

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

*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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	3821	457	11.96	76	1.99
Grades GS-1 to GS-10	124	24	19.35	7	5.65

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

All Department managers/supervisors are required to take "Supervisory Essentials" training, in which the numerical goals for PWD and PWTD are communicated. The recruiters are members of the OHR staff and they are aware of the numerical goals which have been communicated to them via collaboration with OEEOS.

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	Wayne B. Wright Selective Placement Program Coordinator/ Veteran Program Officer wayne.wright@ed.gov
Architectural Barriers Act Compliance	1	0	0	John McDaniel Director, Facilities Services Division john.mcdaniel@ed.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Kenton Stalder Reasonable Accommodations Program Manager/Disability Employment Program Manager Kenton.Stalder@ed.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Kenton Stalder Reasonable Accommodations Program Manager/Disability Employment Program Manager Kenton.Stalder@ed.gov
Processing applications from PWD and PWTD	1	0	0	Wayne B. Wright Selective Placement Program Coordinator/ Veteran Program Officer wayne.wright@ed.gov
Section 508 Compliance	1	0	0	Denise McGland Supervisor, Assistive Technology Team Denise.McGland@ed.gov

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

Answer Yes

The Disability Program Staff (Selective Placement Program Coordinator, Assistive Technology Team Supervisor, Facilities Services Division Director and the Reasonable Accommodations/Disability Program Manager) meets quarterly to discuss the Agency's Reasonable Accommodations, Disability and Accessibility programs and to discuss training opportunities.

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

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	To increase resources available to the reasonable accommodation program and improve processes to increase efficiency		
Target Date	Jan 1, 2025		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<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 PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Human Resources (HR) Specialist reviews applications for all vacancy announcements and identifies those applicants who identify as Schedule A certified, or a veteran with a service-connected disability or otherwise identifies as a PWD or PWTD.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The Department's use of special hiring authorities, including Schedule A to recruit PWD and PWTD is administered by the Agency’s Selective Placement Program Coordinator (SPPC), Wayne B. Wright. The SPPC provides a direct phone number and email to contact for assistance with finding Federal jobs, resume assistance, and interview tips/preparation. Workshops that educate Schedule A candidates have been conducted for both internal and external candidates.

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 Department determines eligibility of PWD and PWTD that apply for positions by qualification process that is very similar to those applicants who do not have a special hiring authority based on the qualifications of the posted job announcement. However, if the Schedule A applicant is "minimally qualified" they will be forwarded for consideration to the hiring manager. The Selective Placement Program Coordinator through outreach (received emails, phone calls, and through the OPM listing of the services

provided) actively seeks positions that are not posted as job vacancies, but can be filled by Schedule A direct hiring authority. This is done by consistent communication with other HR Specialists who service sub-organizations Principal Operating Components (POCs) that have a need which qualified Schedule A applicants potentially may fill without a job announcement being posted. The Department maintains an active database of Schedule A applicants, as well as Veterans who have contacted the Department, with their resumes, hiring authority documents, and their qualifications (including what grade level(s) they qualify for). Once an opening is identified, this database is searched for qualified suitable Schedule A candidates to forward to hiring managers.

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 Department managers/supervisors are required to take “Supervisory Essentials” training annually. This training includes instruction on the various special hiring authorities (e.g., Schedule A). Also, when a hiring manager consults with OHR to advertise a vacancy, OHR staff provides a briefing to the hiring manager on the various special hiring authorities.

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 Department maintains contact with internal and external organizations to market the Selective Placement Program Coordinator Services and by conducting workshops and informational sessions that serves as marketing tools to recruit possible candidates to our database for future employment.

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	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	26345	4.05	1.02	1.72	0.39
% of Qualified Applicants	19180	3.84	1.09	1.63	0.41
% of New Hires	133	3.01	0.75	2.26	0.00

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

In FY 2023, the external selections rate for PWDs for the following MCOs fell below their respective qualified applicants pool rates: 0101 (0.00%, 14.73%), 0201 (0.00%, 10.00%), 0301 (0.00%, 4.66%), 0360 (0.00%, 1.07%), 0501 (0.00%, 5.26%), 1102 (0.00%, 5.87%), 1730 (0.00%, 5.46%) and 2210 (0.00%, 4.67%). In FY 2023, the external selections rate for PWTDs at the following MCOs fell below their respective qualified applicants pool rates: 0101 (0.00%, 6.98%), 0301 (0.00%, 2.75%), 0343 (0.00%, 1.78%), 0360 (0.00%, 0.32%), 0501 (0.00%, 1.32%), 1102 (0.00%, 2.04%), 1730 (0.00%, 2.34%) and 2210 (0.00%, 1.92%).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0101 SOCIAL SCIENCE	0	0.00	0.00
0201 HUMAN RESOURCES MANAGEMENT	1	0.00	0.00
0301 PROGRAM SPECIALIST	7	0.00	0.00
0343 MANAGEMENT AND PROGRAM ANALYST	17	5.88	0.00
0360 EQUAL OPPORTUNITY SPECIALIST	0	0.00	0.00
0501 FINANCIAL MANAGEMENT SPECIALIST	0	0.00	0.00
0510 ACCOUNTANT	1	0.00	0.00
0511 AUDITOR	0	0.00	0.00
0560 BUDGET ANALYST	1	0.00	0.00
0905 GENERAL ATTORNEY	24	4.17	4.17
1102 CONTRACT SPECIALIST	10	0.00	0.00
1720 EDUCATION PROGRAM SPECIALIST	33	6.06	6.06
1730 EDUCATION RESEARCH ANALYST	16	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	9	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

The qualified internal competitive promotions' rate for PWD at the following MCOs fell below their respective relevant applicant pool rate: 0101 (29.20%, 44.44%), 0201 (10.29%, 13.33%), 0301 (9.10%, 11.44%), 0343 (9.06%, 14.29%), 0360 (11.38%, 13.43%), 0501 (10.58%, 10.81%), 0510 (0.76%, 7.87%), 0511 (0.00%, 11.11%), 0560 (0.00%, 8.33%), 0905 (1.67%, 8.09%), 1102 (11.05%, 13.39%), 1720 (10.35%, 12.73%) and 1730 (8.16%, 9.59%) respectively. The qualified internal competitive promotions' rate for PWTD at the following MCOs fell below their respective relevant applicant pool rate: 0101 (21.24%, 25.93%), 0510 (0.00%, 1.12%), 0560 (0.00%, 3.33%) and 0905 (0.00%, 1.44%) respectively.

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

The promotion rate of PWD for the following MCOs fell below their respective qualified applicant pool rate: 0101 (0.00%, 29.20%), 0201 (8.33%, 10.29%), 0301 (0.00%, 9.10%), 0343 (2.63%, 9.06%), 0360 (0.00%, 11.38%), 0501 (0.00%, 10.58%), 0510 (0.00%, 0.76%), 1102 (0.00%, 11.05%), 1720 (0.00%, 10.35%), 1730 (0.00%, 8.46%) and 2210 (0.00%, 11.90%). The promotion rate of PWTD for the following MCOs fell below their respective qualified applicant pool rate: 0101 (0.00%, 21.24%), 0201 (0.00%, 5.83%), 0301 (0.00%, 4.60%), and 0343 (0.00%, 4.53%) 0360 (0.00%, 5.56%), 0501 (0.00%, 3.85%), 1102 (0.00%, 5.53%), 1720 (0.00%, 3.83%), 1730 (0.00%, 4.21%) and 2210 (0.00%, 6.32%).

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.

The Department educates and promotes awareness regarding advancement opportunities to employees, including People with Disabilities, on available developmental opportunities. Developmental opportunities are promoted across the Department through various means, such as: conducting meetings with POCs, disseminating articles on ConnectED (internal agency website), spotlighting trainings on ConnectED, and placement of posters and flyers in all buildings.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Some career development opportunities and programs/trainings provided by the Department are: detail assignments, Excellence in Government Fellow Program, Pathways to Leadership Program, White House Leadership Development.

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 (%)
Detail Programs						
Internship Programs						
Fellowship Programs						
Coaching Programs						
Training Programs						
Mentoring Programs		23		5		2
Other Career Development Programs	30	21	4	3	1	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 No
- b. Selections (PWD) Answer No

4. Do triggers exist for PWTB 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 (PWTB) Answer No
- b. Selections (PWTB) Answer No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB) Answer Yes

In FY 2023, the representation of PWD fell below the 12% benchmark goal for employees receiving the following types of awards: Time-Off Awards 11 - 20 hours at an award rate of 6.45% and Time-Off Awards 21 – 30 hours at an award rate of 11.86%. Cash Awards: \$500 and Under at an award rate of 11.53%, Cash Awards: \$501 - \$999 at an award rate of 9.84%, Cash Awards: \$2000 - \$2999 at an award rate of 10.44%, Cash Awards: \$3000 - \$3999 at an award rate of 9.43%, Cash Awards: \$4000 - \$4999 at an award rate of 7.57%, Cash Awards: \$5000 or more at an award rate of 9.52%. In FY 2023, the representation of PWTB fell below the 2% benchmark goal for employees receiving the following types of awards: Time-Off Awards: 1 – 10 hours at an award rate of 1.71%, Time-Off Awards 11 - 20 hours at an award rate of 1.08% and Time-Off Awards 21 - 30 hours at an award rate of 0.00%. Cash Awards: \$500 and Under at an award rate of 1.72%, Cash Awards: \$501 - \$999 at a rate of 0.95%, Cash Awards: \$2000 - \$2999 at a rate of 1.62%, Cash Awards: \$3000 - \$3999 at a rate of 0.66%, Cash Awards: \$4000 - \$4999 at a rate of 1.89% and Cash Awards: \$5000 or more at an award rate of 1.30%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	585	14.76	14.55	12.05	15.33
Time-Off Awards 1 - 10 Hours: Total Hours	8489	185.03	215.50	96.39	203.52
Time-Off Awards 1 - 10 Hours: Average Hours	14.51	2.61	0.47	9.64	1.14
Time-Off Awards 11 - 20 hours: Awards Given	186	2.49	5.13	2.41	2.51
Time-Off Awards 11 - 20 Hours: Total Hours	4684	63.20	129.77	38.55	68.34
Time-Off Awards 11 - 20 Hours: Average Hours	25.18	5.27	0.81	19.28	2.34
Time-Off Awards 21 - 30 hours: Awards Given	59	1.46	1.40	0.00	1.76
Time-Off Awards 21 - 30 Hours: Total Hours	1670	47.40	39.35	0.00	57.29
Time-Off Awards 21 - 30 Hours: Average Hours	28.31	6.77	0.89	0.00	8.18

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 hours: Awards Given	345	12.27	7.90	16.87	11.31
Time-Off Awards 31 - 40 Hours: Total Hours	14045	498.96	325.44	616.87	474.37
Time-Off Awards 31 - 40 Hours: Average Hours	40.71	8.46	1.31	44.06	1.03
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	315	6.44	8.18	3.61	7.04
Cash Awards: \$501 - \$999: Total Amount	991799	20416.42	26498.19	2950.60	24058.79
Cash Awards: \$501 - \$999: Average Amount	3148.57	658.59	103.11	983.53	590.83
Cash Awards: \$1000 - \$1999: Awards Given	1059	30.35	26.52	33.73	29.65
Cash Awards: \$1000 - \$1999: Total Amount	2626885	69275.26	66888.48	78279.52	67397.49
Cash Awards: \$1000 - \$1999: Average Amount	2480.53	474.49	80.30	2795.70	-9.58
Cash Awards: \$2000 - \$2999: Awards Given	987	21.41	26.17	19.28	21.86
Cash Awards: \$2000 - \$2999: Total Amount	3190874	71479.63	84484.27	68328.92	72136.68
Cash Awards: \$2000 - \$2999: Average Amount	3232.9	693.98	102.78	4270.55	-51.89
Cash Awards: \$3000 - \$3999: Awards Given	456	8.94	12.13	3.61	10.05
Cash Awards: \$3000 - \$3999: Total Amount	1854165	35232.22	49173.77	11985.54	40080.15
Cash Awards: \$3000 - \$3999: Average Amount	4066.15	819.35	129.06	3995.18	157.06
Cash Awards: \$4000 - \$4999: Awards Given	317	4.99	8.79	7.23	4.52
Cash Awards: \$4000 - \$4999: Total Amount	1609404	24549.90	44835.05	33033.73	22780.65
Cash Awards: \$4000 - \$4999: Average Amount	5076.98	1022.91	162.45	5505.63	88.08
Cash Awards: \$5000 or more: Awards Given	231	4.57	6.37	3.61	4.77
Cash Awards: \$5000 or more: Total Amount	1755970	31566.74	48851.19	31459.04	31589.20
Cash Awards: \$5000 or more: Average Amount	7601.6	1434.85	244.26	10486.35	-452.77

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

In FY 2023, the representation of PWD fell below the 12% benchmark goal for employees receiving QSIs at a rate of 10.90%. In FY 2023, the representation of PWD and PWTD fell below the 12% and 2% benchmark goal for employees receiving PBPIs at a rate of 9.75% and 0.85% respectively.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	472	9.56	12.61	4.82	10.55

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer N/A

b. Other Types of Recognition (PWTD)

Answer N/A

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD)

Answer 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 Yes

ii. Internal Selections (PWD)

Answer Yes

The Internal Selection's rate for PWD at the following grade levels fell below their respective Relevant Applicant Pool rate: GS-13 (6.83%, 13.15%), GS-14 (6.62%, 10.09%), GS-15 (8.00%, 9.87%) and the SES (6.52%, 9.64%) respectively. The Internal Selection's rate for PWD at the following grade levels fell below their respective Qualified Internal Applicants rate: GS-13 (0.00%, 6.83%), GS-14 (3.80%, 6.62%), GS-15 (5.00%, 8.00%) and the SES (0.00%, 6.52%) respectively.

2.

Does your agency have a trigger involving PWTB 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 (PWTB) Answer No

ii. Internal Selections (PWTB) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer Yes

The Internal Selections rate for PWTB fell below their respective Qualified Internal Applicants rate for pay grade level GS-13 (0.00%, 3.46%), GS-14 (0.00%, 2.30%), GS-15 (0.00%, 3.59%) and the SES (0.00%, 3.26%) respectively.

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 No

The Hiring rate for PWD fell below their respective Qualified External Applicants rate for pay grade level GS-14 (0.00%, 4.16%), GS-15 (0.00%, 5.56%) and the SES (0.00%, 3.78%) respectively.

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 Yes

b. New Hires to GS-15 (PWTB) Answer Yes

c. New Hires to GS-14 (PWTB) Answer Yes

d. New Hires to GS-13 (PWTD)

Answer No

The Hiring rate for PWTD fell below their respective Qualified External Applicants rate for pay grade level GS-14 (0.00%, 1.74%), GS-15 (0.00%, 2.34%) and the SES (0.00%, 1.26%) respectively.

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 No

ii. Internal Selections (PWD)

Answer Yes

The Promotion rate for PWD fell below their respective Relevant Applicant Pool rate for supervisory positions Executives (6.52%, 9.85%) and Managers (2.13%, 7.89%) respectively. The Promotion rate for PWD fell below their respective Qualified Internal Applicants rate for supervisory positions Executives (0.00%, 6.52%), Managers (0.00%, 2.13%) and Supervisors (6.45%, 9.81%) respectively.

6. Does your agency have a trigger involving PWTDD 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 (PWTDD)

Answer No

ii. Internal Selections (PWTDD)

Answer Yes

b. Managers

i. Qualified Internal Applicants (PWTDD)

Answer No

ii. Internal Selections (PWTDD)

Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWTDD)

Answer No

ii. Internal Selections (PWTDD)

Answer Yes

The Promotion rate for PWTDD fell below their respective Qualified Internal Applicants rate for supervisory positions Executives

(0.00%, 3.26%), Managers (0.00%, 2.13%) and Supervisors (0.00%, 3.83%) respectively.

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

The Hiring rate for PWD fell below their respective Qualified External Applicants rate for supervisory positions Executives (0.00%, 3.63%), Managers (0.00%, 3.03%) and Supervisors (0.00%, 5.04%) respectively.

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

The Hiring rate for PWTD fell below their respective Qualified External Applicants rate for supervisory positions Executives (0.00%, 1.04%), Managers (0.00%, 1.01%) and Supervisors (0.00%, 2.28%) respectively.

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

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 2023, the separation rate for PWD who voluntarily separated from the Agency (8.52%) exceeded the separation rate for PWOD who voluntarily separated from the Agency (5.97%).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.03
Permanent Workforce: Resignation	41	1.33	0.91
Permanent Workforce: Retirement	100	3.03	2.26
Permanent Workforce: Other Separations	126	4.17	2.79
Permanent Workforce: Total Separations	268	8.52	5.99

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 Yes

b. Involuntary Separations (PWTD) Answer No

In FY 2023, the separation rate for PWTD who voluntarily separated from the Agency (10.00%) exceeded the separation rate for PWOD who voluntarily separated from the Agency (6.20%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.02
Permanent Workforce: Resignation	41	0.00	0.99
Permanent Workforce: Retirement	100	4.44	2.31
Permanent Workforce: Other Separations	126	5.56	2.91
Permanent Workforce: Total Separations	268	10.00	6.23

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.

In FY 2023, PWDs in the permanent workforce separated from the Agency due to resignation, retirement or other separation types.
In FY 2023, PWTDs in the permanent workforce separated from the Agency due to retirement or other separation types.

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.

The Department’s public website is found at <https://www2.ed.gov> and directly at the bottom of the home page, is a link titled “Accessibility” – that link is <https://www2.ed.gov/notices/accessibility/index.html?src=ft> which takes you to a page that provides an Accessibility Statement including a description and forms on how to file a 508 complaint.

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.

The Department's public website is found at <https://www2.ed.gov> and towards the top of the home page is the topic “Laws”. Select

the link “Go” underneath the “Law & Guidance” section at <https://www2.ed.gov/policy/landing.jhtml?src=go> . At the bottom of the page, select “Civil Rights” under the “Law & Guidance” section at <https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft> and then to the right of that page is the link “How to file a complaint”. The Office of Equal Employment Opportunity Services (OEEOS) is responsible for coordinating the implementation of Section 504 and resolving complaints claiming that programs or activities conducted by the Department (non-employment related issues) are not accessible to person with disabilities. (see 34 CFR § 105.41(c)). The Department will notify the Architectural and Transportation Barriers Compliance Board of any complaint alleging that any Department building or facility that is subject to the Architectural Barriers Act of 1968, as amended, is not readily accessible to and useable by individuals with disabilities. (See 34 CFR § 105.41(f)).

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.

The Department provides reasonable accommodation when needed for transportation for work-related activities while on-site. The Department has two lift-equipped vans (separate and apart from the shuttle services) in its motor pool for use by headquarters employees; employees who use wheelchairs have priority over all other users in reserving these vans. The Department is working to secure accessible vans in regional office motor pools and will provide an accessible vehicle through rental or contract if necessary. The Assistive Technology Team, Office of the Chief Information Officer, provides assessments and preventative equipment for employees who experience computer-related repetitive stress injuries, which cause impairments that may not be severe enough to be disabilities, but that would worsen without adaptive equipment. The Assistive Technology Team can also provide installation and training on how to use the equipment, or the Team can arrange for a qualified vendor to do so. These services can be provided in the office or at a telecommuting location.

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 for employees to receive reasonable accommodations was 11 days after initial request.

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.

The Department has an effective reasonable accommodation (RA) program. RA requests are responded to with 15 calendar days of receipt, and final decisions on the request are made within 30 calendar days from the date the request is made, absent extenuating circumstances. The Department has entered into an Interagency Agreement with the Federal Occupational Health (FOH), Department of Health and Human, services to provide Medical Review Officer (MRO) services. The MRO neither decides whether to grant or deny any accommodation, nor determines whether an undue hardship exists. Such decisions are management decisions and are made by the employee’s supervisor. The MRO’s role is to evaluate the accuracy and completeness of the RA documentation, to advise the Department managers on the severity and nature of the employee’s impairment, and to advise whether a requested accommodation is likely to be effective, given the functional limitations described. The Reasonable Accommodations Program Manager (RAPM) provides Department-wide technical assistance, training, and support to managers and employees as they move through the RA process. The RAPM may be consulted by managers and employees to facilitate the RA process and serves as a neutral party to provide information and resources. The RAPM tracks and monitors RA requests, particularly the number and types of RA requests, and whether those requests have been granted or denied; the jobs (occupational series, grade level, and agency component) for which RAs have been requested; the types of accommodations requested; the reasons for denial of the RA requests, etc. The Department has established a centralized funding for RA purchases, managed by the RAPM. This funding is available to cover the costs on any equipment, services, or training needed to provide a RA, or to assess the employee’s impairment and /or need for an accommodation.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Department has an effective Personal Assistive Services (PAS) program. The department employs at least five (5) FTE PAS for employees with disabilities who have permanent and routine needs for services. The Department has a contract agreement to provide PAS to employees who require services and the Department is able to procure PAS on demand via short term contracts or credit card purchases for short term needs. The Department has provided PAS in a timely manner to all employees who have requested such services in the reporting period.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

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

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

By Order, the Agency restored all leave Complainant took from October 9, 2019 through December 6, 2019. All charges of Absent Without Leave on Complainant's record from October 9, 2019 through December 6, 2019 were removed. The Agency provided back pay with interest to Complainant for any pay Complainant did not receive for the period from October 9, 2019 through December 6, 2019. Attorney's Fees and Compensatory Damages were paid. The Responsible Management Official (RMO) departed the Agency and so no corrective actions were taken against the RMO.

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B4				
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?	The representation of People With Disabilities (PWDs) fell below EEOC's 12% benchmark for the following pay plans and grades: GS-14 (10.09%), GS-15 (9.87%), SES (9.64%) and Other Senior Pay (11.11%) pay level. The representation of People With Targeted Disabilities (PWTDs) fell below EEOC's 2% benchmark for the following pay plans and grades: GS-14 (1.75%) and SES (0.00%). The participation rate of PWDs & PWTDs for Career Development Programs at the GS-14, GS-15 and SES positions is 0%.				
STATEMENT OF BARRIER GROUPS:	Barrier Group 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 Hiring PWD and PWTD in the temporary workforce		Description of Policy, Procedure, or Practice The Department of Education will make efforts to increase the hiring rate of PWD and PWTD at the GS-14, GS-15 and SES positions. The Department will also increase promotion efforts of the Career Development Programs for PWD and PWTD at the GS-14, GS-15 and SES positions.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
06/30/2022	09/30/2023	Yes	09/30/2024		To increase the hiring rate of PWD and PWTD at the GS-14, GS-15 and SES positions in the permanent workforce the Office of EEO Services is collaborating with a team of volunteers (Data and Measurements Action Subcommittee on Age and Disability Status) from various offices within the Department to review the data and present our recommendations to upper management officials.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
EEO Specialist		Steven Jefferson		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	The Office of EEO Services collaborates bi-weekly with the Data and Measurements Action Subcommittee group on Age and Disability Status to review data and present our recommendations to upper management officials.	Yes	09/30/2024	
Report of Accomplishments				
Fiscal Year	Accomplishment			

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

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

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