

MD-715 – Part J

Special Program 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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

Using the goal of 12 percent 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) Yes
- b. Cluster GS-11 to SES (PWD) Yes

Compared to: 12 percent federal sector benchmark, the agency's rate of PWD within GS-01 to GS-10 equivalent positions (FP 09 to FP 05) is 5.59 percent and for GS-11 to SES (FP 04 to Senior Executive) is 7.28 percent. Note: the agency's FP employees are all in FP 09-01 grades and these rates only include individuals who have identified as having a disability through OPM's SF-256 form.

Using the goal of 2 percent 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) Yes
- b. Cluster GS-11 to SES (PWTD) Yes

Compared to the goal of 2 percent federal sector benchmark, the agency's rate of PWTD within GS-1 to GS-10 (FP 09 to FP 5) is 1.24 percent and for GS-11 to SES (FP 4 to Senior Executive) is 0.89 percent. Note: these numbers only include individuals who have identified as having a disability through OPM's SF-256 form.

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

Hiring flexibilities and goals are communicated to hiring managers during job vacancy announcement consultations and during the new supervisor training.

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

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.

No

Duties of the Section 508 Program Coordinator have been assigned as an additional duty to an Expert in OCIO.

The position in OHR responsible for processing applications from PWD and PWTD and answering questions from the public about hiring authorities that take disability into account was eliminated in the FY17 workforce realignment (“sunsetting”) process. The duties of the Selective Placement Program Coordinator will be subsumed under two (2) other positions within OHR to ensure implementation of the disability program in FY 2022-2023. Rather than the previously stated two positions to implement and sustain the disability program, the Staffing Supervisor assigned one Selective Placement Program Coordinator on staff at this time.

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 PWTD | 1 | 0 | 6 | Allan Grines, Supervisory HR Specialist, Office of Human Resources, agrines@peacecorps.gov |
| Answering questions from the public about hiring authorities that take disability into account | 1 | 0 | 6 | Allan Grines, Supervisory HR Specialist, Office of Human Resources, agrines@peacecorps.gov |

| | | | | |
|--|---|---|---|--|
| Processing reasonable accommodation requests from applicants and employees | 1 | 0 | 0 | Matthew Johnson, Disability Program Manager, Office of Civil Rights and Diversity (OCRD), Reasonableaccommodation@peacecorps.gov |
| Section 508 Compliance | 0 | 0 | 1 | Rachel Gardell, Expert, Office of the Chief Information Officer (OCIO), accessibility@peacecorps.gov |
| Architectural Barriers Act Compliance | 0 | 2 | 0 | Darryl Speller, Chief, Facilities Management Division, dspeller@peacecorps.gov |
| Special Emphasis Program for PWD and PWTB | 1 | 0 | 0 | Matthew Johnson, Disability Program Manager, Office of Civil Rights and Diversity, Reasonableaccommodation@peacecorps.gov |

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.

Yes

Planned trainings include:

- Unconscious bias training for disability program staff
- Disability program management training for disability program staff
- Disability program management training for OCRD staff

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*.

No

There was not sufficient staff to successfully implement the disability program, though funding was available to fill the positions. There was not sufficient funding for the Section 508 program. Funding and program requests are in development for FY 2022 planning.

Section III: 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 Applicants with Disabilities

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

Due to the Pandemic the Peace Corps did not participate in targeted disability programs for recruitment purposes.

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.

Though the agency has taken steps to create and implement policy to align with current OPM's Schedule A and other disability-related hiring authorities, the Peace Corps does not use them frequently, if at all, to hire individuals with disabilities. Disability-related hiring authorities are underutilized by the agency. (OHR)

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.

We did not hire in FY 2021 any individuals with disabilities. Currently established procedures are maintained in Peace Corps MS 624.

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.

Yes

Training on hiring individuals with disabilities was provided during training for supervisors.

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.

OHR – has established policy and will continue to review and explore avenues for the development of establishing and maintain contacts with organizations that assist PWD, to include PWTD, in securing and maintaining employment.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12 percent for PWD and 2 percent 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) Yes
- b. New Hires for Permanent Workforce (PWTD) Yes

Among the permanent new hires in the permanent workforce, 8.33 percent were PWD, which falls below the benchmark of 12 percent. PWTD permanent new hires were at 1.19%.

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.

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

In the MCO of 0301, 6.52% of new hires were PWD and 4.35% were PWTD. No PWD or PWTD were new hires in the remaining MCOs.

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.

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

No PWD or PWTD were selected for any of the MCOs.

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.

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

Section IV: 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 agency will ensure awareness of opportunities where all employees can increase knowledge and skills via an internal online learning platform and job sharing. Various methods of marketing (e.g., email, office announcement, intranet, newsletters) are used to disseminate information about learning opportunities for FY 2022 and future. The agency also offers opportunities that include fee/non-fee based in-person and online trainings. In addition, courses related to federal employment search through USAJOBS, resume writing, and improving interviewing skills are available.

The agency's Disability Program Manager collaborates with agency stakeholders, including the Office of Staff Learning and Development (OSLD), the Chief Diversity Officer, OHR, and the employee resource groups to ensure that PWD have sufficient opportunities for advancement. Specifically, the agency:

- Ensures infrastructure is accessible for all staff by continuing to promote technology, information, and processes that facilitate the provision of reasonable accommodations and personal assistance services as well as conformance with accessibility standards under both Section 508 of the Rehabilitation Act and the Architectural Barriers Act;
- Addresses attitudinal barriers through programming and educational initiatives that break down stereotypes and stigmas surrounding both visible and invisible disabilities;
- Ensures that PWD and PWTD have access to promotion opportunities and training resources by strengthening the relationship between OSLD, OHR, and OCRD.

B. Career Development Opportunities

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

Career development opportunities are managed by the agency’s Office of Staff Learning and Development (OSLD). These include a variety of learning opportunities such as career development and consultations, coaching, mentoring, and access to online and in-person training opportunities. OSLD supports the agency’s commitment to actively recruit, support, and retain a diverse workforce and Volunteer Corps and to build an inclusive culture that encourages collaboration, flexibility, and fairness. To this end, OSLD maintains a variety of offerings aimed to increase staff awareness on the importance of diversity and inclusion, including practices that promote the inclusion of PWD and PWTD, such as trainings on inclusive habits.

To ensure the inclusion of PWD in career development opportunities, OSLD ensures that reasonable accommodations are provided for all of its programs, by, for example, including contact information for reasonable accommodation requests in its event invitations and promotional materials. OSLD also partners with OCRD to hosting agency-wide educational events and courses on accessibility under Section 508 of the Rehabilitation Act and on reasonable accommodations. Additionally, OSLD staff has played a key role in establishing and supporting the Section 508 taskforce for the agency.

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 (%) |
| Internship 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 |
| Mentoring Programs | N/A | N/A | N/A | N/A | N/A | N/A |
| Coaching Programs | 17 | 17 | 1 | 100 | N/A | N/A |
| Training Programs | 56 | 56 | 3 | 100 | N/A | N/A |
| Detail Programs | N/A | N/A | N/A | N/A | N/A | N/A |

| | | | | | | |
|-----------------------------------|-----|-----|-----|-----|-----|-----|
| Other Career Development Programs | N/A | N/A | N/A | N/A | N/A | N/A |
|-----------------------------------|-----|-----|-----|-----|-----|-----|

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.

- a. Applicants (PWD) – no existing triggers
- b. Selections (PWD) – no existing triggers

Do triggers exist for **PWTD** among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- a. Applicants (PWTD)
- b. Selections (PWTD)

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) No
- b. Awards, Bonuses, & Incentives (PWTD) No

Awards not given in FY 2021

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) No
- b. Pay Increases (PWTD) No

Awards not given in FY 2021

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) N/A
- b. Other Types of Recognition (PWTD) N/A

The agency does not have other employee recognition programs.

D. Promotions

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

- a. SES
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)

Table B11 shows no selections of PWD for internal applicants for promotions to senior grade levels.

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.
- a. SES
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)
 - b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)
 - c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)
 - d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)

Table B11 shows no selections of PWTD for internal applicants for promotions to senior grade levels.

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.

- a. New Hires to SES (PWD)
- b. New Hires to GS-15 (PWD)
- c. New Hires to GS-14 (PWD)
- d. New Hires to GS-13 (PWD)

Out of all selections made in FY 2021, 11.11% (1 GS-13) were identified as PWD.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

- a. New Hires to SES (PWTD)
- b. New Hires to GS-15 (PWTD)
- c. New Hires to GS-14 (PWTD)
- d. New Hires to GS-13 (PWTD)

Out of all selections made in FY 2021, 0% were identified as PWTD.

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.

- a. Executives
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)
- b. Managers
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)
- c. Supervisors
 - i. Qualified Internal Applicants (PWD)
 - ii. Internal Selections (PWD)

Out of all selections made in FY 2021, 0% were identified as PWD

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.

- a. Executives
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)
- b. Managers
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD)
 - ii. Internal Selections (PWTD)

Out of all selections made in FY 2021, 0% were identified as PWTD

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.

- a. New Hires for Executives (PWD)
- b. New Hires for Managers (PWD)
- c. New Hires for Supervisors (PWD)

Executives and Managers had no selections.
Supervisors: 15.17% qualified, 5% selected

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.

- a. New Hires for Executives (PWTD)
- b. New Hires for Managers (PWTD)
- c. New Hires for Supervisors (PWTD)

Executives and Managers had no selections.
Supervisors: 9.68% qualified, 0% selected

Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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.

N/A- As an excepted service agency, the Peace Corps is not part of the competitive service and cannot convert employees into the competitive service.

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

| | |
|-------------------------------|----|
| Voluntary Separations (PWD) | No |
| Involuntary Separations (PWD) | No |

| | |
|-----|--|
| N/A | |
|-----|--|

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.

| | |
|--------------------------------|----|
| Voluntary Separations (PWTD) | No |
| Involuntary Separations (PWTD) | No |

| |
|-----|
| N/A |
|-----|

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*.

| |
|-----------------|
| N/A no triggers |
|-----------------|

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

| |
|---|
| https://www.peacecorps.gov/about/civil-rights-and-diversity/accessibility-statement/ |
|---|

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.

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|---|
| https://www.peacecorps.gov/about/civil-rights-and-diversity/accessibility-statement/ |
|---|

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 Peace Corps moved to its new Headquarters location in FY 2020. OCRD and the building move committee created a list of key accessibility features for the Agency's new building to ensure that it not only meets, but exceeds applicable accessibility requirements.

The OCRD Director is an appointed Authorizing Official for building access requests and collaborates with the Facilities Management staff on accessibility matters. OCRD staff reviews and coordinates with the Office of the Chief Information Officer on 508 matters and technology related reasonable accommodation requests.

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.)

Average processing time is 17 business 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.

The agency's reasonable accommodation process is effective in that it:

1. promotes efficiency for PWD by flexibly applying the medical documentation requirement and allowing supervisors to efficiently approve requests;
2. has moved towards a system of developing standard practices and inter-office workflows for commonly requested accommodations, such as sit/stand workstations, sign language interpretation, assistive technology, and parking privileges;
3. has taken proactive steps to ensure that accommodation needs can be filled as quickly as possible by pre-screening and pre-purchasing assistive technology;
4. ensures that all new employees are provided with information on reasonable accommodations and that all employees, including managers and supervisors, receive training on reasonable accommodations once at least every two years;

5. provides a centralized funding source for accommodation requests; and
6. includes a system for tracking the time it takes to provide accommodation requests.

The effectiveness of the reasonable accommodation process can be improved by increasing the effectiveness and frequency of trainings related to reasonable accommodations.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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 has not yet received a request for PAS and has engaged in the steps below to implement the PAS requirement:

- Included a statement on PAS in its public-facing website’s accessibility statement to ensure that PWTD are aware of their right to PAS;
- Created a one-page document on PAS that provides guidance to both employees and supervisors that will be posted on the agency’s internal-facing website;
- Educated senior leaders about the new requirement to provide PAS;
- PAS procedures are included in MS-653, attachment D;
- Met with a variety of agencies to seek out information about their contracts for PAS;
- Conducted market research on vendors who can provide the needed services; and
- Tasked the contracting office with establishing a contract in advance of receiving a request.

The agency will monitor the effectiveness of these practices, policies and procedures upon receiving a request for PAS.

Section VI: 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 government-wide average?**

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?

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. There were no findings of discrimination for harassment based on disability status during FY 2021.

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?

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?

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. There were no findings of discrimination involving the failure to provide a reasonable accommodation in FY 2021.

Section VII: Identification and Removal of Barriers

[See Part I of this Report for the Identification and Removal of Barriers](#)