

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	--		%		%
Grades GS-11 to SES	█	█	█	█	█
Grades GS-1 to GS-10	█	█	█	█	█

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

While numeric goals are not established each fiscal year due to our agency's size (around 300 employees), HR Specialists do provide various disability hiring options to hiring officials. The HR Specialist reminds hiring managers of the availability of applicants for consideration in the Selective Placement Program Resume Repository before posting job opportunity announcements to increase its hiring of applicants with PWD and PWTD. The HR Director holds one-on-one orientation sessions with all new supervisors and one agenda topic is hiring without bias. Additionally, the EEO Director shares any established numerical goal with senior leadership and HR.

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	
Processing applications from PWD and PWTB	1	0	0	Vernelle Dewberry Supervisory HR Specialist, OAS-HRD
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Vernelle Dewberry Supervisory HR Specialist, OAS-HRD
Section 508 Compliance	1	0	0	Nicole Jacobs Records & Info Mgmt Specialist jacobsn@fca.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Angela Brown Senior HR Specialist brownan@fca.gov
Special Emphasis Program for PWD and PWTB	0	0	1	Andra Grossman Attorney Advisor GrossmanA@fca.gov
Architectural Barriers Act Compliance	0	0	1	Byron Adkins Supervisory Admin Operations Specialist adkinsb@fca.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

Refresher training was provided to the disability staff during FY23.

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	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.
Objective	EEOC's generated affirmative action plan is not 508 compliant. At EEOC's request, FCA shared specifically how the document was not 508 compliant. EEOC agreed to consider changes to all generated affirmative action plans to make them 508 compliant. Meanwhile, FCA agreed to consider working internally to create a new 508 compliant plan until EEOC can generate 508 compliant plans. FCA has reached out to a vendor to convert a template into a 508 compliant version of the affirmative action plan.
Target Date	Sep 30, 2024
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 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.

The agency considers various disability hiring authorities along with veteran’s preference in developing its recruitment strategy. USAJOBS and non-competitive hiring authorities are fully utilized, and all external announcements are open to individuals with disabilities. The agency also attends career fairs that focus on disability hiring. Lastly, the WRP is utilized to identify job applicants with disabilities and targeted 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 uses Schedule A and 30% disabled veteran hiring authorities to refer applicants with disabilities to hiring managers. For the Schedule A program, we keep an in-house resume repository of Schedule A candidates whom have contacted us directly to express interest in employment opportunities with the agency. We review the resumes and identify qualified applicants for hiring manager consideration.

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 staffing specialists review supplemental documentation, such as DD-214, VA letter, and/or schedule A disability letter. If qualified, candidates are referred to hiring managers for consideration. The staffing specialists inform managers of the ease and simplicity of using non-competitive hiring authorities and are available to discuss all parts of the Schedule A and other applicable hiring authorities. If the candidate did not apply to a specific job announcement, then the application/documents are uploaded to our internal resume repository for future opportunities. When positions become vacant the database/resumes are reviewed to determine if there are any Schedule A candidates that can be considered for the position.

- 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

HR specialists individually inform hiring managers on the use of special hiring authorities that consider disability. Informal training is provided to all managers with hiring needs during the year as part of the pre-recruitment consultation meeting.

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.

As with the last fiscal year, in FY23 all external vacancy announcements encouraged veterans with compensable disabilities of 30% or more to apply. Internally FCA worked closely with managers and supervisors to fill positions utilizing the Veterans’ Recruitment Appointment, Schedule A, and 30% Disabled Veteran Hiring Authority.

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					
% 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 No
- b. New Hires for MCO (PWTD) Answer No

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

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

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

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.

In FY23, FCA remained committed to the following: • Train hiring managers on how to recruit, select and retain a diverse staff; • Continue strategies to recruit minorities and applicants with disabilities; • Develop strategies for assignments and experiences that develop all staff equitably; • Target retention strategies toward diverse talent. • Provide training for career advancement.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The agency continues to provide a wide range of career development opportunities to employees. For example: • Internal development programs include: o Examiner Commissioning Program o Post-commissioning career ladders o Rotational assignments within the agency (either within an Office or between functional communities of practice) in supervisory, developmental, and technical roles o Agency-wide training (both online and live instructor-led) • External to the agency: o Technical skill reinforcement through attendance at commercial vendor banking operation schools, vendor-provided seminars, academic courses and attendance at technical conferences related to the agency’s mission. o Leadership development through participation in both Federal Civil Service-learning programs (e.g., Federal Executive Institute, OPM-sponsored supervisor training and related training provided by Federal agencies), and through commercial/academic vendors (e.g., Management Concepts, Harvard, etc.).

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 (%)
Training Programs	5	5	0	0	0%	0%
Other Career Development Programs	2	2	0	0	0	0
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	1	1	0%	0%	0%	0%
Detail Programs	9	7	0%	0%	0%	0%
Internship Programs	146	11	25	18	3	9

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

The agency does not have a concern that triggers exist, as career development opportunities are widely publicized to all employees including PWD’s. To date, all employees that apply are selected.

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

The agency does not have a concern that triggers exist, as career development opportunities are widely publicized to all employees including PWTD’s. To date, all employees that apply are selected.

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	51	13.33	15.08	18.75	10.34
Time-Off Awards 1 - 10 Hours: Total Hours	379	137.78	105.95	162.50	124.14
Time-Off Awards 1 - 10 Hours: Average Hours	7	22.22	2.78	50.00	6.90

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	5	4.44	1.19	0.00	6.90
Time-Off Awards 11 - 20 Hours: Total Hours	80	62.22	20.63	0.00	96.55
Time-Off Awards 11 - 20 Hours: Average Hours	16	31.11	6.75	0.00	48.28
Time-Off Awards 21 - 30 hours: Awards Given	3	0.00	1.19	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	75	0.00	29.76	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	25	0.00	9.92	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	14	0.00	5.56	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	960	0.00	380.95	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	68	0.00	26.98	0.00	0.00
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	267	71.11	80.16	62.50	75.86
Cash Awards: \$501 - \$999: Total Amount	186036	50717.78	55791.67	43012.50	54968.97
Cash Awards: \$501 - \$999: Average Amount	696	1584.44	276.19	4300.00	86.21
Cash Awards: \$1000 - \$1999: Awards Given	400	120.00	124.21	100.00	131.03
Cash Awards: \$1000 - \$1999: Total Amount	521575	163888.89	161061.51	139062.50	177586.21
Cash Awards: \$1000 - \$1999: Average Amount	1303	3033.33	514.29	8687.50	-86.21
Cash Awards: \$2000 - \$2999: Awards Given	32	4.44	9.92	0.00	6.90
Cash Awards: \$2000 - \$2999: Total Amount	71550	9777.78	21825.40	0.00	15172.41
Cash Awards: \$2000 - \$2999: Average Amount	2235	4888.89	873.02	0.00	7586.21
Cash Awards: \$3000 - \$3999: Awards Given	10	2.22	3.17	0.00	3.45
Cash Awards: \$3000 - \$3999: Total Amount	34500	7777.78	10912.70	0.00	12068.97
Cash Awards: \$3000 - \$3999: Average Amount	3450	7777.78	1363.89	0.00	12068.97
Cash Awards: \$4000 - \$4999: Awards Given	1	2.22	0.00	6.25	0.00
Cash Awards: \$4000 - \$4999: Total Amount	4000	8888.89	0.00	25000.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4000	8888.89	0.00	25000.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Awards Given	11	0.00	3.97	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	60500	0.00	21825.40	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	5500	0.00	2182.54	0.00	0.00

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer No

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

d. Grade GS-13

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

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 No

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

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

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 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

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

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

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

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

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.33
Permanent Workforce: Resignation	2	0.00	0.67
Permanent Workforce: Retirement	8	2.13	2.33
Permanent Workforce: Other Separations	5	0.00	1.67
Permanent Workforce: Total Separations	16	2.13	5.00

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

- a. Voluntary Separations (PWTD) Answer No

b.Involuntary Separations (PWTD)

Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.30
Permanent Workforce: Resignation	2	0.00	0.60
Permanent Workforce: Retirement	8	0.00	2.42
Permanent Workforce: Other Separations	5	0.00	1.51
Permanent Workforce: Total Separations	16	0.00	4.83

- If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

- Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.fca.gov/about/accessibility> FCA is committed to making its programs and activities accessible to people with disabilities. As stated in our policy regarding reasonable accommodations for individuals with disabilities (PDF), we will provide reasonable accommodation when an applicant with a disability needs an accommodation to have an equal opportunity to compete for a job, an employee with a disability needs an accommodation to perform the essential functions of the job or to access the workplace, and an employee with a disability needs an accommodation to enjoy equal access to the benefits and privileges of employment. We also have a personal assistance services policy (PDF), and we comply with the requirements of section 508 of the Rehabilitation Act and the Architectural Barriers Act of 1968. If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on our website interferes with your ability to access any of our information or services, please email us at info-line@fca.gov. You may also call us on 703-883-4056 (voice or TTY) or write to us at Office of Congressional and Public Affairs Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 Please provide the following information: Your name A way to contact you — an email address, a mailing address, or a daytime phone number A description of the specific problem The assistive software that you are using We will respond promptly. Section 508 program FCA has a program to ensure that our employees and members of the public with disabilities have comparable access to our electronic and information technology. If you have comments, suggestions, or feedback about our Section 508 program, please address them to the attention of the chief information officer at info-line@fca.gov or write to Chief Information Officer Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090

- 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.fca.gov/about/accessibility> The Architectural Barriers Act helps ensure that FCA employees, applicants for FCA employment, and members of the public with disabilities can gain ready access to FCA buildings and facilities. If you have questions, concerns, or complaints about physical access to FCA buildings or facilities, please contact the FCS Building Association at FCSBA@fca.gov. If you submit a complaint alleging that FCA has violated the Architectural Barriers Act, we will notify the United States Access Board and work to address your complaint. If we believe a different (non-FCA) entity is responsible for the

alleged violation, we will try to provide you the contact information for that other entity.

- 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.

FCA's facility and technology are accessible. There are no plans for change.

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 is 46 days.

- 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.

As a result of a well written Reasonable Accommodation (RA) Policy that is easily assessible to all concerned, managers and employees understand their roles and responsibilities clearly and reach out to the Reasonable Accommodation Coordinator for assistance with RA needs regularly.

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 agency implemented its Personal Assistance Services policy in January 2018. To date no personal assistance services have been requested.

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 Yes

- 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.

There was no finding of discrimination in the case.

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 N/A

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

Answer N/A

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

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.

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