

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

SECTION I: EFFORTS TO REACH REGULATORY GOALS	2
SECTION II: MODEL DISABILITY PROGRAM	3
A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM	3
B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM	4
SECTION III: PROGRAM DEFICIENCIES IN THE DISABILITY PROGRAM	4
SECTION IV: PLAN TO RECRUIT AND HIRE INDIVIDUALS WITH DISABILITIES	4
A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES	5
B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS	6
C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)	7
SECTION V: PLAN TO ENSURE ADVANCEMENT OPPORTUNITIES FOR EMPLOYEES WITH DISABILITIES	8
A. ADVANCEMENT PROGRAM PLAN	8
B. CAREER DEVELOPMENT OPPORTUNITIES	8
C. AWARDS	9
D. PROMOTIONS	9
SECTION VI: PLAN TO IMPROVE RETENTION OF PERSONS WITH DISABILITIES	14
A. VOLUNTARY AND INVOLUNTARY SEPARATIONS	14
B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES	14
C. REASONABLE ACCOMMODATION PROGRAM	15
D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE	16
SECTION VII: EEO COMPLAINT AND FINDINGS DATA	16
A. EEO COMPLAINT DATA INVOLVING HARASSMENT	16
B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION	17
SECTION VIII: IDENTIFICATION AND REMOVAL OF BARRIERS	17

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 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.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.
 - a. Cluster GS-1 to GS-10 (PWD) Answer: Yes
 - b. Cluster GS-11 to SES (PWD) Answer: Yes

There are zero individuals with disabilities in MSPB's workforce between GS-1 to GS -10 in FY 2017. This falls below the goal of 12%. 10.24% of MSPB's permanent workforce between GS-11 to SES are individuals with disabilities. This, too, falls below the goal of 12%. 76.19% of MSPB's permanent employees with disabilities are found in grades 13 (9.52%), 14 (28.57%) and 15 (38.10%). 23.81% of MSPB's employees with disabilities are found in grade 11.

* For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.
 - a. Cluster GS-1 to GS-10 (PWTD) Answer: Yes
 - b. Cluster GS-11 to SES (PWTD) Answer: No

There are zero individuals with targeted disabilities in MSPB's workforce between GS-1 to GS -10 in FY 2017. This falls below the goal of 2%. 2.93% of MSPB's permanent workforce between GS-11 to SES are individuals with targeted disabilities, which is above the goal of 2%.

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

OEEEO initially established hiring goals in the agency's Plan to Implement Executive Order 13548 Increasing Federal Employment of Individuals with Disabilities, which was approved by former Chair Grundmann in April, 2011. In that plan the agency

committed to the hiring of more individuals with disabilities in general and also set the goal of hiring one individual with a targeted disability. The EEO Director briefed agency Senior Staff about the agency's plan and hiring goals at that time and has provided annual briefings every year thereafter. These hiring goals are also posted in the agency's internal EEO Portal, Disability Employment Page.

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 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.

Answer: Yes

- 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	2	0	0	APHIS: Jodi Light Human Resource Specialist, USDA APHIS Jodi.I.Light@aphis.usda.gov Scott Harvey Human Resource Specialist, USDA APHIS Scott.F.Harvey@aphis.usda.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Jerry Beat EEO Director Jerry.Beat@mspb.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Jerry Beat EEO Director Jerry.Beat@mspb.gov
Section 508 Compliance	0	1	0	Patricia Brooks Office of Information Resources Management Patricia.Brooks@mspb.gov

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	0	0	1	Jerry Beat EEO Director Jerry.Beat@mspb.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Jerry Beat EEO Director Jerry.Beat@mspb.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(s) that disability program staff have received. If “no”, describe the training(s) planned for the upcoming year.

Answer: Yes

The EEO Director attends the National Employment Law Institute's Resolving ADA Workplace Questions training on an annual basis. In addition, he participates in LRP audio conferences relating to reasonable accommodation, Job Accommodation Network webinars, EARN and CAP trainings. MSPB Section 508 Coordinator, Patricia Brooks, also frequently participates in Section 508 related 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

Section III: Program Deficiencies in the Disability Program

In Part G of its FY 2017 MD-715 report, the agency identified the following program deficiencies involving its disability program:

Program Deficiencies	Agency Comments
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed: People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709	The EEO Director serves as the SPC for Individuals with Disabilities as well as the RA Coordinator. <u>See</u> Part H Plan #2.

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 APPLICANTS WITH DISABILITIES

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

In FY 2017, OEEEO took the following steps to identify job applications with disabilities, including targeted disabilities:

- the EEO Director served as the agency's Special Placement Coordinator and in this capacity communicated via e-mail and on the phone with over 40 Schedule A (disability) applicants who expressed interest in MSPB. Referred Schedule A (disability) resumes to APHIS for confirmation of qualifications. If found qualified and eligible for the grade, the EEO Director referred the candidate's resume on to the hiring manager for consideration.
- the EEO Director periodically scanned the OPM resume database of applicants eligible for Schedule A (disability) and pull potential attorney and paralegal specialist candidates and forwarded them to hiring managers for consideration.
- the EEO Director reached out to the HR Director to collaborate on ways to improve the Schedule A (disability) process and to explore ways the agency could broaden the applicant pool to include more attorneys with disabilities.

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

MSPB uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD, including Schedule A (disability), Veteran's Recruitment Appointment Authority and the 30% or More Disabled Veteran authority.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

MSPB's primary occupation is attorney-advisor (general), GS-905. Applicants for this job series who are Schedule A (Disability) eligible are encouraged to apply for vacancy announcements advertised on USAjobs and are then identified as being "Schedule A Disability" on the certificate of eligibles when the certificate is referred. USDA APHIS provides Staffing services to MSPB, and accordingly APHIS staffing specialists review MSPB applications for qualifications, including their Schedule A (disability) eligibility. As attorney advisor positions are excepted service, they cannot be converted to career competitive as required under the Schedule A (disability) authority. Review of the applicant flow data reflects that individuals with disabilities are applying for attorney advisor positions, but the agency would like to broaden the applicant pool.

With respect to all other non-attorney positions, Schedule A (disability) applications are currently managed two ways. They, too, can apply through vacancy announcements posted on USAjobs and identified on the certificate of eligibles as being Schedule A (disability). Or, they can send their resume/application package

directly to the Special Placement Coordinator, who is currently the EEO Director, who will forward the application on to APHIS for review of qualifications and grade eligibility. It does not have to be linked to a job vacancy announcement. If a vacancy exist, and the applicant is found qualified (confirmed by APHIS), the EEO Director can forward the application on to a perspective hiring manager for consideration. In addition, the EEO Director periodically scans the OPM database (Bender Consulting) and pull potential resumes for non-attorney positions and sends them to a prospective hiring manager for consideration. In addition, the EEO Director has assisted hiring managers gain access to the OPM database so they can peruse potential candidates. The number of resumes for candidates in paralegal specialist (GS-950) job series is limited.

The EEO Director briefs MSPB hiring officials periodically about the benefits of using Schedule A (disability) and also provides an overview of the OPM database of resumes.

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

The EEO Director has provided multiple briefings to management on the use of the Schedule A (Disability) to hire individuals with disabilities since the agency's Plan to Implement Executive Order 13548 Increasing Federal Employment of Individuals with Disabilities was issued in April, 2011. It has been at least two to three years since the last briefing/training on Schedule A (disability), so the EEO Director will work with APHIS, who provides MSPB staffing services, and the HR Director, to collaborate and provide updated briefings.

OEEEO has also dedicated a page to the Disability Employment Program on the EEO Portal. This page includes information relating to Schedule A.

OEEEO will roll out new agency-wide briefings on the agency's updated Reasonable Accommodation Policy and Procedures and will highlight the changes in the procedures relating to Personal Assistance Services and other new EEO requirements under the new Section 501 regulations.

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.

In order to achieve its hiring goal, MSPB will take proactive steps to expand the number of applicants with disabilities in the applicant pool for agency job announcements. This will require the agency to engage more vigorously with the Disability Community. MSPB will take steps to:

- Promote MSPB within the Disability Community at job fairs, conferences, and other disability related events. This will require that the OEEEO identify key job fairs, conferences, and other disability-related events in which MSPB is able to participate, contingent upon budget, on an annual basis.
- Promote MSPB job opportunities and vacancies on websites that are widely used by the Disability Community, such as the Vocational Rehabilitation providers.

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: Yes

Among the new hires in the permanent workforce, 5% were individuals with targeted disabilities. Therefore MSPB met its hiring goal and the rate is above the benchmark of 2%. However, MSPB is below the benchmark of 12% among new hires in the permanent workforce because only 5% were individuals with disabilities.

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) Answer: No

b. New Hires for MCO (PWTD) Answer: No

MSPB currently does not track new hires in the major occupation of attorney-advisors by disability. USDA APHIS, which provides MSPB's MD 715 data tables has not produced these tables for FY 2017. However, these tables will be provided next year, which will enable OEE0 to conduct this analysis and make a determination about triggers.

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 Applicants for MCO (PWD) Answer: No

b. Qualified Applicants for MCO (PWTD) Answer: No

MSPB currently does not track new hires in the major occupation of attorney-advisors by disability. USDA APHIS, which provides MSPB's MD 715 data tables has not produced these tables for FY 2017. However, these tables will be provided next year, which will enable OEE0 to conduct this analysis and make a determination about triggers.

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) Answer: No

b. Promotions for MCO (PWTD) Answer: No

MSPB currently does not track new hires in the major occupation of attorney-advisors by disability. USDA APHIS, which provides MSPB's MD 715 data tables has not produced these tables for FY 2017. However, these tables will be provided next year, which will enable OEE0 to conduct this analysis and make a determination about triggers.

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.

MSPB does not offer any formal career development opportunity to its employees due to the small size of the agency. However, if/when they occur, the agency will make every effort to include language that encourages employees with disabilities to apply for these opportunities.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

MSPB does not offer any formal career development opportunity to its employees due to the small size of the agency. OEE0 has recommended that MSPB partner with larger agencies to allow MSPB employees to participate in their mentoring and leadership development programs. However, the agency has not made any formal arrangements at this time.

2. 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 applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

MSPB does not have offer any formal career development opportunities to its employees, therefore this data is not available.

3. 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)

Answer: No

b. Selections (PWTD)

Answer: No

MSPB does not have offer any formal career development opportunities to its employees, therefore this data is not available.

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

In FY 2017, the agency identified a trigger involving the percentage of PWD and PWTD who received time off awards and cash awards.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.
 - a. Pay Increases (PWD) Answer: No
 - b. Pay Increases (PWTD) Answer: No

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.
 - a. Other Types of Recognition (PWD) Answer: No
 - b. Other Types of Recognition (PWTD) Answer: No

MSPB does not offer any other types of employee recognition.

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) Answer: No
- ii. Internal Selections (PWD) Answer: No

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

The MD 715 data tables for FY 2017 provided by USDA APHIS do not allow us to conduct analyses to determine triggers with respect to promotions. However, the new data tables will be provided next year, which will enable OEEEO to conduct this analysis and make a determination about triggers relating to promotions.

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) Answer: No
- ii. Internal Selections (PWTD) Answer: No

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

The MD 715 data tables for FY 2017 provided by USDA APHIS do not allow us to conduct analyses to determine triggers with respect to promotions. However, the new data tables will be provided next year, which will enable OEE0 to conduct this analysis and make a determination about triggers relating to promotions.

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) Answer: Yes
- b. New Hires to GS-15 (PWD) Answer: Yes
- c. New Hires to GS-14 (PWD) Answer: Yes
- d. New Hires to GS-13 (PWD) Answer: Yes

MSPB does not currently track data that shows new hires by disability and grade. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEE0 to conduct this analysis and make a determination about triggers.

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) 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

MSPB does not currently track data that shows new hires by disability and grade. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEEO to conduct this analysis and make a determination about triggers.

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) Answer: Yes
 - ii. Internal Selections (PWD) Answer: Yes
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer: Yes
 - ii. Internal Selections (PWD) Answer: Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer: Yes
 - ii. Internal Selections (PWD) Answer: Yes

MSPB does not currently track data that shows new hires by disability, grade and occupational grouping. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEEO to conduct this analysis and make a determination about triggers.

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) 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

MSPB does not currently track data that shows new hires by disability, grade and occupational grouping. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEEO to conduct this analysis and make a determination about triggers.

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) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: Yes

MSPB does not currently track data that shows new hires by disability, grade and occupational grouping. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEEO to conduct this analysis and make a determination about triggers.

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) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

MSPB does not currently track data that shows new hires by disability, grade and occupational grouping. USDA APHIS, which provides MSPB's MD 715 data tables, has not produced these tables for FY 2017. However, these tables will be provided for FY 2018, which will enable OEEO to conduct this analysis and make a determination about triggers.

Section VI: 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.

Answer: N/A

There were no Schedule A (disability) employees at MSPB who were eliglbe to be converted to 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.

a. Voluntary Separations (PWD) Answer: No

b. Involuntary Separations (PWD) Answer: No

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

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.

There were no triggers relating to the separation of employees PWD and PWTD during FY 2017.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job 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.

Please see the following link: <https://www.mspb.gov/contact/accessibility.htm>.

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.

MSPB has not issued a notice of rights pursuant to the Architectural Barriers Act of 1968, but a draft notice has been drafted and currently under review and should be posted by the end of FY 2018.

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.

During FY 2017, MSPB took the following steps to improve the accessibility of the agency's technology:

1. The Section 508 Work Group drafted an agency Section 508 Policy, which is in the final review stage before publishing;
2. The Section 508 Coordinator routinely attended GSA/OMB meetings on Section 508 including the refresh of Section 508 Technical Standards and tools under development to ensure improved identification of Section 508 requirements and procurement of Section 508 compliant products;
3. The MSPB Development Team began redesigning the MSPB public website per the new Section 508 Technical Standards;
4. The Section 508 Coordinator successfully resolved the Section 508 issues reported by external users of the MSPB public website;
5. The Section 508 Coordinator assisted MSPB's Office of Policy and Evaluation to develop a more Section 508 compliant Merit Principles Survey, which was sent out to federal agencies and is used to capture data for the agency's future reports on the health of the merit principles; and
6. MSPB continued to maintain the AudioEye platform on its public website to ensure the website content and posted documents were accessible to users with disabilities.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average number of days it took for MSPB to process a request for reasonable accommodation in FY 2017 was 23 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.

OEEA is exploring alternative arrangements for processing requests for reasonable accommodation. The EEO Director assumed the function when the DPM retired. New RA Coordinators were trained to process new requests, but they never fully assumed the function because of an increase in workload (e.g. the furlough appeals). The EEO Director is exploring the possibility of reassigning the SPC function to APHIS since they provide staffing services to MSPB.

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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

MSPB leadership has reviewed the revised Reasonable Accommodation Policy and Procedures, as well as the separate Personal Assistance Services Policy. Both policies will be submitted to the EEOC for review by the end of May, 2018.

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 government-wide average?

Answer: Yes

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

Answer: No

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

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: Yes

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.

Section VIII: Identification and Removal of Barriers

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

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

Answer: Yes

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

Answer: Yes

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

Trigger 1	The participation rate of individuals with disabilities in MSPB's total
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		workforce (10.09%) is lower than the EEOC's goal of 12%.		
Barrier(s)				
Objective(s)		To bring the participation rate of individuals with disabilities in MSPB's workforce up from 10.01% to the goal of 12%.		
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
EEO Director, Agency		No		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
No		No		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes			
Complaint Data (Trends)	Yes			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	Yes			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes			
Other (Please Describe)	No			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	OEEEO will roll out a second "Resurvey the Workforce" campaign, building on the success of the first campaign. OEEEO will determine how to integrate other sources of disability related data collected through other sources, such as RA requests, into the workforce disability data generated by NFC.	Yes		
Fiscal Year	Accomplishments			

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

The high number for formal complaints and request for reasonable accommodation prevented the EEO Director from completing the barrier analysis.

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A