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

Table B4-1Per. FEMA is meeting this benchmark. The percentage of PWD in cluster GS-1 to GS-10 is 25.07%. The percentage of PWD in cluster GS-11 to SES is 25.69%.

*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

Table B4-1Per. FEMA is meeting this benchmark. The percentage of PWTD in cluster GS-1 to GS-10 is 3.73%. The percentage of PWTD in cluster GS-11 to SES is 2.45%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	375	94	25.07	14	3.73
Grades GS-11 to SES	4253	1092	25.68	104	2.45

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

The Office of the Chief Component Human Capital Officer (OCCHCO) and Office of Equal Rights (OER) identified specific priorities and action items with the Program Offices (PO) and Regional Offices (RO), regarding their responsibilities for the annual hiring goal for PWD and PWTD. The numerical goal was provided to hiring managers annually. The PO and RO received monthly progress reports on the changes in workforce participation rates.

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

In FY20, the Office of Equal Rights (OER) Disability Unit's Reasonable Accommodation Program was staffed with four employees and is in the process of obtaining additional staffing and resources to support the RA Program. FEMA OCCHCO has a dedicated Selective Placement Program Coordinator (SPPC). The SPPC is responsible for developing, managing and evaluating FEMA's Employment program for Individuals with Disabilities. The SPPC strives to help FEMA meet hiring objectives and enculturates the use of special hiring authorities for PWD and PWTD across the enterprise.

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	
Special Emphasis Program for PWD and PWTD	1	0	0	Lisa Kosh Equal Employment Specialist lisa.kosh@fema.dhs.gov
Processing reasonable accommodation requests from applicants and employees	4	0	0	Lisa Kosh Equal Employment Specialist lisa.kosh@fema.dhs.gov
Section 508 Compliance	1	0	0	janice.fenlason@fema.dhs.g
Processing applications from PWD and PWTD	1	0	0	Chris Pugh Selective Placement Program Coordinator chris.pug@fema.dhs.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Chris Pugh Selective Placement Coordinator chris.pugh@fema.dhs.gov
Architectural Barriers Act Compliance	0	0	0	Data is currently unknow N/A N/A

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

All OER Disability Unit staff participated in the 2020 NELI ADA & FMLA Compliance Update training. All staff are also provided one training per quarter on a disability topic, trainings have included Section 508 Compliance, DHS Accessibility Case Management System (ACMS), DHS Disability Etiquette, and Telework as an accommodation. Additionally, OER hosted Lunch

and Learn sessions, and OER plans to provide training to disability program staff through JAN, CAP and EEOC to carry out their responsibilities during the reporting period.

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

Funding for the reasonable accommodation program is provided through the OER. OER provides funding for implementing the reasonable accommodation process and procuring accommodations for FEMA employees. OER utilizes the DHS/Accessibility Case Management (ACMS) tracking system for reasonable accommodation requests.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
Objective	Update FEMA RA policies and procedures to include measures/timeframes and policies/procedures related personal assistant services.
Target Date	Sep 30, 2019
Completion Date	

Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.
	Sep 30, 2020	September 30, 2020	OER will utilize the ACMS 2.0 RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc.… Trends will be reported to OER senior leadership quarterly.

Accomplishments	*Fiscal Year*	*Accomplishment*
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Publish updated RA policy/procedures internally and on FEMA's public facing website.
Target Date	Sep 30, 2019
Completion Date	

Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the ACMS 2.0 RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc.… Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.

Accomplishments	*Fiscal Year*	*Accomplishment*
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Increase staffing to ensure timely processing of RA requests. See also, Part H Plan 3.		
Target Date	Sep 30, 2019		
Completion Date	Dec 6, 2020		
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019	March 21, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the ACMS 2.0 RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc.… Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)	

Brief Description of Program Deficiency	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]
Objective	Update FEMA RA policies and procedures to include measures/timeframes and policies/procedures related personal assistant services.
Target Date	Sep 30, 2019
Completion Date	

	Target Date	Completion Date	Planned Activity
Planned Activities	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the Accessibility Case Management System (ACMS 2.0) RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc. Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.

	Fiscal Year	Accomplishment
Accomplishments	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Increase staffing to ensure timely processing of RA requests. See also, Part H Plan 3.
Target Date	Sep 30, 2019
Completion Date	Dec 6, 2020

	Target Date	Completion Date	Planned Activity
Planned Activities	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the Accessibility Case Management System (ACMS 2.0) RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc. Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.

	Fiscal Year	Accomplishment
Accomplishments	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Publish updated RA policy/procedures internally and on FEMA's public facing website.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the ACMS 2.0 RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc.… Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)	

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.
Objective	Increase staffing to ensure timely processing of RA requests. See also, Part H Plan 3.
Target Date	Sep 30, 2019
Completion Date	Dec 6, 2020

Planned Activities	Target Date	Completion Date	Planned Activity
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the Accessibility Case Management System (ACMS 2.0) RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc. Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.

Accomplishments	Fiscal Year	Accomplishment
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Update FEMA RA policies and procedures to include measures/timeframes and policies/procedures related personal assistant services.
Target Date	Sep 30, 2019
Completion Date	

Planned Activities	Target Date	Completion Date	Planned Activity
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019	September 30, 2020	OER will utilize the Accessibility Case Management System (ACMS 2.0) RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc. Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020	September 30, 2020	Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.

Accomplishments	Fiscal Year	Accomplishment
	2020	• All FY20 requests have been entered into ACMS. • FEMA Reasonable Accommodation policy is now posted on the public facing site (https://www.fema.gov/sites/default/files/2020-06/fema_reasonable-accommodation-policy.pdf) and internally (https://intranet.fema.net/org/oa/ooer/Documents/Reasonable%20Accommodation%20Policy%20FM%20123-6-1.pdf)

Objective	Publish updated RA policy/procedures internally and on FEMA's public facing website.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	**Target Date**	**Completion Date**	**Planned Activity**
	Sep 30, 2019	March 31, 2020	Hire one (1) Disability Program Manager Hire two (2) additional Reasonable Accommodation (RA) Specialists.
	Sep 30, 2019		OER will utilize the ACMS 2.0 RA tracking system to track the number of RA requests, trends in the type of RAs requested, number of days to complete the request, etc.… Trends will be reported to OER senior leadership quarterly.
	Feb 29, 2020		Subject to updates to the FEMA RA policy, post the RA policy internally and on FEMA's public facing website.
Accomplishments	**Fiscal Year**	**Accomplishment**	
	2020	• In FY20, OER and FEMA began preliminary discussions to begin the development of guidance for LER specialist.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Establish timetables to review at regular interviews agency policies, practices and procedures for systemic barriers and collaborate with OCCHCO on Affirmative Employment Action Plans.		
Target Date	May 31, 2021		
Completion Date			
Planned Activities	**Target Date**	**Completion Date**	**Planned Activity**
	Jul 31, 2019		OER will collaborate with OCCHCO to provide training on the requirements of the MD-715 and clarify OCCHCO's joint role in demonstrating meaningful progression towards eliminate barriers to equal employment opportunity.
	Sep 30, 2019	September 30, 2020	OER will coordinate with OCCHCO in obtaining a copy of the agency's recruitment schedule and collaborate on outreach and recruiting initiatives.
	Sep 30, 2019	September 30, 2021	OER will coordinate with OCCHCO to obtain a listing of personnel policies.
	Dec 31, 2019	March 20, 2020	OER will collaborate with OCCHCO on the implementation of the Affirmative Action Plan for Individuals with Disabilities.
	Dec 31, 2019	September 30, 2020	OER will collaborate with OCCHCO to establish a timetable for the review of agency policies, procedures, practices and programs for systemic barriers.
Accomplishments	**Fiscal Year**	**Accomplishment**	
	2020	• FEMA completed four of the six planned activities. • Secured barrier analysis contract. Results briefing expected in 9/2021 • Barrier analysis project management plan was developed and approved • FEMA/OER successfully collaborated with HR to obtain and review FEMA's recruitment and hiring policies. • As of March 27, 2020, OER's Disability Program Manager has been meeting monthly with OCCHCO's SPC to discuss the AAP and plan events and work on an agency wide action plan. • Participated in two virtual career fairs for veterans and IWDs • Conducted FEMA's first annual Disability Mentoring Day in October 2020 and hosted three IWDs and paired them with three FEMA employee mentors. • Trigger C.4.b removed and completed. (C.4.b) Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [See MD-715 Instructions, Sec. I]	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The FEMA Recruitment Team, Selective Placement Program Coordinator and Disability Program Manager continues to assist in increasing the current network of contacts and relationships with organizations that serve PWD/PWTD. All work together to increase contacts at the Department of Aging and Rehabilitative Services, Non-Paid Work Experience Program, America Job Centers, State Vocational Rehabilitation Agencies, Centers for Independent Living, and Employment Network Service Providers to provide experience and potential job opportunities to individuals with targeted disabilities. These partnerships with community, academic and governmental groups have reached individuals with targeted disabilities to maximize recruiting from all sources when filling positions GS-11 and above, including managerial and supervisory positions at grades GS-13 to GS-15 and SES.

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

The Office of the Chief Component Human Capital Officer (OCCHCO) use the Schedule A appointing authority and eligible 30% or more disabled veterans, to identify and hire qualified PWD and PWTD professionals for positions in the permanent workforce. The OCCHCO recruited PWD and PWTD under the 30% or more disabled veterans hiring authority at veteran career fairs sponsored by the Departments of Defense and the U.S. Chamber of Commerce at several venues (in-person and virtual) across the country. The SPPC worked with contacts at the Department of Aging and Rehabilitative Services to recruit PWD and PWTD under Schedule A or 30% or more disabled veterans. Job opportunity announcements included statements indicating that FEMA encourages and will accept applications from veterans with compensable disabilities of 30% or more disabled veterans and persons with disabilities.

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 OCCHCO HR Specialists determine if applicants are eligible for appointment under special hiring authorities in 5 CFR §213.31.02(u). The HR specialists ensure that the application packages from a PWD or PWTD applicant include the following: For Schedule A Eligible candidates: • Current Resume with places and dates of employment, including month/year to month/year and number of hours worked per week (e.g. 40 hours, 32 hours, etc.) • Schedule A Letter from a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (State or private); or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits as described in 5 CFR §213.3102 (3) (ii) For Eligible Disabled Veteran candidates: • Current Resume with places and dates of employment, including month/year to month/year and number of hours worked per week (e.g. 40 hours, 32 hours, etc.) • DD-214, Record of Military Service (member copy 4) to determine eligibility for veteran's preference and honorable discharge • SF-15 stating the Veteran has a 30% or more disability rating • Veterans Affairs Rating Letter that identifies the disability 30% + rating for the applicant HR Specialist forwards the applications to the hiring officials and meets with them to explain the hiring flexibilities, how and when the applicant may be appointed non-competitively and provides guidance on the hiring authorities.

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

Formal and informal training on the use of the hiring authorities that take disability into account was provided to managers and supervisors during the year as part of the FEMA annual mandatory training requirements. All managers and hiring officials are individually provided guidance and training from the Selective Placement Program Coordinator, HR Specialist and Recruiters on the use of special hiring authorities to directly appoint PWD and PWTD.

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.

FEMA maintains a Disability Employee Resource Group with an SES champion to serve as an advocate at the senior level to act as a catalyst for change and to advise. FEMA continues to engage executive champions by implementing a diversity and inclusion council. The council focused on internal policies and practices, talent recruitment and development, education and training, identifying barriers, building partnerships with rehabilitation agencies, measuring the effectiveness of the diversity initiative process, and ensuring transparency of its operations. FEMA OCCHCO and OER continue to assist in increasing the current network of contacts and relationships with organizations that serve PWD/PWTDs. We work together to increase contacts at colleges/ universities; State Vocational Rehabilitation Agencies including Virginia Department of Aging and Rehabilitative Services, Maryland Division of Rehabilitation Services, DC Department of Disability Services, and other disability organizations. FEMA also maintains contacts with "Hiring Our Heroes" organization, VA Vocational Rehabilitation Services, and RecruitMilitary, all which target PWDs and Disabled Veterans. FEMA OCCHCO also partnered with the Department of Defense (DOD), Operation Warfighter (OWF) Regional Coordinators to provide briefings and guidance on applying for federal positions.

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

FEMA is meeting its benchmarks for both PWD and PWTD among new hires in the permanent workforce. The percentage of new hires for PWD in the permanent workforce is 29.26% and is 2.62% for PWTD. Table B1

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	10516	10.28	0.00	9.21	0.00
% of Qualified Applicants	6369	9.59	0.00	9.39	0.00
% of New Hires	1937	0.15	9.96	0.00	1.14

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

    a. New Hires for MCO (PWD)   Answer   Yes

    b. New Hires for MCO (PWTD)   Answer   Yes

Disclaimer: The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. Table B6-1-9 (PER). Using the qualified external applicant pool as the benchmark, triggers exist for the PWD new hires in the following MCOs: • 0089 – Qualified External Applicant Pool is 11.81% and PWD permanent new hires is 4.92% (Table B6-1Per) • 0391 – Qualified External Applicant Pool is 22.22% and PWD permanent new hires is 14.29% (Table B6-1Per (5)) Using the qualified applicant pool as the benchmark, triggers exist for the PWTD new hires in the following MCOs: • 0089 – Qualified External Applicant Pool is 4.92% and PWTD permanent new hires is 1.30% (Table B6-1Per) • 0343 – Qualified External Applicant Pool is 5.15% and PWTD permanent new hires is 1.75% (Table B6-1Per (3)) • 1712 – Qualified External Applicant Pool is 3.45% and PWTD permanent new hires is 0% (Table B6-1Per (9))

New Hires to Mission-Critical Occupations	Total	Reportable Disability		Targetable Disability	
	(#)	Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0089EMERGENCY MANAGEMENT	0	0.00	0.00	0.00	0.00
0301MISCELLANEO ADMINISTRATION	0	0.00	0.00	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   N/A

      b. Qualified Applicants for MCO (PWTD)   Answer   N/A

Relevant applicant pool data is not available. Identifying which current DHS employees would qualify for a job series they are not currently in is a difficult undertaking. The Human Capital offices do not adjudicate applicant qualifications until an applicant applies for a specific position, and the applicant may qualify based on experience obtained prior to entry into their current job series, or into DHS. DHS has not attempted to develop an estimate for job series-relevant applicant pools to date. Based on this, we are not attempting to tabulate relevant applicant pools for this reporting cycle.

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

      a. Promotions for MCO (PWD)   Answer   Yes

      b. Promotions for MCO (PWTD)   Answer   Yes

Disclaimer: The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. Using the qualified internal applicant pool as the benchmark, triggers exist for the PWD new hires in the following MCOs: • 0343 – Qualified Internal Applicants is 12.66% and PWD permanent employees promoted is 7.77% (Table B6-1Per(3)) • 2210 – Qualified Internal Applicants (QIA) is 12.78% and PWD permanent employees promoted is 12.00% (Table B6-1Per(4)) Using the qualified internal applicant pool as the benchmark, triggers exist for PWTD among employees promoted in the following MCOs: • 0089 – Qualified Internal Applicants is 5.62% and PWTD permanent employees promoted is 1.92% (Table B6-1Per) • 0301 – Qualified Internal Applicants is 8.98% and PWTD permanent employees promoted is 2.50% (Table B6-1Per (2)) • 0343 – Qualified Internal Applicants is 4.22% and PWTD permanent employees promoted is .97% (Table B6-1Per (3)) • 0391 – Qualified Internal Applicants

is 3.45% and PWTD permanent employees promoted is 0% (Table B6-1Per (5))

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.

FEMA provides training opportunities and encourages all employees, including veterans and disabled veterans, to take advantage of career development opportunities. In addition, FEMA participates in internal career development programs, including the FEMA Emerging Leaders Program and the Future Leader Program, which combines in-person, independent and online activities for a year-long program so that employees may receive intensive developmental assignments to prepare and qualify them for the targeted series and grade. These career development programs include a mandatory mentoring component. Other career developmental opportunities include the use of employee rotation/detail (temporary assignments) to other offices or components. Additionally, FEMA has a mentoring program open to all employees, including PWD and PWTD, which facilitates junior-to-senior and peer-to-peer mentoring relationships.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Within the Office of the Chief Component Human Capital Officer (OCCHCO), the Office of the Chief Learning Officer (OCLO) offers high-impact developmental programs and services to employees nation-wide in order to strengthen the Agency's ability to support our citizens and first responders. The goal is to develop leaders at all levels from emerging leaders or high performing individuals to executive level personnel. OCLO provides a variety of supervisory and leadership development opportunities within a tiered progression framework and single competency-based learning programs/courses. OCLO supports two of the FEMA Strategic Plan 2018-2022 Strategic Objectives: • Objective 2.1: Organize the "BEST" (Build, Empower, Sustain, and Train) scalable and capable incident workforce. • Objective 3.3: Develop innovative systems and business processes that enable FEMA's employees to rapidly and effectively deliver the Agency's mission. OCLO provides oversight for leader development programs, mentoring, rotations, mandatory training, competency-based assessment, policy, and guidance, and other professional development opportunities. Also, as part of OCLO's career development related efforts, the Career Path Tool (CPT) pathing enables employees to identify internal opportunities based on their own skills, experiences, competencies, interests, and preferences – The CPT maps and outlines career paths for employees to include career path information for movement within and across roles in their functional community, important competencies and proficiency levels for each path; and suggested developmental opportunities (e.g., formal training, mentoring, on the job) for each role.

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	n/a	n/a	n/a	n/a	n/a	n/a
Mentoring Programs	n/a	n/a	n/a	n/a	n/a	n/a
Training Programs	n/a	n/a	n/a	n/a	n/a	n/a
Other Career Development Programs	n/a	n/a	n/a	n/a	n/a	n/a

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Fellowship Programs	n/a	n/a	n/a	n/a	n/a	n/a
Coaching Programs	n/a	n/a	n/a	n/a	n/a	n/a
Detail Programs	n/a	n/a	n/a	n/a	n/a	n/a

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   N/A

        b. Selections (PWD)   Answer   N/A

Currently the OCLO does not collect disability data for training participants.

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   N/A

        b. Selections (PWTD)   Answer   N/A

Currently the OCLO does not collect disability data for training participants.

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

a) Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWD for the following Awards, Bonuses & Incentives. (Table B9-2) • Time-Off Awards 11-20 hours • Cash Awards - $1,000 - $1,999 • Cash Awards - $2,000 - $2,999 • Cash Awards - $3,000 - $3,999 • Cash Awards - $4,000 - $4,999 • Quality Step Increase (QSI) b) Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWTD for the following Awards, Bonuses & Incentives. (Table B9-1) • Time-Off Awards 11-20 hours • Cash Awards - $501- $999 • Cash Awards - $1,000 - $1,999 • Cash Awards - $2,000 - $2,999 • Cash Awards - $3,000 - $3,999 • Cash Awards - $4,000 - $4,999 • Quality Step Increase (QSI)

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	188	5.81	3.17	6.50	5.73
Time-Off Awards 1 - 10 Hours: Total Hours	1372	43.42	23.04	47.97	42.92
Time-Off Awards 1 - 10 Hours: Average Hours	7.3	0.60	0.21	6.00	0.01
Time-Off Awards 11 - 20 hours: Awards Given	319	5.89	6.74	3.25	6.18

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Total Hours	5292	97.26	112.47	55.28	101.88
Time-Off Awards 11 - 20 Hours: Average Hours	16.59	1.33	0.48	13.82	-0.04
Time-Off Awards 21 - 30 hours: Awards Given	568	14.29	10.77	12.20	14.52
Time-Off Awards 21 - 30 Hours: Total Hours	14122	353.19	268.26	299.19	359.14
Time-Off Awards 21 - 30 Hours: Average Hours	24.86	2.00	0.72	19.94	0.02
Time-Off Awards 31 - 40 hours: Awards Given	452	12.59	8.04	9.76	12.90
Time-Off Awards 31 - 40 Hours: Total Hours	16744	467.88	297.09	377.24	477.87
Time-Off Awards 31 - 40 Hours: Average Hours	37.04	3.00	1.06	31.44	-0.14
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	977	25.10	18.26	16.26	26.08
Cash Awards: $501 - $999: Total Amount	756985.55	18637.84	14479.47	11392.93	19436.34
Cash Awards: $501 - $999: Average Amount	774.81	59.93	22.84	569.65	3.75
Cash Awards: $1000 - $1999: Awards Given	1856	34.95	39.92	33.33	35.13
Cash Awards: $1000 - $1999: Total Amount	2685797.59	48864.98	58453.06	47854.61	48976.34
Cash Awards: $1000 - $1999: Average Amount	1447.09	112.85	42.17	1167.19	-3.35
Cash Awards: $2000 - $2999: Awards Given	1504	20.98	34.91	17.07	21.42
Cash Awards: $2000 - $2999: Total Amount	3594337.33	50305.91	83360.24	39894.31	51453.43
Cash Awards: $2000 - $2999: Average Amount	2389.85	193.48	68.78	1899.73	5.43
Cash Awards: $3000 - $3999: Awards Given	255	5.97	4.87	4.07	6.18
Cash Awards: $3000 - $3999: Total Amount	846984.95	19554.34	16246.69	13625.59	20207.77
Cash Awards: $3000 - $3999: Average Amount	3321.51	264.25	96.13	2725.11	-6.98
Cash Awards: $4000 - $4999: Awards Given	89	1.69	1.87	0.81	1.79
Cash Awards: $4000 - $4999: Total Amount	387599.55	7162.63	8222.97	3252.03	7593.63
Cash Awards: $4000 - $4999: Average Amount	4355.05	341.08	126.51	3252.03	20.25

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $5000 or more: Awards Given	47	1.21	0.86	1.63	1.16
Cash Awards: $5000 or more: Total Amount	257905.91	6631.03	4754.33	8943.09	6376.20
Cash Awards: $5000 or more: Average Amount	5487.36	442.07	158.48	4471.54	-2.04

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

> Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWD and PWTD for the following two incentives. (Table B9-1) • Quality Step Increase (QSI) • Performance Based Pay Increase

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	58	0.32	1.47	0.81	0.27

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

> FEMA does not have any other types of employee recognition programs

D. PROMOTIONS

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

      a. SES

          i. Qualified Internal Applicants (PWD)   Answer   Yes

          ii. Internal Selections (PWD)   Answer   No

      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   No

      ii. Internal Selections (PWD)   Answer   No

Table B7-1 The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA has triggers involving PWD among the qualified internal applicants for promotions to senior grade levels for the following: 1. SES - Internal applicants – The Relevant Applicant pool benchmark is 19.78% and the Qualified Internal Applicants is 4.92% 2. GS 15 - Internal applicants – The Relevant Applicant pool benchmark is 22.41% and the Qualified Internal Applicants is 8.33% 3. GS 14 - Internal applicants – The Relevant Applicant pool benchmark is 25.63% and the Qualified Internal Applicants is 14.81%

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   No

      ii. Internal Selections (PWTD)   Answer   Yes

    b. Grade GS-15

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   Yes

    c. Grade GS-14

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   Yes

    d. Grade GS-13

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   Yes

Table B7-1 The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA has triggers involving PWTD among the selectees for promotions to senior grade levels for the following: 1. SES - Selectees – The Qualified Internal Applicants is 1.64% and the Internal Selections is 0% 2. GS 15 - Selectees – The Qualified Internal Applicants is 3.03% and the Internal Selections is 0% 3. GS 14 - Selectees – The Qualified Internal Applicants is 5.35% and the Internal Selections is 1.34% 4. GS 13- Selectees – The Qualified Internal Applicants is 8.68% and the Internal Selections is 1.57%

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   Yes

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

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

Table B7-1 FEMA has triggers involving PWD among the new hires to senior grade levels for the following: 1. GS 15- Selectees – The Qualified External Applicants (QEA) is 100% and the External Selection is 23.53%

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   Yes

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

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

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

Table B7-1. FEMA has triggers involving PWTD among the new hires to senior grade levels for the following: 1. SES - Selectees – The Qualified External Applicants is 3.88% and the External Selection is 0% 2. GS 14 - Selectees – The Qualified External Applicants is 7.08% and the External Selection is 0%

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory
positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

    i. Qualified Internal Applicants (PWD)   Answer   Yes

    ii. Internal Selections (PWD)   Answer   No

b. Managers

    i. Qualified Internal Applicants (PWD)   Answer   Yes

    ii. Internal Selections (PWD)   Answer   No

c. Supervisors

    i. Qualified Internal Applicants (PWD)   Answer   Yes

    ii. Internal Selections (PWD)   Answer   No

Due to the limited availability of applicant flow data and relevant applicant data, FEMA is unable to identify the participation rates by disability distribution for qualified internal applicants. FEMA has triggers involving PWD among Qualified Internal Applicants (QIA) for the following (Table B8-1): a) Executives - QIA – The Relevant Applicant pool benchmark is 22.41% and the Qualified Internal Applicants is 7.76% b) Managers – QIA – The Relevant Applicant pool benchmark is 31.12% and the Qualified Internal Applicants is 14.67% c) Supervisors – QIA - The Relevant Applicant pool benchmark is 29.74% and the Qualified Internal Applicants is 11.11%

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   Yes

    b. Managers

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   Yes

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   Yes

> Due to the limited availability of applicant flow data and relevant applicant data, FEMA is unable to identify the participation rates by disability distribution for qualified internal applicants. FEMA has triggers involving PWTD among internal selections for the following (Table B8-1): a) Executives - Internal Selections – The Qualified Internal Applicants is 3.45% and the Internal Selections is 0%. b) Managers - Internal Selections – The Qualified Internal Applicants is 4.89% and the Internal Selections is 0%. c) Supervisors - Internal Selections – The Qualified Internal Applicants is 7.41% and the Internal Selections is 3.31%

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

        a. New Hires for Executives (PWD)   Answer   No

        b. New Hires for Managers (PWD)   Answer   No

        c. New Hires for Supervisors (PWD)   Answer   No

> Disclaimer: The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA is meeting this benchmark. (Table B8-1)

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

        a. New Hires for Executives (PWTD)   Answer   Yes

        b. New Hires for Managers (PWTD)   Answer   Yes

        c. New Hires for Supervisors (PWTD)   Answer   Yes

> Disclaimer: The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA has triggers

involving PWTD among external selections for the following (Table B8-1): a) Executives - QEA – The Qualified External Applicants is 4.02% and the External Selections is 0% b) Managers – QEA – The Qualified External Applicants is 4.99% and the External Selections is 3.92% c) Supervisors – QEA - The Qualified External Applicants is 7.59% and the External Selections is 1.80%

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

FEMA has met this benchmark.

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

   a. Voluntary Separations (PWD)   Answer   Yes

   b. Involuntary Separations (PWD)   Answer   Yes

FEMA has triggers involving PWD among the following separations (Table B1): a) Voluntary Separations – Persons with no Disabilities is 4.09% and Persons with Disabilities is 4.20% b) Involuntary Separations - Persons with no Disabilities is 3.92% and Persons with Disabilities is 5.81%

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	16	0.15	0.06
Permanent Workforce: Resignation	77	0.74	0.30
Permanent Workforce: Retirement	127	0.87	0.56
Permanent Workforce: Other Separations	200	2.08	0.75
Permanent Workforce: Total Separations	420	3.84	1.66

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

FEMA has no triggers involving PWTD among separations (Table B1):

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Removal	16	0.00	0.08
Permanent Workforce: Resignation	77	0.72	0.36
Permanent Workforce: Retirement	127	0.48	0.61
Permanent Workforce: Other Separations	200	0.96	0.95
Permanent Workforce: Total Separations	420	2.16	1.99

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.

FEMA encourages all employees to complete the Department of Homeland Security's Exit Survey when leaving the agency. In FY20, FEMA did not assess exit interview results and other data sources for triggers.

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.fema.gov/about/offices/equal-rights/accessibility https://training.fema.gov/devres/508.aspx

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.

FEMA is in the process of revamping the Public facing website and will include this information.

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.

With the increased use of virtual platforms for employees to attend meetings, trainings, and other FEMA events, OER has worked with OCIO to ensure accessibility of these platforms. For all meetings, trainings and events hosted in ZOOM or Adobe Connect, OER is able to provide virtual interpreting or captioning services through existing service contracts. OER will be providing virtual interpreting services in MS Teams in FY21. By providing these services, employees who are deaf or hard of hearing are able to actively participate in their normal day to day meetings, training and other events without accessibility issues.

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.)

During FY20, reasonable accommodation requests were processed in an average timeframe of 47 days

2.

Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

> The Office of Equal Rights provides funding for reasonable accommodations which does not impact individual office budgets and therefore, promotes the timely processing of RA cases. Supervisors and managers receive mandatory training as part of a Trilogy Training, which includes EEO laws and rules.

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.

> FEMA is in the process of updating its reasonable accommodation policy manual to include information on Personal Assistance Services. Currently FEMA allows employees with disabilities who travel for work purposes to bring a companion with them through invitational travel to assist with activities of daily living while on travel.

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   Yes

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.

> Component 462 FEMA reached settlement agreements for three complaints alleging harassment based on the rehab act. The corrective action(s) follows: 1) one received training; (2) a second received reassignment; (3) the third received equipment and reassignment

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.

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?

<div align="center">Answer   No</div>

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

<div align="center">Answer   No</div>

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 - B1
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?	PWD and PWTD among the new hires for any of the mission-critical occupations (MCO)
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
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**
	N/A Barriers need to be identified	N/A Barriers need to be identified

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
02/29/2020	09/30/2021	No			Increase the hiring of PWD and PWTD into Mission Critical Occupations (0089, 0391, 0343, 1712)

Responsible Official(s)

Title	Name	Standards Address The Plan?
OCCHCO	Pharren Crawford	No
Equal Employment Specialist	Lisa Kosh	No

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Conduct a barrier analysis to identify the barrier for PWD and PWTD new hires in the permanent workforce and MCOs.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishment

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
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?	PWD and PWTD among internal employees promoted to any of the mission-critical occupations (MCO)

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

Barrier Analysis Process Completed?:	N
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**
	N/A Barriers Need to be identified	N/A Barriers need to be identified

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
02/29/2020	12/31/2021	No			Increase internal promotions of PWD and PWTD into Mission Critical Occupations (0343, 2210, 0089, 0301, 0391)

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
OCCHCO	Pharren Crawford	No
Equal Employment Specialist	Lisa Kosh	No

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2021	Conduct a barrier analysis to identify the barrier for internal PWD and PWTD in the permanent workforce promoted in MCOs.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
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?	PWD and PWTD receiving time-off awards, bonuses, or other incentives at a lower rate than employees without disabilities.

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

Barrier Analysis Process Completed?:	N
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**
	N/A Barriers need to be identified	N/A Barriers need to be identified

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
02/29/2020	12/31/2021	No			Increase the rate of PWD and PWTDs receiving time-off awards, bonuses or other incentives (Time-off awards, cash awards, quality step increase; and performance-based pay increase)

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Equal Employment Specialist	Lisa Kosh	No
Talent Recruiter	Pharren Crawford	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2021	Conduct a barrier analysis to determine the barriers to PWD/PWTD receiving awards.	Yes		

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2021	Review FEMA training on performance management to identify areas to provide awareness about PWD/PWTDs and reasonable accommodations to allow employees to perform essential functions of their job.	Yes		
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
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?	Promotions of PWD and PWTDs among the qualified internal and external selectees to the senior grade levels

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

Barrier Analysis Process Completed?:	N
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**
	N/A Barriers need to be identified	N/A Barriers need to be identified

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
02/29/2020	09/30/2021	Yes			Increase the promotions of PWD and PWTDs among the qualified internal and external selectees to the senior grade levels.

Responsible Official(s)

Title	Name	Standards Address The Plan?
OCCHCO	Pharren Crawford	Yes
Equal Employment Specialist	Lisa Kosh	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Conduct a barrier analysis to identify the barriers for promotions PWD/PWTDs in senior grade level positions.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishment

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
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?	Rate of PWD among involuntary and voluntary separations exceed that of persons without disabilities.

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

Barrier Analysis Process Completed?:	N
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**
	N/A Barriers need to be identified	N/A Barriers need to be identified

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
02/29/2020	12/31/2021	Yes			Determine the factors contributing to the separations of PWD and PWTDs at FEMA.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
OCCHCO	Pharren Crawford	Yes
Equal Employment Specialist	Lisa Kosh	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2021	Conduct a barrier analysis to identify the barriers for PWD and PWTD retention.	Yes		
09/30/2021	Review the exit survey data to determine the reasons for PWD/PWTD separations.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2020	Provide specific questions on exit survey to assist with determining the factors contributing to separations by PWD and PWTDs.

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

N/A

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

N/A

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

N/A