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

> The participation rate for PWD in the GS-1 to GS-10 Cluster is 56.70%, which is above the 12% benchmark. The participation rate for PWD in the GS-11 to SES Cluster is 37.42%, which is above the 12% benchmark.

*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

> The participation rate for PWTD in the GS-1 to GS-10 Cluster is 8.00%, which is above the 2% benchmark. The participation rate for PWD in the GS-11 to SES Cluster is 3.37%, which is above the 2% benchmark.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	890	333	37.42	30	3.37
Grades GS-1 to GS-10	100	55	55.00	8	8.00

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

> The EEO Office and HCO WMB provide key stakeholders including the Identify Diversity Challenges and Identify Recruitment Focus Areas working groups who advise the Strategic Recruitment Diversity Inclusion (SRDI) Council the EEOC and DHS established numerical goals at the beginning of each fiscal year. These goals are communicated to Deputy Assistant Directors (DAD) in each Directorate as part of statistical analyses regarding Individuals with Disabilities; and senior level hiring managers in annual reports such as Disabled Veterans Affirmative Action Plan (DVAAP) and the Federal Equal Opportunity Recruitment

Program (FEORP). Attendees of the FLETC New Supervisor Training Program are provided information regarding individuals with disabilities, including established hiring goals. Federal disability hiring goals are posted on the EEO SharePoint page located under the Disability and Reasonable Accommodation tab – titled "What are Agency Responsibilities for Hiring People with Disabilities?" Human Capital Office personnel suggest sources with disability in mind e.g., Schedule A direct hire authority, as well as 30% or more disabled veteran hiring sources during strategic recruitment meetings with hiring managers, and recruitment sources are provided as a handout to all hiring managers at the start of the recruitment process.

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

The FLETC employs a dedicated Disability Program Manager (DPM) to guide the disability program including the provision of Reasonable Accommodation (RA) and Personal Assistance Services (PAS). If needed, there are three other EEO Specialists available to process RA requests of FLETC employees and oversee the implementation of approved RAs for students attending training on FLETC TDPs. The Disability Program Manager position was filled mid FY 2023. Additionally, FLETC employs a Section 508 Coordinator, a Selective Placement Coordinator, a Disability Access Coordinator, and alternates to ensure accessibility for employees, students, and visitors to all FLETC points of service. FLETC's assessment process for all requests for Reasonable Accommodation and PAS require that a Reasonable Accommodation Team consisting of an EEO Specialist, an Attorney from the Office of Chief Counsel, and a Labor Relations Specialist from the HCO individually assess each RA request. The Team provides advice and procedural guidance to the requestor's supervisor to make an informed decision regarding the reasonable accommodation request. FLETC's Medical Officer acts as an ad-hoc member of the Team providing occupational medical opinions and guidance to the Team. Federal Occupational Health Service physicians provide occupational medical opinions through contracted services, as needed.

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	

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 Manager and EEO Specialists participated in training, webinars and meetings presented by a variety of sources during FY 2023. All specialists attended an 8-hour refresher training through the 2023 DHS training conference that included EEO and disability related training with a 100% completion rate. Other training sources included: DHS/CRCL, Disability Employment Advisory Council and Diversity Management Section and Component Meetings, Equal Employment Opportunity Commission, Job Accommodation Network, Department of Defense Computer/Electronic Accommodations Program, Federal Exchange on Employment and Disability, Department of Labor Employer Assistance & Resource Network, Department of Labor Office of Disability Employment Policy, LEAD Center and LRP Publications throughout the fiscal year, and Section 508 training.

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

All EEO, HCO, and Office of Chief Counsel staff who participate in RA and PAS processing and employee training, section 508 and accessibility have received sufficient training, funding, and guidance to ensure timely completion of requests for these services. The Sign Language Interpreter (SLI) contract was renewed and fully funded and all requests for SLI were provided. Additional interpretive options are being evaluated and worked with procurement. All alternative requests have been funded and provided e.g., Communication Access Realtime (CART) services. FLETC reconfigured cubicle walls for a deaf employee so he could better see the emergency strobe lights at a cost of $2,164.00.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

Recruitment: Over the last fiscal year, FLETC has participated in in-person and virtual career fairs and the Department of Homeland Security (DHS) recruitment webinars, to reach a diverse audience of students, recent graduates, individuals with disabilities, veterans, military spouses, women, and members of minority or racial groups. These targeted efforts increase outreach and education on FLETC/Government hiring procedures, Student Pathways and FLETC Internship Programs, and other employment opportunities. FLETC was able to participate in 26 recruitment and outreach events during FY 2023. For candidates with non-competitive hiring eligibility, including Schedule A candidates and 30% or more disabled veterans, FLETC maintains a voluntary applicant file (VAF) for specific series and grades of high-volume recruitment positions, particularly mission-critical occupations. The VAF is advertised on a quarterly basis for these candidates to submit resumes and supporting documentation for consideration for future vacant positions. HCO SRDID Branch implemented the FLETC Recruiter Repository, which comprises staff from across the enterprise who volunteer to assist with the organization's recruitment efforts. HCO selected staff members from various disciplines to join a Human Resources Specialist during recruitment and outreach events to provide an organizational overview of FLETC and answer questions on work-life experience, FY 2023 Recruiting and Outreach Events 1. October 6, 2022: Law Enforcement & Security Virtual Fair (Law Enforcement) 2. October 12, 2022: Savannah State University Career Fair (Students, Recent Graduates - HBCU) 3. October 18, 2022: DHS is Hiring Professionals; Students and Recent Graduates Webinar (Students, Recent Graduates) 4. November 14-17, 2022: Hispanic American Police Command Officers Association (HAPCOA) Symposium (Law Enforcement) 5. November 17, 2022: Risley Middle School, Brunswick, GA (K-12 students) 6. December 6, 2022: Government & Non-profit Job Fairs (All) 7. February 16, 2023: College of Coastal Georgia (Students, Recent Graduates) 8. March 1, 2023: Savannah State University (Students, Recent Graduates -HBCU) 9. March 8, 2023: Career Eco: Careers and the DisAbled (People with Disabilities (including Veterans), ranging from current college students and recent college graduates to professionals with backgrounds in all career disciplines) 10. March 15, 2023: Career Eco: HBCU and MSIs (Students, Recent Graduates – HBCU and MSI) 11. April 11-14, 2023: National Association of Women Law Enforcement Executives (NAWLEE) Conference (Women, Veterans) 12. April 19, 2023: Career Eco: Business and HR (Students, Women, Veterans, Recent Graduates, Minorities) 13. April 20, 2023: Fort Stewart & Hunter Army Airfield, Transition Assistance Program, Regional Job Fair (Military Spouses and Veterans) 14. April 20, 2023: Faith Complex Job Fair hosted by Greater Works (Minorities, Women, Veterans) 15. May 22 and May 25, 2023: DHS Military Spouse Hiring Campaign Webinars (Veteran and Military Spouses) 16. May 26, 2023: Career Eco: National Association of African Americans in HR (Minorites, Women, Veterans) 17. June 14, 2023: Career Eco: EOP STEM Diversity (Veterans, Military Spouses) 18. June 26-29, 2023: National Sheriffs' Association (Law Enforcement, Military) 19. July 10-14, 2023: 54th Federally Employed Women Conference (Women) 20. July 21-25, 2023: National Organization of Black

Law Enforcement Executives (Law Enforcement, Minorities, Women, Veterans) 21. August 14-17, 2023: Women in Federal Law Enforcement Conference (Law Enforcement, Women, Minorities, Veterans) 22. August 21-25, 2023: DHS WLE Summit and Job Fair (Law Enforcement, Women, Minorities, Veterans) 23. August 28-30, 2023: National Native American Law Enforcement Association (NNALEA) 30th Annual National Training Conference (Law Enforcement, Minorities, Women, Veterans, Tribal) 24. September 24-28, 2023: White House Initiative HBCU (Students, Recent Graduates, Minorities, HBCU Initiative) 25. September 26-29, 2023: Grace Hopper (Cybersecurity/Intelligence, STEM) 26. September 20-22, 2023: Congressional Black Caucus In FY 2023, FLETC exceeded DHS Workforce Participation Goals for People with Disabilities of 12%; with 38.30% of our permanent workforce (396 employees) - an increase of 2.93% over FY 2022. The participation of People with Targeted Disabilities exceeded the 2% requirement, with 3.64% of the permanent workforce (38 employees (same # as in FY 2022)). Of the thirty-three employees with disabilities who were hired during FY 2023, 11.43% (eight employees) were Schedule A hires. FLETC announced two Pathways Program vacancies during FY 2023. Pathways Program is the federal government's primary entry point for students and recent graduates in FY 2022. One selection was made and onboarded during FY 2023. The two applicants for the second vacancy fell out during the process – one because the position was in person and not remote.

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

FLETC maintains an open continuous voluntary applicant file (VAF) for specific series and grades of high-volume recruitment positions for candidates with non-competitive hiring eligibility, including Schedule A and 30% or more disabled veterans as described in #6. HCO indicated that 51 VAF certificates were issued during FY 2023.

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 four-mission critical occupational opportunities offered through the automated online VAF are the GS-1801, 2210, 0201 and 1102 series. The VAF affords Schedule A applicants and disabled veterans consideration without competition for positions for which they are qualified. A 10-point preference file is also maintained to enable HCO to review and refer qualified 30% or more disabled veteran applicants to hiring managers for consideration for non-competitive selections. HCO offers these recruitment/ hiring options to hiring managers as a first look recruitment strategy. HCO staff reviews applicant resumes to determine qualifications placed in the status file based on the same criteria as all other veteran applicants. FLETC determines eligibility for Schedule A appointment as follows: • FLETC does not offer a VAF file for people with disabilities. Candidates apply through USAJOBS and self-identify as an individual eligible under a special appointing authority (e.g., Schedule A). As part of the application for employment, the candidate must provide documentation used to verify their eligibility for hiring under a special appointment authority. For Schedule A, an ADA disability letter serves as verification of eligibility. • When a vacancy announcement closes, the Human Resource (HR) Specialist reviews applications to determine eligibility and qualifications. The HR Specialist reviews the candidates' qualifications against the vacancy announcement. For Schedule A eligibility, the HR Specialist ensures the documentation provided is from a licensed medical professional; a licensed vocational rehabilitation specialist; any Federal agency, state agency, or agency of the District of Columbia; or a U.S. territory that issues or provides disability benefits. • If qualified and eligible, the application is "tagged" as non-competitively eligible and qualified within the hiring management system. Forwarding the individual's application (when a candidate applies through competitive procedures): • If deemed eligible and qualified, the candidate is referred to the selecting official on the vacancy certificate. The certificate includes the information that the candidate is non-competitively eligible. The hiring manager does not know the hiring authority for each person on their certificate of candidates (e.g., Schedule A, 30% or More Vet, VRA), only that everyone on their list is eligible and qualified for consideration. The certificate is issued in alphabetical order, regardless of hiring eligibility. • If selected, the HR Specialist requests the Schedule A candidate complete the SF-256, Self-Identification of Disability Form to clarify the legal authority code for the Schedule A hiring action. The HR Specialist also discusses possible onboarding dates with the hiring manager following completion of any pre-employment security or drug testing adjudication. Forwarding the individual's application (when a candidate applies through VAF procedures (veterans only): • The HR Specialist provides a referral list to the hiring manager. All candidates who have applied for a position under the VAF are self-identifying as non-competitively eligible. • When the manager selects or identifies the applicant(s) they want to interview, the HR Specialist reviews the application(s) to determine qualifications and eligibility under the non-competitive authority they applied under. After the selection is made and qualifications/eligibility are determined the HR Specialist informs the manager which non-competitive appointment memorandum is required, and the manager is informed of the

type of appointing authorities to be used for the selectee. • If selected, the HR Specialist requests the Schedule A candidate complete the SF-256, Self-Identification of Disability Form to clarify the legal authority code for the Schedule A hiring action. Following approval of the non-competitive memorandum and any pre-employment security or drug testing adjudication, the HR Specialist discusses possible onboarding dates with the hiring manager.

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

Until August 14, 2023, managers received Employment of People with Disabilities: A Roadmap to Success training initially and biennially through online training modules in PALMS. FLETC is transitioning to a new Learning Management System, where initial and biennial training will be provided. Additionally, HCO and EEO provide Managers Workshops with disability related training, and the FLETC New Supervisor Training Program includes training on the use of special hiring authorities such as employment of individuals with disabilities. DHS Office of Civil Rights and Civil Liberties-sponsored training is also advertised to the FLETC workforce for their participation.

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 Brunswick Glynn County Council on Disabilities meetings are attended by an EEO staff member, when possible. The mission of the Committee is to improve the quality of life of persons with disabilities in the Brunswick Glynn County area by promoting opportunities to work and live in an environment free of architectural or attitudinal barriers. An EEO Specialist works with the Eddy County Chamber of Commerce, which overseas an organization for individuals with disabilities in Eddy County, New Mexico. The Disability Program Manager shares vacancy announcements with Council members, as well as various other disability related service and support organizations, colleges, and universities. HCO utilizes a listing of diversity and disability related contacts and sends those contacts email notification of vacancy announcements.

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

Table B1: New hires for PWD in the permanent workforce comprised 45.71% of new hires. New hires for PWTD in the permanent workforce totaled 4.29%. Both categories exceed the benchmarks and experienced an increase over FY 2022 hiring rates.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	690	1.16	0.00	0.29	0.00
% of Qualified Applicants	409	0.98	0.00	0.00	0.00
% of New Hires	47	0.00	0.00	0.00	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   No

    b. New Hires for MCO (PWTD)   Answer   No

Table B6-1 reflects the internal applicant pool for the 1801 series. As is true in table B7-1 Promotions, more than 96% of applicants chose not to self-identify their disability status. As a result, the RCLF for the 1801 series was used for review. Table B6-1 indicates that 8 new hire selections were made in the 1801 series. NFC data indicates three of those selections were PWD or 37.50%. There were no selections for PWTD. Using the EEOC rule of one and that the 1801 series is a law enforcement position, there is no identified trigger for PWTD.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
1801 GENERAL INSPECTION, INVESTIGATION & COMPLIANCE	47	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   No

    b. Qualified Applicants for MCO (PWTD)   Answer   No

Table B6-1 reflects the internal applicant pool for the 1801 series. As was stated above, more than 96 per cent of applicants chose not to self-identify their disability status. As a result, the FLETC internal 1801 series at the next lower grade was used for review. NFC data identified 29 permanent full-time selections into the 1801 series with seven or 24.13% being PWD. There were no PWTD selected. The relevant applicant pool reflects 442 full-time permanent 1801 series employees with 175 PWD (39.59%) and 16 PWTD (3.62%). The series had 29 promotions with the majority at the GS-13 grade level at 22 (75.86%). Eight selectees were PWD or 36.36%. The GS-12 grade level would be the relevant applicant pool for selections to the GS-13 grade level and reflected a participation rate of 36.74%. There are no identified triggers for PWD or PWTD in this category.

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

Table B6-1 reflects the internal applicant pool for the 1801 series. As was stated above, more than 96 percent of applicants chose not to self-identify their disability status. As a result, the FLETC internal 1801 series at the next lower grade was used for review. NFC data identified 29 permanent full-time selections into the 1801 series with seven or 24.13% being PWD. There were no PWTD selected. The relevant applicant pool reflects 442 full-time permanent 1801 series employees with 175 PWD (39.59%) and 16 PWTD (3.62%). The series had 29 promotions with the majority at the GS-13 grade level at 22 (75.86%). Eight selectees were PWD or 36.36%. The GS-12 grade level would be the relevant applicant pool for selections to the GS-13 grade level and reflected a participation rate of 36.74%. There are no identified triggers for PWD or PWTD in this category.

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.

FLETC provides an assortment of career development programs and training opportunities and encourages participation through all-hands emails and posts to the FLETC Connect intranet site. Thousands of self-paced courses are available to employees through Percipio, and Skillsoft. Development opportunities include job related training, participation in the Developmental Assignment Program, DHS Leader Development Learning Café Series, and other formal and informal career development programs. General training opportunities are announced throughout the year by email and posts to FLETC Connect covering a variety of subjects for employees at all grade levels. FLETC makes college and other academic and career development opportunities available to permanent employees through the Tuition Assistance Program (TAP). The TAP reimburses eligible employees for mission-related college courses; helps improve job performance; and enhances needed skills for the future. There are also opportunities for employees to participate in mentoring programs, as either a mentee or mentor. FLETC's SRDI Council's ongoing collaboration between the HCO and EEO Offices is a true partnership for participation in numerous community outreach activities, career/job fairs, and conferences at colleges and universities throughout the reporting year. The Council's initiatives include a focus on ways to meet prescribed workforce representation goals and benchmarks.

B. CAREER DEVELOPMENT OPPORTUNITES

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

FLETC employees have an opportunity to participate as mentees and mentors in five different mentoring programs: FLETC Mentoring Program (15 participants – 10 with disabilities, one with a targeted disability), FLETC 8-hour Cornerstone Mentoring Program (36 participants – 10 with disabilities), DHS Disability Mentoring Program, DHS Women in Law Enforcement Mentoring Program, and the DHS Formal Mentoring Program. The Developmental Assignment Program (DAP) offers FLETC employees the opportunity to grow in new areas to the benefit of the employee, as well as FLETC. This program provides the employee an opportunity to expand job responsibilities; develop competencies and knowledge, skills, and abilities; and learn new tools, techniques, and business processes to meet mission requirements. Eight employees participated in the DAP program in FY 2023 (five with disabilities). The mission of the DHS Leader Development Program is to maximize mission performance, strengthen the DHS leadership bench, and build leadership competencies at all levels of the DHS workforce through a coherent and seamless continuum of leader development opportunities across the Department. The Leader Development Program framework is a strategic road map designed to yield a stronger cadre of more effective and efficient leaders at every level of DHS leadership. The Foundations Program provides Team Members with the tools to develop their current capabilities and navigate their own leadership development to strengthen individual abilities and the DHS and FLETC leadership pipelines. The Foundations Program is one part of the strategic road map but was not offered during FY 2023. The Milestones Program provides Team Leads with tools to develop capabilities in leading others and navigating their own leadership development to strengthen management capabilities and the DHS leadership pipeline. This program was also not offered in FY 2023. Other developmental opportunities include the FLETC New Supervisor Training Program, HR Academy's Executive Speaker Series, Federal Leadership and Professional Development Seminar Series, SES Candidate Development Program, and Tuition Assistance Program. Additionally, all employees have access to continuing education classes through Skillsoft courses available in Percipio. In 2023, the FLETC employees had the opportunity to access more than 250,000 instructional videos and courses in Percipio to help achieve learning goals through relevant, high-quality content.

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 (%)
Internship Programs	0	0	0	0	0	0
Mentoring Programs	8	8	75.00	75.00	0	0
Fellowship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	8	8	62.50	62.50	0	0
Other Career Development Programs	20	20	20.00	20.00	0	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

There were no triggers for PWD in either the application or in the selection for career development programs in FY 2023.

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   Yes

     b. Selections (PWTD)   Answer   No

There were no applicants who are PWTD for any of the FY 2023 career development programs. All programs are advertised to all hands by email, however, applications from PWTD have fallen steadily since FY 2021. We will continue to monitor trends and work with HCO to determine if a barrier exists.

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   Yes

     b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

Table B9-2: PWD meet or exceed the inclusion rate in all time off award categories except the 21-30 hour category; and fall below the inclusion rate in all but the $500 and under category. PWTD falls below the inclusion rate in the 11-20 hour and 21-30 hour category; and fall below the inclusion rate in all but the $500 and under cash award category. The average hour and dollar amount awarded to PWD and PWTD is consistent with People without Disabilities.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	312	31.06	29.93	39.47	30.17
Time-Off Awards 1 - 10 Hours: Total Hours	2214	224.49	210.20	268.42	219.83
Time-Off Awards 1 - 10 Hours: Average Hours	7.1	1.83	1.15	17.89	0.12
Time-Off Awards 11 - 20 hours: Awards Given	73	7.32	7.07	2.63	7.82
Time-Off Awards 11 - 20 Hours: Total Hours	1140	114.14	110.53	42.11	121.79
Time-Off Awards 11 - 20 Hours: Average Hours	15.62	3.94	2.57	42.11	-0.11
Time-Off Awards 21 - 30 hours: Awards Given	9	0.51	1.15	0.00	0.56
Time-Off Awards 21 - 30 Hours: Total Hours	216	12.12	27.63	0.00	13.41
Time-Off Awards 21 - 30 Hours: Average Hours	24	6.06	3.95	0.00	6.70
Time-Off Awards 31 - 40 hours: Awards Given	4	0.76	0.16	2.63	0.56
Time-Off Awards 31 - 40 Hours: Total Hours	152	28.28	6.58	84.21	22.35
Time-Off Awards 31 - 40 Hours: Average Hours	38	9.43	6.58	84.21	1.49
Time-Off Awards 41 or more Hours: Awards Given	100	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	174	16.16	16.94	7.89	17.04
Cash Awards: $501 - $999: Total Amount	118725.69	11017.62	11581.28	5823.79	11568.92
Cash Awards: $501 - $999: Average Amount	682.33	172.15	112.44	1941.26	-15.63
Cash Awards: $1000 - $1999: Awards Given	318	27.53	33.39	26.32	27.65
Cash Awards: $1000 - $1999: Total Amount	456550	40252.53	47393.09	38157.89	40474.86
Cash Awards: $1000 - $1999: Average Amount	1435.69	369.29	233.46	3815.79	3.46
Cash Awards: $2000 - $2999: Awards Given	606	54.80	61.35	55.26	54.75
Cash Awards: $2000 - $2999: Total Amount	1213000	109595.96	122861.84	110526.32	109497.21
Cash Awards: $2000 - $2999: Average Amount	2001.65	505.05	329.39	5263.16	0.00
Cash Awards: $3000 - $3999: Awards Given	2	0.00	0.33	0.00	0.00
Cash Awards: $3000 - $3999: Total Amount	6000	0.00	986.84	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Average Amount	3000	0.00	493.42	0.00	0.00
Cash Awards: $4000 - $4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Awards Given	1	0.25	0.00	0.00	0.28
Cash Awards: $5000 or more: Total Amount	5000	1262.63	0.00	0.00	1396.65
Cash Awards: $5000 or more: Average Amount	5000	1262.63	0.00	0.00	1396.65

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

A trigger was identified for PWD and PWTD in the quality step increase category. FY 2023 is the first year since FY 2021 where PWD and PWTD fell below the inclusion rate in this category.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	8	0.25	1.15	0.00	0.28

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

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　N/A

ii. Internal Selections (PWD)　　　　　　　　　Answer　N/A

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

Table B7-1: 93% or less of applicants self-identified if they had a disability making a comparison between the applicant pool and selections challenging. The numbers gathered from NFC were used to review selections for promotions for internal applicants as they provided more accuracy. An action item will be developed to determine how or if FLETC can influence applicants to provide self-identification of disability information. At the GS-15 grade level, there were six selections with PWD comprising 33.33%. At the GS-14 grade level, there were fourteen promotions with two being PWD or 14.29%. At the GS-13 grade level, there were 41 promotions with 12 being PWD (29.27%). Twenty-two (22) were in the 1801 series with eight being PWD (36.36%). PWD in the FLETC GS-12 level relevant applicant pools (as provided by NFC data) comprised 36.74% of the 1801 series workforce.

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

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

Table B7-1: 93% or less of applicants self-identified if they had a disability making a comparison between the applicant pool and selections challenging. The numbers gathered from NFC were used to review selections for promotions for internal applicants as they provided more accuracy. An action item will be developed to determine how or if FLETC can influence applicants to provide self-identification of disability information. At the GS-15 grade level, there no selections for PWTD. Following EEOC's rule of one, there is no trigger for PWTD. At the GS-14 grade level, there were no promotions for PWTD. Following EEOC's rule of one,

there is no trigger for PWTD. There were 41 promotions with at GS-13 grade level and none for PWTD. Twenty-two (22) were in the 1801 series with none being PWTD, which comprise 4.62% of the series. Using the rule of one, there is no trigger for PWTD in the promotion to GS-1801-13 grade level. However, further analysis is needed to determine the eligible application rate for PWTD in this major occupational series using NFC data to determine if a trigger exists for this population.

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

As in internal selections, approximately 95% of applicants did not self-identify their disability status, so the applicant pool is indeterminate using Table B7-1. The table reflects eight new hires at the GS-13 grade level while NFC data shows thirteen new hires at that grade level. Of the thirteen new hires, six are PWD or 46.15%. At the GS-14 grade level, NFC data shows nine new hires, three of which are PWD or 33.33%. There were no new hires at the GS-15 grade level. There were hires to the senior grade levels in eight series. The highest number of hires in the senior grade levels occurred in the GS-1801 series with eight hires – two PWD; the 1102 series with seven hires – three PWD; and the 905 series with seven hires – two 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. New Hires to SES (PWTD)   Answer No

      b. New Hires to GS-15 (PWTD)   Answer No

      c. New Hires to GS-14 (PWTD)   Answer No

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

As in internal selections, approximately 95% of applicants did not self-identify their disability status, so the applicant pool is indeterminate using Table B7-1. There were hires to the senior grade levels in eight series. However, there were no PWTD selected to the senior grade levels. Following the EEOC's rule of one, there are no triggers for this group.

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

Table B8-1 and NFC data: There were 10 Executive positions filled in FY 2023 (six GS-15 and four SES positions, one was a conversion to SES Career Appointment and three were Reassignments). Three or 30.00% were PWD. The categories of Manager and Supervisors are combined in NFC data and not differentiated in Table B8-1, so they were reviewed in combination. NFC data reveals, there were thirteen supervisor/manager positions filled – ten at the GS-14 with 1 PWD (10%) and three at the GS-15 with 1 PWD (33.33%). Seven series were represented in the supervisor/manager promotions category with the majority of promotions in the 1801 series with seven or 53.85% of promotions. There were no PWD promoted into the supervisor/manager grades of GS-14 and GS-15 in the 1801 series. Using the internal applicant pool of employees at the next lower grade in the 1801 series (not taking into account time in grade or any other factors) 36.94% of the applicant pool were PWD. Assuming all members of the applicant pool were eligible to apply for the supervisor/manager vacancies, two PWD could have been selected into the 1801 series supervisor/manager ranks. We will continue to access trends to determine if a barrier exists.

---

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

Table B8-1 and NFC data: There were 10 Executive positions filled in FY 2023 (six GS-15 and four SES positions, one was a conversion to SES Career Appointment and three were Reassignments). None with PWTD. The categories of Manager and Supervisors are combined in NFC data and not differentiated in Table B8-1, so they were reviewed in combination. NFC data reveals, there were thirteen supervisor/manager positions filled – ten at the GS-14 with and three at the GS-15. There were no promotions for PWTD into supervisor/manager positions in FY 2023. Seven series were represented in the supervisor/manager promotions category with the majority of promotions in the 1801 series with seven or 53.85% of promotions. The largest applicant pool for PWTD was in the 1801 series with 2.96%. Using the EEOC rule of one, there are no triggers for PWTD in this category.

---

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

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

  b. New Hires for Managers (PWD)   Answer   Yes

        c. New Hires for Supervisors (PWD)   Answer   Yes

Table B8-1 and NFC data: There was one Executive position filled as a SES external new hire in FY 2023 (not PWD). Although no applicant flow data is available, this selection is supported by both Table B8-1 and NFC data. The categories of Manager and Supervisors are combined in NFC data and not differentiated in Table B8-1, so they were reviewed in combination. NFC data reveals, there were thirteen supervisor/manager positions filled – ten at the GS-14 with 1 PWD (10%) and three at the GS-15 with 1 PWD (33.33%). Seven series were represented in the supervisor/manager promotions category with the majority of promotions in the 1801 series with seven or 53.85% of promotions. There were no PWD promoted into the supervisor/manager grades of GS-14 and GS-15 in the 1801 series. Using the internal applicant pool of employees at the next lower grade in the 1801 series (not taking into account time in grade or any other factors) 36.94% of the applicant pool were PWD. Assuming all members of the applicant pool were eligible to apply for the supervisor/manager vacancies, two PWD could have been selected into the 1801 series supervisor/manager ranks. We will continue to access trends to determine if a barrier exists.

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

        a. New Hires for Executives (PWTD)   Answer   N/A

        b. New Hires for Managers (PWTD)   Answer   No

        c. New Hires for Supervisors (PWTD)   Answer   No

Table B8-1 and NFC data: There was one Executive position filled as a SES external new hire in FY 2023 (not PWTD). Although no applicant flow data is available, this selection is supported by both Table B8-1 and NFC data. The categories of Manager and Supervisors are combined in NFC data and not differentiated in Table B8-1, so they were reviewed in combination. NFC data reveals, there were thirteen supervisor/manager positions filled – ten at the GS-14 with and three at the GS-15. There were no promotions for PWTD into supervisor/manager positions in FY 2023. Seven series were represented in the supervisor/manager promotions category with the majority of promotions in the 1801 series with seven or 53.85% of promotions. The largest applicant pool for PWTD was in the 1801 series with 2.96%. Using the EEOC rule of one, there are no triggers for PWTD in this category.

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   No

One employee eligible for conversion during FY 2023 was not converted until the first quarter of FY 2024 due to administrative oversite.

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

Table B6-1 reveals there were no triggers for PWD in voluntary or involuntary separations.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.20	0.00
Permanent Workforce: Resignation	12	1.02	0.85
Permanent Workforce: Retirement	45	3.07	3.64
Permanent Workforce: Other Separations	28	2.87	1.70
Permanent Workforce: Total Separations	86	7.17	6.19

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

Table B6-1 reveals there were no triggers for PWTD in voluntary or involuntary separations.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	2.00	0.00
Permanent Workforce: Resignation	12	2.00	0.87
Permanent Workforce: Retirement	45	6.00	3.33
Permanent Workforce: Other Separations	28	2.00	2.14
Permanent Workforce: Total Separations	86	12.00	6.34

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

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.

https://www.fletc.gov/website-policies-and-notices

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the
Architectural Barriers Act, including a description of how to file a complaint.

https://www.fletc.gov/website-policies-and-notices

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.

FLETC EEO worked with the Facilities Management Division and the Transportation Security Administration (TSA), a FLETC partner organization, to make seven training facilities accessible for a TSA employee in a wheelchair. The FLETC Architect reviewed the facilities and determined where additional ramps, sidewalks and parking were needed. Some updates were completed during FY 2023 and the remaining updates are budgeted for FY 2024. A ramp was installed for a portable office space on the Artesia TDP for an employee with mobility condition. A fire alarm modification was made to accommodate an employee and visual notifiers were added to the system. The dormitory building at the Artesia TDP was completed in FY 2023 and includes two accessible entry points and ADA accessible rooms.

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.)

FLETC processed initial accommodation requests in an average of 8.2 days in FY 2023.

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.

FLETC EEO Specialists briefed all new employees (supervisors and non-supervisors) on the reasonable accommodation process during new employee orientations (each pay period). The Acting Disability Program Manager (DPM) provided reasonable accommodation training during the FLETC New Supervisor Training Program. The DPM provided reasonable accommodation training to supervisors and non-supervisors with a focus on making requests, recognizing requests, the interactive process and confidentiality. In FY 2023, 100% of employee Reasonable Accommodation Requests were processed timely, with an average of 8.2 days. FLETC EEO initiated the use of an employee questionnaire to gather details regarding an employee's limitations; a medical provider's guide that outline's the reasonable accommodation process, the reasons we ask for specific medical information, an example response letter, and case specific questions for the medical provider's response; and a job analysis questionnaire and overview of the questionnaire with the supervisor to clarify what is required in each category. The FLETC team approach to processing requests for reasonable accommodation has demonstrated that this approach is effective in the accommodations provided, the processing time average, and the knowledge sharing between the HCO, Office of Chief Counsel, FLETC Medical Advisor and the EEO Office. The FLETC Medical Advisor provides critical insight in the processing of reasonable accommodation requests. The Student and Employee Disability and Accessibility (SEDA) Work Group was re-formed during FY 2023 with new members; they met once during the year to refine the group's mission. The SEDA consists of representatives from various divisions and offices at FLETC whose mission includes responsibility for adherence to the Rehabilitation Act and the Americans with Disabilities Act. This work group falls under the auspices of the FLETC SRDI Council. The offices include the Facilities Management Division, IT Business Management Division, Student Services Division, Security Management Operations, HCO, End-User Computing Support Branch, Evaluation and Analysis Branch, Critical Incident Stress Management Office, and the EEO Office. FLETC celebrated National Disability Employment Awareness Month (NDEAM) "Disability – part of the equation" throughout October; this initiative was championed by the Site Director of the Cheltenham, MD, TDP. The work group posted opening and closing remarks by the FLETC NDEAM champion; spotlight videos of four FLETC employees; and two articles: Awareness of Transient Disabilities and When Disability is Invisible to the Naked Eye, on the FLETC Connect intranet site.

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.

Requests from employees with targeted disabilities who require personal assistance services (PAS) are processed under the FLETC reasonable accommodation policy; however, in FY 2023, there were no requests for PAS.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

    Answer   No

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

    Answer   No

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

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

    Answer   No

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

    Answer   No

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

N/A

Section VIII: Identification and Removal of Barriers

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

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

    Answer   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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B9
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?	AWARDS FY 2023: Using the inclusion rate as the benchmark (Table B9-2), FLETC identified triggers involving the percentage of PWTD (22.73%), which is 6.22% lower than Non-PWTD in the category of Time off awards. Cash awards show PWD (123.394%, which is -4.36% lower than Non-PWD) and PWTD (125.00%, which is -2.75% FY 2021: Using the inclusion rate as the benchmark (Table B9-2), FLETC identified triggers involving the percentage of PWTD (22.73%), which is 6.22% lower than Non-PWTD in the category of Time off awards. Cash awards show PWD (123.394%, which is -4.36% lower than Non-PWD) and PWTD (125.00%, which is -2.75% lower than Non-PTWD) for Cash awards. Using the inclusion rate as the benchmark (Table B92), FLETC identified no triggers involving the percentage of PWD and PWTD in the category of Quality Step Increases. FY 2020: Using the inclusion rate as the benchmark (Table B9-1), FLETC identified triggers involving the percentage of PWD (24.02%, which is -7.56% lower than Non-PWD) and PWTD (17.07%, which is -14.51% lower than Non-PWTD) who received Time off awards; and PWD (125.81%, which is -8.47% lower that Non-PWD) and PWTD (134.15%, which is -0.13% lower than Non-PTWD) for Cash awards. Using the inclusion rate as the benchmark (Table B9-1), FLETC identified triggers involving of the percentage of PWTD (2.44%, which is -2.18% lower than Non-PWTD) who received Quality step increases. FY 2019: Using the inclusion rate as the benchmark (Table B9-1), FLETC identified triggers involving the percentage of PWD (24.02%, which is -7.56% lower than Non-PWD) and PWTD (17.07%, which is -14.51% lower than Non-PWTD) who received Time off awards; and PWD (125.81%, which is -8.47% lower that Non-PWD) and PWTD (134.15%, which is -0.13% lower than Non-PTWD) for Cash awards. Using the inclusion rate as the benchmark (Table B9-1), FLETC identified triggers involving of the percentage of PWTD (2.44%, which is -2.18% lower than Non-PWTD) who received Quality step increases.
STATEMENT OF BARRIER GROUPS:	***Barrier Group*** People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	N

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**	**Description of Policy, Procedure, or Practice**

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
11/04/2019	09/30/2024	Yes			The EEO Office and HR will work in concert to ensure detailed workforce data is available to EEO for in-depth barrier analysis.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
EEO Officer	John Weaver	Yes

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
HCO Officer	Candice Porter	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
06/30/2020	Request HCO provide quarterly detail data for award and recognitions, or provide training to EEO staff.	Yes		09/15/2020
09/30/2020	Perform trend analysis of detail PWD workforce data.	Yes	09/30/2021	09/30/2021
09/30/2020	Breakout trend analysis for awards and recognitions by Directorate and share with Senior Managers for awareness.	Yes	01/31/2021	09/30/2021
09/30/2022	Create new baseline of awards with updated FY 2021 PWD rates.	Yes		09/30/2022
09/30/2022	Set updated baseline using the updated FY 2021 veteran preference codes for PWD for awards and recognitions by Directorate and share with Senior Managers for awareness.	Yes		09/30/2022
09/30/2023	Interview 20% of supervisors to gather information regarding how award levels are determined.	Yes	09/30/2024	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2020	Request HCO provide quarterly detail data for award and recognitions, or provide training to EEO staff. Update: The EEO Specialist was given access to detail data for awards and recognitions through NFC Reporting Center.
	Perform trend analysis of detail PWD workforce data. Update: Detail data for awards and recognitions have been pulled for FY 2016 through FY 2019. PWD and PWTD inclusion rate in all level of awards falls below their comparator from 2017 through 2019. FY 2020 data tables depict that trend did not continue in cash award categories $500-under, $2000-2999 and $3000-3999. Time off Awards also saw a change in participation in the 1-10 Hours and 21-30 Hours. The upward swing is worth noting and will be included in the Departmental summaries. In FY 2021, FLETC will continue to evaluate the FY 2020 data against baselines that were established for FY 2019. Analysis of all awards given in FY 2019 showed that 99.91% of employees received at least one award. That number breaks down to 14.38% awards were to people with disabilities and 85.61% to those identifying no disability. Additional findings will be identified in the FY 2021 action planning.
	Breakout trend analysis for awards and recognitions by Directorate and share with Senior Managers for awareness. Update: FLETC has pulled the awards and recognitions detail data, is currently sorting it by organization, and will distribute to senior management for their awareness during FY 2021.
2022	Analysis of FY 2021 award data overall and by division was completed based on the updated disability data and forwarded to each directorate head. This analysis sets the baseline for future barrier analysis continuing forward based on FY 2021 data. In time off awards, PWD fell below their inclusion rate in the 21–30-hour category and PWTD in the 1–10-hour category. Individuals with no disability fell below their inclusion rate in the 1-10-and 11-20-hour categories. In cash awards, PWD fell below their inclusion rate in the $1000-1999 category. Individuals with no disability fell below their inclusion rate in the $500 and under category and in the QSI category. The FY 2022 data shows a heightened level of lower inclusion rates and requires additional review.

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2021	Analysis of FY 2020 award data by Division was completed and provided to Senior Management which established a baseline for an ongoing data breakout through FY 2022. A trend analysis will be completed at that time to determine if barriers exist. Looking at all cash awards or time off awards as an aggregate gives only a partial picture. However, additional veteran codes are included in the PWD and PWTD data received from DHS in FY 2021. Baselines will need to be updated based on this new information.
2023	FY 2022 analysis of award data portrayed some changes in the inclusion rates for PWD and PWTD. There were no flags in any of the time off-award categories. PWTD fell below the inclusion rate in the under $500 and the $500-$999 cash award categories. PWD fell below the inclusion rate in the three cash award categories falling between $500 and $2,999. A breakdown was performed identifying all award recipients and the number of awards each received during FY 2022, which shows PWD received a lower number of individual awards ranging between one to six awards than individuals without disabilities and fell below the inclusion rate in more award categories than in FY 2021. The supervisory interviews did not occur during FY 2023 but will be a focus in FY 2024. This is the third year depicting an increase in low participation rates for PWD. Additional planned activities will be developed for the FY 2024 plan.

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B6
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?	PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING) FY 2023: In comparison to the qualified applicant benchmark (9.04%), a trigger does exist for PWD (8.51%) among the qualified external applicants for the GS-1801 series. In comparison to the benchmark for PWD (27.47%), a trigger does exist for PWD (12.00%) among the qualified internal applicants for the GS-1801 series. FY 2021: In comparison to the qualified applicant benchmark (9.04%), a trigger does exist for PWD (8.51%) among the qualified external applicants for the GS-1801 series. In comparison to the benchmark for PWD (27.47%), a trigger does exist for PWD (12.00%) among the qualified internal applicants for the GS-1801 series. FY 2020: In comparison to the qualified applicant benchmark (9.04%), a trigger does exist for PWD (8.51%) among the qualified external applicants for the GS-1801 series. In comparison to the benchmark for PWD (27.47%), a trigger does exist for PWD (12.00%) among the qualified internal applicants for the GS-1801 series. FY 2019: Table B6-1, although the GS-1801 permanent workforce, PWD (27.47%) and PWTD (3.65%) exceed their 12% and 2% goal, new hires fall below in comparison to applicant benchmarks.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	Y

Barrier(s) Identified?:	N

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	Description of Policy, Procedure, or Practice
	Unidentified	Continue to review policies, procedures and practices for current triggers to ensure there are no barriers.
	Unidentified	Continue to review policies, procedures and practices for current triggers to ensure there are no barriers.
	Unidentified	Continue to review policies, procedures and practices for current triggers to ensure there are no barriers.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	09/30/2024	Yes			To identify if barriers exist in the recruitment and hiring process for the 1801 series.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Branch Chief, Strategic Recruitment Diversity Inclusion and Development	Brenda M. Lloyd	Yes
Human Capital Officer	Candice Porter	Yes
EEO Officer	John C. Weaver	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2020	Initiate analysis of recruitment processes for 1801 series.	Yes		08/31/2020

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2020	Work with HR to initiate an internal metric collection tool to better track the hiring process from advertisement to hire.	Yes	09/30/2021	04/23/2021
09/30/2020	Examine physical requirements for GS-1801 positions.	Yes		01/29/2021
09/30/2020	Work with FLETC's new Data Driven Management office statistician to request detailed data on exit surveys to include ERI and gender information to analyze for any indicators of why Hispanic or Latino males, White males and females separation rates exceed their participation rates.	Yes		01/27/2020
09/30/2023	Work with HR to determine if barriers exist in the use of the Pathways Student Programs.	Yes	09/30/2024	
09/30/2023	Work with HR to market to the workforce the importance of self-identifying race/national origin and disability status in the application process as a safe environment.	Yes		09/30/2023
Report of Accomplishments				
Fiscal Year	**Accomplishment**			
2020	Initiate analysis of recruitment processes for 1801 series. Update: Although due to the pandemic most of the targeted events were cancelled, FLETC was able to pursue recruitment initiatives for the GS-1801 series by sending vacancy announcements to targeted professional law enforcement, cultural and veterans organizations through the Diversity Initiative Notification in Monster Government Solutions. Additionally, we were able to participate virtually in the Navy Tri-Base Career Fair, DHS is Hiring Law Enforcement Virtual webinar, and Warriors to the Workforce Veterans Summit. FLETC DPM met with Ft. Stewart Wounded Warrior Program officials and briefed them on Schedule A Hiring Authority and usajobs.gov website and reasonable accommodation. A FLETC Training Division representative participated in U.S. Army Garrison Fort Stewart Wounded Warrior Program Town Hall in November 2019 at which time he spoke of career opportunities at FLETC and shared his experience as an individual with a targeted disability working as an GS-1801 Law Enforcement Instructor at FLETC. Work with HR to initiate an internal metric collection tool to better track the hiring process from advertisement to hire. Update: In FY 2020, Monster Government Solutions worked to implement updates on applicant flow data. Pending this implementation, FLETC amended this planned activity for the EEO Specialist to work an overall five year GS-1801 trend analysis on ERI and gender participation, New Hires (internal and external), and Separation rates. The EEO Specialist will continue the trend analysis in FY 2021 to examine GS-1801 individuals with disabilities. Examine physical requirements for GS-1801 positions. Update: Physical requirements for each of the GS-1801 instructor positions is defined by the hiring manager when the position description is being created. The PDs are reviewed every time they are submitted and now that we are using Monster, PDs have a review cycle of 3 years.			

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2022	FLETC participated in 22 events during FY 2022 that included both virtual and in-person attendance. Four of the events were targeted to People with Disabilities and Veterans. Additionally, FLETC maintains an open continuous voluntary applicant file for the 1801 series and other series and grades of high-volume recruitment positions for those candidates with non-competitive hiring eligibility, including Schedule A and 30% or more disabled veterans. HCO indicated that 66 VAF certificates were issued during FY 2022. No triggers were identified in the FY 2022 Table B6-1 with 25% of hires were PWD. FLETC continued to pursue diversity recruitment initiatives by sending vacancy announcements to targeted professional law enforcement, as well as cultural and veterans' organizations, through the Diversity Initiative Notification in Monster Government Solutions and through outreach to cultural groups/organizations at Colleges/Universities. EEO and HCO developed a SharePoint site that is updated quarterly with workforce data, mentoring program participation, developmental program participation, etc. to provide access to information. FLETC was able to pursue diversity recruitment initiatives by sending vacancy announcements to targeted professional law enforcement organizations, as well as cultural and veterans' organizations, through the Diversity Initiative Notification in Monster Government Solutions. FLETC identified the need to provide appropriate information to the work force to make a safe environment for self-identification of personal information in the application process.
2021	HCO provided EEO access to an ad hoc report from Monster Government Solutions with hiring demographics that include the applicant status. Additionally, EEO participated in a Monster Government Solutions meeting regarding upcoming Monster Analytic Enhancements for all EEOC Application Data Table Reports. The Recruitment process was moved to the new HCO SRDID Branch in FY 2020. Many recruitment events were not held or were not scheduled due to the ongoing pandemic. FLETC was able to pursue diversity recruitment initiatives by sending vacancy announcements to targeted professional law enforcement, as well as cultural and veterans' organizations, through the Diversity Initiative Notification in Monster Government Solutions. FLETC did participate in 19 recruitment and outreach events during FY 2021, which included both virtual and in-person attendance. Four of the events were targeted to People with Disabilities and Veterans. The HCO continues to notify targeted organizations of vacancies within the FLETC organization.
2023	DHS indicated that they would send a request to all DHS employees bi-annually starting in FY 2024 to review their self-identification information. This planned activity is closed as it applies to the internal workforce. However, an updated Plan that covers applicants' self-identification of disability in the recruitment and hiring process is included (Trigger 3).

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B6
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?	PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING) FY 2023: More than 90% of applicants in the internal and external applicant pools are not opting to self-identify their disability status during the application process.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	N

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**	**Description of Policy, Procedure, or Practice**

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2023	09/30/2025	Yes			To identify if barriers exist in the recruitment and hiring process precluding applicants from self-identifying their disability status.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Officer	John C. Weaver	Yes
Human Capital Officer	Candice K. Porter	Yes
Chief, Strategic Recruitment, Diversity, Inclusion, and Development Branch, HCO	Brenda M. Lloyd	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2024	Work with HR to determine how the vacancy announcements could be augmented or reworded to encourage applicants to self-identify their disability status.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**

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

AWARDS FY 2023: The process to interview supervisors regarding award levels was not developed. A survey was considered, but individual interviews with follow-on questions should be more effective. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING) Planned Activity: Work with HR to initiate an internal metric collection tool to better track the hiring process from advertisement to hire. Factors: In FY 2020, FLETC was notified that Monster Government Solutions was in the process of implementing an update to their systems that will improve the reporting capabilities of applicant flow data. The EEO Specialist took that time to conduct trend analysis on the GS-1801 series to further identify applicant trends. Once the updated reporting features are finalized, the EEO Specialist will work along with the newly formed FLETC Diversity Office and the Human Capital Office to identify any areas of the hiring process for GS-1801's that are not identified in the new reporting feature in Monster Government Solutions. PROMOTIONS FY 2022: FLETC continuously reviews and recommends changes to the recruitment and outreach process and recruitment sources to ensure the continued success of FLETC's ability to recruit and retain a diverse segment of qualified applicants. Although the number of job fairs available to attend increased during FY 2022, the number of job fairs held was below pre COVID-19 participation rates.

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

PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING) FY 2022: The development of the data collection tool with HCO on SharePoint has benefited the EEO Office in employment and employee participation being updated quarterly, which allows for ongoing and real time analysis of those programs. The inclusion of all 10-point veterans as Individuals with Disabilities increased FLETC's participation rate. Analysis of FY 2021 work force data to set an initial baseline depicted 30% or more disabled veterans accounting for 14.60% of the work force. Including the addition of 10% veterans as Individuals with Disabilities increased the veteran participation rate to 19.48% of the work force. FY 2021: The DHS Data Analyst provided FLETC EEO detailed transaction data for FY 2020 that aided the analysis of hiring by series and grade level. Additionally, gaining access to www.ad-hoc reports in Monster Analytics' detailed applicant data allowed FLETC to assess identified triggers to determine if any barriers exist for applicants on a demographic basis. The analysis completed during FY 2020 has been superseded by the inclusion of additional veteran codes in the number of people with disabilities in the work force. This change will have an impact on where and if triggers exist for this population in the FLETC workforce and will be reevaluated prior to FY 2022 action items being developed. FY 2021 - Although no barriers have been identified thus far, the EEO Specialist, and the newly formed FLETC Strategic Recruitment, Diversity, Inclusion, and Development Office will assess GS-1801 applicant trend analysis against the identified recruitment processes for recommendations of future targeted recruitment efforts for women and members of minority racial or ethnic groups to include individuals with disabilities. AWARDS FY 2023: N/A FY 2022: Analysis based on tables provided for FY 2021 was completed and a barrier analysis was provided to Senior Leadership that included a breakdown by Division during FY 2022. Each Division received a table reflecting the awards in their Directorate. A new baseline was set with FY 2021 data, which FY 2022 and outyear trend analysis will be based on. FY 2021: The establishment of baseline award data derived from the updated veteran data will need to be completed in FY 2022. Trend analysis will build off the updated PWD and PWTD analysis established for FY 2021. The benchmarks will be updated to reflect changes to the FY 2021 award data received in October 2021. PROMOTIONS FY 2022: The FY 2021 data was used to set new baselines that included the updated veteran's preference codes for PWD. When looking at the GS-13 grade level, PWD fall below their benchmark. When looking at promotions by series, there were no triggers for PWD and PWTD. FY 2021: Data analysis that was completed based on prior FY 2020 data depicted a different picture for PWD and PWTD when the promotions were broken out by series. The FY 2021 data will be utilized to set new baselines that include the updated veteran's preference codes for PWD and will be completed by the end of FY 2022. SEPARATIONS FY 2022: Analysis of separations by type did not identify barriers to the separation rates of PWD and PWTD when broken out by specific types of separations based on FY 2021 data. Initial review of FY 2022 data tables indicates triggers exist for PWD in the categories of removals and other separations. No triggers exist for PWTD in separations. Trend analysis will portray a better picture of the separation category starting in FY 2023. FY 2021: Analysis of separations by type did not identify barriers to the separation rates of PWD and PWTD when broken out by specific types of separations based on FY 2020 data. Initial review of FY 2021 data tables depicts no triggers for PWD in voluntary and involuntary separations. A trigger exists for PWTD in voluntary separations.

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.

PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING) FY 2022: Analysis of FY 2022 and FY 2023 data will be accomplished to identify if triggers exist to the full participation of PWD and PWTD in recruitment and hiring. A lack of sufficient self-identification of disability information in the application process impedes FLETC's ability to accurately determine if barriers exist in the application process. The updated planned activity will work toward influencing that deficiency. FY 2021: Detailed transaction data was not available to FLETC until FY 2021. Baselines are being established based on availability of data. Additional veteran disability codes have been authorized to be included in disability totals making prior baselines established based on FY 2020 data no longer accurate. Baselines will be reestablished based on FY 2021 augmented data and will be referenced in FY 2022 action planning. AWARDS FY 2023: Continuing trend analysis in FY 2023 and into outyears to determine if barriers exist in how FLETC awards its employees. FY 2022: Continuing trend analysis in FY 2022 and into outyears to determine if barriers exist in how FLETC awards its employees. PROMOTIONS FY 2022: After analysis, FLETC is not considering the low participation rates identified as barriers. We will continue to follow the promotion and hire rates for PWD and PWTD based on FY 2022 and future years. Action items will be implemented when triggers are identified after the analysis is performed. FY 2021: The augmented disability data will be evaluated to determine if triggers exist in the GS-13 and GS-14 grade levels and if further analysis supports development of action items to identify possible barriers. SEPARATIONS FY 2022: Baseline data starting with FY 2021 will portray a more complete picture of the separation category starting in FY 2023. FY 2021: Initial analysis identified no triggers for PWD or PWTD based on FY 2020 barrier analysis. The FY 2021 data includes additional veteran preference codes that are included in the PWD statistics. A full breakdown of separation by type will be completed in FY 2022 to identify any potential barriers.