTIB will continue to process requests promptly, engage in the interactive process, document decisions, and ensure that employees and applicants know how to request accommodation. FRTIB will continue reviewing reasonable accommodation data to determine whether requests were processed timely and whether any delay, denial, or recurring issue suggests a potential barrier. If the agency identifies delays, recurring requests, repeated accessibility concerns, or communication issues, it will evaluate whether procedural updates, additional training, or other corrective measures are warranted.

## 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.

1. 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.

PAS procedures are incorporated into the agency's RA procedures was approved by the EEOC on 12/3/20, updated approval, dated 9/13/23. No PAS requests were made in FY25. Training on the Reasonable Accommodation Process was provided to all FRTIB managers and supervisors in FY25.

# 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 describ the corrective measures taken by the agency.

   N/A.

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodatior 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.

   N/A.

# Section VIII: Identification and Removal of Barriers

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

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

   Answer: No

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

   Answer: N/A

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

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

   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.