

## 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  |

The percentage of PWD in the GS-1 to GS-10 was 2.5% in FY20, which is below the 12% goal. The percentage of PWD in the GS-11 to SES cluster was 11.3% PWD in FY20, the make-up of the agency's permanent workforce is GS11 and above.

\*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  |

The percentage of PWTD in the GS-1 to GS-10 was 0.0% PWD in FY20, which is below the 2% goal. The percentage of PWTD in the GS-11 to SES cluster was 1.78% PWD in FY20, the make-up of the agency's permanent workforce is GS11 and above.

Grade Level Cluster(GS or Alternate Pay Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	13	4	30.77	0	0.00
Grades GS-11 to SES	266	34	12.78	5	1.88

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

The FRTIB ORM Director established and communicated a numerical hiring goal of 12 percentage of PWD and 2 percentage of PTWD, the goal was communicated to hiring managers in FY20.

### 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 (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Lei Kreft HR Specialist Lei.Kreft@frtib.gov
Processing applications from PWD and PWTD	1	0	0	Nancy Williams Supervisory HR Specialist Nancy.Williams@frtib.gov
Architectural Barriers Act Compliance	0	0	1	Joel Mitchell Facility Manager Joel.Mitchell@frtib.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	April Lane Employee Relations Specialist April.Lane@frtib.gov.
Section 508 Compliance	1	0	1	Derk Sloan Instructional Design Specialist Derk.Sloan@frtib.gov
Special Emphasis Program for PWD and PWTD	0	0	0	N/A

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

The Human Resources employees (Lei Kreft, Nancy Williams and April Lane) have received training through external training classes on Schedule A hiring and Reasonable Accommodation. The have also received on-line training on the same topics through the Agency’s Learning Management System.

**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

<b>Brief Description of Program Deficiency</b>	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
<b>Objective</b>	Did not address in FY20		
<b>Target Date</b>	Sep 30, 2021		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

### 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 PWTDD

#### 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 ensured that all external FRTIB vacancy announcements explicitly stated each vacancy is open to 30% disabled veterans and to people with disabilities under Schedule A appointments. Information was also disseminated to requestors on the availability of the Schedule A Hiring authority for persons with disabilities. All new managers continue to receive a Hiring Manager Toolkit that references programs regarding the recruitment of persons with disabilities. In FY20, FRTIB provided hiring managers and supervisors the appropriate Schedule A hiring information and instruction regarding the process of hiring of persons with disabilities.

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 PWTDD for positions in the permanent workforce

The agency posts all vacancies on both USAJOBS and the agency website and includes both a reasonable accommodation statement and veteran’s preference information. During FY20, FRTIB hired 1 employee under the Schedule A hiring authority.

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/HR Specialist receives and assesses resumes submitted by Schedule A candidates or veterans who fall under the Veterans Recruitment Appointment or 30% disabled veteran’s authority, to determine qualifications and eligibility of all resumes received. The resumes may be unsolicited resumes that are maintained by the SPC/HRS or have been obtained through a vacancy announcement. To be eligible, the candidate must meet the minimum qualifications for the position and submit other appropriate documentation required by the hiring authority. The SPC/HRS routes the resume of any qualified Schedule A candidate(s) or veterans who fall under the Veterans Recruitment Appointment or 30% disabled veteran’s authority, to the Hiring Official for their consideration. The documentation required by the hiring authority, e.g., proof of disability of qualified candidates, are not shared with the Hiring Official.

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

All hiring managers were required to take Veterans Employment Training for hiring managers. This training provided information on disabled veteran hiring authorities. All hiring managers were required to take training on Schedule A hiring in FY20.

**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’s plan to efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment is being developed

**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

New hires in the permanent workforce for PWD = 14.29% in FY19. New hires in the permanent workforce for PWTD = 0% in FY19, which falls below the goals of 12% & 2%.

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

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

There were 0 new hires for MCO (PWD) and 0 new hire for MCO (PWTD) in FY20.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0080SECURITY ADMINISTRATION	0	0.00	0.00	0.00	0.00
0201HR MANAGEMENT	0	0.00	0.00	0.00	0.00
0301ADMINISTRATIVE SUPPORT SPECIALIST	0	0.00	0.00	0.00	0.00
0510ACCOUNTANT	0	0.00	0.00	0.00	0.00
0511AUDITOR	0	0.00	0.00	0.00	0.00
0560BUDGET	0	0.00	0.00	0.00	0.00
0905ATTORNEY	0	0.00	0.00	0.00	0.00
1102CONTRACT SPECIALIST	0	0.00	0.00	0.00	0.00
2210IT SPECIALIST	0	0.00	0.00	0.00	0.00

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

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

Qualified Applicants for MCO: Security Admin (0080) = 3.33% for PWD and PWTD = 0%. Qualified Applicants for MCO: HR Mgt (0201) = 0% for PWTD. Qualified Applicants for MCO: Accountant (0510) = 0% PWTD. Qualified Applicants for MCO: Auditor (0511)=0% for PTWD. Qualified Applicants for MCO: Budget Specialist (0560) = 0% for PWD and PWTD = 0%. Qualified Applicants for MCO: Attorney (0905 = 0% for PWD and PWTD = 0%. Qualified Applicants for MCO: Contract Specialist (1102) = 0% for PWD and PWTD = 0%.

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

## 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 a Seeds of Professional Success Program is offered to all GS-5 to 11 employees and is designed to develop future leaders. • FRTIB offers all employees the opportunity to participate in an internal Leadership Development Program. • 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 OPPORTUNITES**

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

• FRTIB offers all employees the opportunity to participate in an internal Leadership Development Program. • FRTIB offers Seeds of Professional Success Program is offered to all GS-5 to 11 employees and is designed to develop future leaders.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	9	9	0	0	0	0
Training Programs	6	4	0	2	0	0
Detail Programs	7	7	28	28	0	0
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Internship Programs	87	11	UNK	0	UNK	0
Mentoring Programs	8	8	25	25	12.5	12.5

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

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 FY19, 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

• In FY 2018, the agency the percentage of PWD (14.5%) and PWTD (1.7%) who received time-off awards, and the percentage of PWD (12%) and PWTD (1.3%) who received cash awards. PWTD is 2%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	109	55.26	34.72	80.00	51.52
Time-Off Awards 1 - 10 Hours: Total Hours	1015	444.74	339.81	700.00	406.06
Time-Off Awards 1 - 10 Hours: Average Hours	9	21.05	4.17	160.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	76	15.79	28.24	0.00	18.18
Time-Off Awards 11 - 20 Hours: Total Hours	1532	315.79	568.52	0.00	363.64
Time-Off Awards 11 - 20 Hours: Average Hours	20	52.63	9.26	0.00	60.61
Time-Off Awards 21 - 30 hours: Awards Given	1	0.00	0.46	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	30	0.00	13.89	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	30	0.00	13.89	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	58	18.42	20.83	20.00	18.18
Time-Off Awards 31 - 40 Hours: Total Hours	2320	736.84	833.33	800.00	727.27
Time-Off Awards 31 - 40 Hours: Average Hours	40	105.26	18.52	800.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	1	0.00	0.46	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	50	0.00	23.15	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	50	0.00	23.15	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	49	21.05	16.67	20.00	21.21
Cash Awards: \$501 - \$999: Total Amount	37041	15142.11	12656.02	12000.00	15618.18
Cash Awards: \$501 - \$999: Average Amount	755	1892.11	351.39	12000.00	360.61

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$1000 - \$1999: Awards Given	72	21.05	26.85	40.00	18.18
Cash Awards: \$1000 - \$1999: Total Amount	94487	28889.47	34931.02	57900.00	24493.94
Cash Awards: \$1000 - \$1999: Average Amount	1312	3610.53	601.85	28940.00	-227.27
Cash Awards: \$2000 - \$2999: Awards Given	94	23.68	33.80	0.00	27.27
Cash Awards: \$2000 - \$2999: Total Amount	224268	52644.74	81437.96	0.00	60621.21
Cash Awards: \$2000 - \$2999: Average Amount	2385	5847.37	1115.28	0.00	6733.33
Cash Awards: \$3000 - \$3999: Awards Given	61	23.68	22.22	20.00	24.24
Cash Awards: \$3000 - \$3999: Total Amount	204110	81839.47	73885.65	75060.00	82866.67
Cash Awards: \$3000 - \$3999: Average Amount	3346	9092.11	1538.89	75060.00	-903.03
Cash Awards: \$4000 - \$4999: Awards Given	29	13.16	10.19	0.00	15.15
Cash Awards: \$4000 - \$4999: Total Amount	126146	57326.32	44150.46	0.00	66012.12
Cash Awards: \$4000 - \$4999: Average Amount	4349	11463.16	2006.48	0.00	13200.00
Cash Awards: \$5000 or more: Awards Given	65	13.16	25.93	0.00	15.15
Cash Awards: \$5000 or more: Total Amount	575299	149700.00	228372.22	0.00	172381.82
Cash Awards: \$5000 or more: Average Amount	8850	29939.47	4077.78	0.00	34475.76

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

• In FY 2018, the percentage of PWD (0%) and PWTD (0%) who received a quality step increase.

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

• In FY 2018, the agency identified a trigger involving the percentage of PWD (0%) and PWTD (0%) who received FRTIB specific honorary awards (Superior Service Award, Outstanding Leader Award, Rising Star Award, and Unsung Hero Award).

**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

Current HR coding does not differentiate internal/external promotions. Also, applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work towards adequate coding and with data systems for better data connection.

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

a. SES

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTB)

Answer No

Current HR coding does not differentiate internal/external promotions. Also, applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work towards adequate coding and with data systems for better data connection.

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

Applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work with data systems for better data connection.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)

Answer No

b. New Hires to GS-15 (PWTB)

Answer No

c. New Hires to GS-14 (PWTB)

Answer No

d. New Hires to GS-13 (PWTB)

Answer No

Applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work with data systems for better data connection.

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

a. Executives

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

b. Managers

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer No
- ii. Internal Selections (PWD) Answer No

Current HR coding does not differentiate internal/external promotions. Also, applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work towards adequate coding and with data systems for better data connection.

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

a. Executives

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

b. Managers

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

Current HR coding does not differentiate internal/external promotions. Also, applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work towards adequate coding and with data systems for better data connection.

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

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

Applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work with data systems for better data connection.

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

Applicant pool data crosswalk with hiring and workforce date is not available for analysis of this section. The Agency will work with data systems for better data connection.

## 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

- 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

No FRTIB employee was eligible for conversion in FY20.

- 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

• In FY 2018 the percentage of PWD (9.1%) who voluntarily separated from the workforce. • In FY 2018 the percentage of PWD who involuntary separated from the permanent workforce was 0%.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	3	0.00	1.18
Permanent Workforce: Retirement	2	0.00	0.79
Permanent Workforce: Other Separations	17	18.42	3.94
Permanent Workforce: Total Separations	22	18.42	5.91

- 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

• In FY 2018, the percentage of PWTD (4.5%) who voluntarily separated from the workforce. • In FY 2018 the percentage of PWTD who involuntary separations from the permanent workforce was 0%.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Resignation	3	0.00	1.05
Permanent Workforce: Retirement	2	0.00	0.70
Permanent Workforce: Other Separations	17	20.00	5.57
Permanent Workforce: Total Separations	22	20.00	7.32

- 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.

Exit interviews included a question to determine if the employee’s reason for leaving the agency was disability related. No employees who left the agency in FY20 left for a disability related issue.

**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.

- 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.

Section 508 compliance information is currently in process of development. EEO Complaint filing information and rights are provided at: <https://towncenter.frtib.gov/Offices/ORM/EEO/default.aspx>

- 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.

Architectural Barriers Act information is currently in process of development. EEO Complaint filing information and rights are provided at: <https://towncenter.frtib.gov/Offices/ORM/EEO/default.aspx>

- 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’s plan to undertake establishment of information on Section 508 and Architectural Barriers Act compliance is underdevelopment.

**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.

- 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 of initial reasonable accommodations requests in FY20 was 7 days. All requests were processed within the 20 day time limit as required by agency policy.

- 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.

100% of all FY20 RA requests were processed within the established 20 day timeframe. 100% of initial requests received were approved. FRTIB Managers and Supervisors are training annually on providing RAs for their employees.

**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.

PAS procedures have been incorporated into FRTIB RA procedures and are currently under the EEOC review and recommendations process. Training on PAS requests will be provided to all FRTIB managers and supervisors once the final procedures have been fully approved. No PAS requests were made in FY20.

**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.

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 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.

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 Yes

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

Answer Yes

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

<b>Source of the Trigger:</b>	Other					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The agency did not achieve the 2% federal goal for PWTD. In FY20 FRTIB received a number new qualified applicants with Disabilities and Targeted Disabilities, however, new hires in these groups were very low and the agency also fell below its identified targeted goals of 12% for PWD & 2% for PWTD.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	Hiring Managers		Procedure, Institutional/Structural - Hiring Managers are not notified of the targeted disabilities. Announcements are not being sent to agencies/organizations that supports individuals with disabilities. The full scope of Selective Placement Coordinator's duties may not be carrying out the fully for this position			
<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>	
09/30/2020	09/30/2021	Yes			Ensure hiring managers are notified of the qualified PWD and/or PWTD applicants when filling positions. Solicit the assistance of agencies designed to assist in placing individuals with disabilities. Ensure that the Selective Placement Coordinator's duties include areas that will assist the agency in meeting its goals	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
HR Officer		Kristin Hanmer,		No		
EEO Manager		Donald Sapp,		No		
<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>
09/30/2021	Develop a process for that will notified hiring managers of qualified disabled applicants when filling positions.			Yes		



Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Solicit and advertise vacancy announcements with agencies designed to assist in placing individuals with disabilities	Yes		
09/30/2020	Review and update the Selective Placement Program Coordinator's duties.	Yes		
07/30/2020	Re-surveying the agency's workforce to update their race, national origin, and disability information twice a year.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	Re-surveyed the agency's workforce to update their race, national origin, and disability information bi-annually.			

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