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. In CRCL-provided tables, is tabulated below the B4-1Per table. If using local data, you will need to manually tabulate to collapse pay grades.

*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. In CRCL-provided tables, is tabulated below the B4-1Per table. If using local data, you will need to manually tabulate to collapse pay grades.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	336	110	32.74	14	4.17
Grades GS-11 to SES	4367	1308	29.95	112	2.56

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

> Through various presentations and discussions made by the OER Director, Disability Program Manager, Selective Placement Coordinator, the agency has made clear its commitment to meeting the numerical goals set forth under Section 501; 12% and 2% for PWD and PWTD, respectively. This information was provided in outreach meetings with Executive Officers, HR staff and hiring managers, as well as HR Liaison Group and Employee Resource Groups (ERG).

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

FEMA OER has an appropriate level of staff in the disability unit reasonable accommodation program and for ABA compliance. FEMA OCHCO has dedicated staff for the selective service placement program coordinator role and helps FEMA meet hiring objectives and enculturates the use of special hiring authorities for PWD and PWTD across FEMA.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	5	0	0	kevin.perkins@fema.dhs.go
Special Emphasis Program for PWD and PWTD	1	0	0	kevin.perkins@fema.dhs.go
Section 508 Compliance	1	0	0	janice.fenlason@fema.dhs.g
Processing applications from PWD and PWTD	1	0	1	Christopher Pugh Selective Placement Program Coordinator chris.pugh@fema.dhs.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	21	Christopher Pugh Selective Placement Coordinator chris.pugh@fema.dhs.gov
Architectural Barriers Act Compliance	1	0	0	Alejandro.ortiz@fema.dhs.g

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

OER disability unit staff participate in yearly NELI ADA & FMLA compliance update training. All staff are provided one training per quarter on a disability topic, trainings include section 508, DHS accessibility case management system, DHS disability etiquette, and telework as an accommodation. FEMA will ensure the availability of disability specific training to enhance full comprehension of disability law and procedural elements in accordance with Rehabilitation Act and EEOC Enforcement Guidance. The Disability Unit will participate in DHS CRCL sponsored trainings that target development of EEO practitioners within the disability

programming. And also implement programmed training directly related to FEMA policy, procedure and practice to achieve a continuous systemic approach in the process of reasonable accommodation, particularly related to field and disaster environments.

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 reasonable accommodation program is provided by OER. OER has a consistent process for budget planning and execution with the OCFO.

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	Improve the timeliness of processing accommodation requests through hiring		
Target Date	Sep 30, 2023		
Completion Date			
	Target Date	*Completion Date*	*Planned Activity*
Planned Activities	Sep 30, 2022	September 30, 2022	Develop Standard Operating Procedures (SOPs) to document processes for efficiency, effectiveness and uniformity
	Sep 30, 2023		Hire three (3) and detail at least five (5) individuals to resolve a current backlog of RA requests
	Fiscal Year	*Accomplishment*	
Accomplishments	2022	Developed SOPs to document processes for efficiency, effectiveness and uniformity for new hires and current staff to reference	

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.

FEMA utilizes multiple strategies to recruit qualified applicants with disabilities and targeted disabilities via hiring authorities that take disability into account, including: · The Workforce Recruitment Program (WRP) – A recruitment and referral program that connects federal and private sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer or permanent jobs. · The OPM USA Staffing Agency Talent Portal (ATP) – A database of Schedule A applicants that PSB uses to conduct candidate sourcing upon request. · Noncompetitive Applicant Pool – OCHCO/TRAD/PSB maintains a repository of noncompetitive applicants who have applied to FEMA vacancies. These applicants will be prequalified for a select group of occupations, and PSB uses this tool as a resource for noncompetitive candidate sourcing. · Career Fairs – PSB participated in the Gallaudet University Career Fair, where recruiters shared information on FEMA job opportunities, internship 0pportunities, including the Pathways Program. · Local

Universities – PSB developed an email distribution list for a variety of local universities with a focus on providing outreach to university Disability Office contacts. We also continue to recommend to unsolicited Schedule A applicants to upload their resume and documentation to USA Jobs to increase exposure to DHS agency wide employment. We recommend that the applicants use the OPM Resume Builder to ensure that their resume is in a federal format. Furthermore, we encourage applicants to make their resumes searchable, other agencies can review their resume and increase the opportunity of getting a job.

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

FEMA uses several hiring authorities that take disability into account to recruit PWD and PWTD for positions in the permanent workforce, including the Schedule A hiring authority for individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities, as set forth at 5 CFR 213.3102(u); the Veterans' Recruitment Appointment authority, as set forth at 5 CFR part 307; and the 30% or More Disabled Veteran authority, as set forth at 5 CFR 316.302(b)(4), 316.402(b)(4). FEMA includes language in vacancy announcements encouraging individuals with disabilities to apply for jobs using the Schedule A excepted service hiring authority. Personnel strategies and practices also include rules related to hiring veterans with disabilities. FEMA has developed comprehensive policies governing Schedule A for people with disabilities and promotes the use of Schedule A via Strategic Recruitment Consultation meetings which consist of Program Office representatives. OCHCO also gave presentations to HR Liaisons and other administrative staff to convey to managers, as staff leverages those groups.

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.

OCHCO continues to regularly engage in recruitment and outreach activities with job seekers with disabilities and hiring managers seeking talent sourcing for candidates. OCHCO will determine qualifications based on the individuals resume and confirm their Schedule A certification letter was drafted by the medical professional or state sponsored agency that signed their letter.

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 on the use of special hiring authorities to hire qualified individuals under Schedule A and through WRP programs to meet the 12% and 2% goals set by EEOC. The training included laws, regulations, policies, and executive mandates that ensure people with disability are inclusive to the FEMA workplace.

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 FY 2022, OCHCO established new relationships with disability organizations such as: Bender Virtual Career Fair, Maryland Division of Rehabilitation Services (DORS), and the Division of Rehabilitative Services in Alexandria, VA. The agency continues partnerships with the Workforce Recruitment Program, Gallaudet University, Virginia, DC Vocational Rehab Offices, and the EOP STEM Diversity Career Expo.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

       a. New Hires for Permanent Workforce (PWD)   Answer   No

       b. New Hires for Permanent Workforce (PWTD)   Answer   No

Table B1.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	1674	78.26	0.00	35.07	0.00
% of Qualified Applicants	778	77.76	0.00	30.59	0.00
% of New Hires	47	68.09	0.00	25.53	0.00

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

       a. New Hires for MCO (PWD)   Answer   No

       b. New Hires for MCO (PWTD)   Answer   No

Table B6.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0089 EMERGENCY MANAGEMENT	20	70.00	25.00
0301 MISCELLANEOUS ADMINISTRATION	10	70.00	30.00
0343 MANAGEMENT PROGRAM ANALYSIS	9	66.67	22.22
0391 TELECOMMUNICATIONS	0	0.00	0.00
0501 FINANCIAL ADMINISTRATION & PROGRAM	1	0.00	0.00
1102 CONTRACTING	2	50.00	50.00
1712 TRAINING INSTRUCTION	0	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	5	80.00	20.00

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

       a. Qualified Applicants for MCO (PWD)   Answer   No

  b. Qualified Applicants for MCO (PWTD)   Answer   No

Table B6.

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

  a. Promotions for MCO (PWD)   Answer   No

  b. Promotions for MCO (PWTD)   Answer   No

Table B6.

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 yearlong 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 Human Capital Officer (OCHCO), the Learning, Engagement and Diversity (LEAD) Division 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. LEAD provides a variety of supervisory and leadership development opportunities within a tiered progression framework and single competency-based learning programs/courses. LEAD supports one of the 2022-2026 FEMA Strategic Plan, Objective 1.1 to cultivate a FEMA that prioritizes and harnesses a diverse workforce. LEAD 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 LEAD'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	330	46	14.0	11.0	0.0	0.0
Mentoring Programs	115	89	83.0	71.0	4.0	3.0
Training Programs	785	601	88.0	89.0	4.0	3.0
Fellowship Programs	12	6	0.0	0.0	0.0	0.0
Coaching Programs	0	0	0.0	0.0	0.0	0.0
Detail Programs	0	0	0.0	0.0	0.0	0.0
Other Career Development Programs	0	0	0.0	0.0	0.0	0.0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. Applicants (PWD)   Answer   No

      b. Selections (PWD)   Answer   No

Tables B7 and B8.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. Applicants (PWTD)   Answer   No

      b. Selections (PWTD)   Answer   No

Tables B7 and B8.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

      a. Awards, Bonuses, & Incentives (PWD)   Answer   No

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

Table B9.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

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

      a. Pay Increases (PWD)   Answer   No

      b. Pay Increases (PWTD)   Answer   No

Table B9.

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

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

      a. Other Types of Recognition (PWD)   Answer   N/A

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

This information is currently not included in data tables.

D. PROMOTIONS

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

      a. SES

         i. Qualified Internal Applicants (PWD)   Answer   No

         ii. Internal Selections (PWD)   Answer   No

      b. Grade GS-15

         i. Qualified Internal Applicants (PWD)   Answer   No

         ii. Internal Selections (PWD)   Answer   No

      c. Grade GS-14

         i. Qualified Internal Applicants (PWD)   Answer   No

ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

Table B7-1.

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	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

Table B7-1 .

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	No
b. New Hires to GS-15 (PWD)	Answer	No
c. New Hires to GS-14 (PWD)	Answer	No
d. New Hires to GS-13 (PWD)	Answer	No

Table B7-1 .

4.

Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)		Answer	No
b. New Hires to GS-15 (PWTD)		Answer	No
c. New Hires to GS-14 (PWTD)		Answer	No
d. New Hires to GS-13 (PWTD)		Answer	No

Table B7-1.

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	N/A
ii. Internal Selections (PWD)		Answer	N/A

    b. Managers

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

    c. Supervisors

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

Table B8. We note that the HR data systems do not track employee level categories as asked for by this question.

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	N/A
ii. Internal Selections (PWTD)		Answer	N/A

    b. Managers

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

    c. Supervisors

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

      ii. Internal Selections (PWTD)   Answer   N/A

Table B8. We note that the HR data systems do not track employee level categories as asked for by this question.

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

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

      b. New Hires for Managers (PWD)   Answer   N/A

      c. New Hires for Supervisors (PWD)   Answer   N/A

Table B8. We note that the HR data systems do not track employee level categories as asked for by this question.

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

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

      b. New Hires for Managers (PWTD)   Answer   N/A

      c. New Hires for Supervisors (PWTD)   Answer   N/A

Table B8. We note that the HR data systems do not track employee level categories as asked for by this question.

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   Yes

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

      a.Voluntary Separations (PWD)   Answer   No

      b.Involuntary Separations (PWD)   Answer   No

Table B1.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.05	0.03
Permanent Workforce: Resignation	103	1.02	0.35
Permanent Workforce: Retirement	187	1.42	0.72
Permanent Workforce: Other Separations	194	1.52	0.74
Permanent Workforce: Total Separations	491	4.01	1.84

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

        a. Voluntary Separations (PWTD)   Answer   No

        b. Involuntary Separations (PWTD)   Answer   No

Table B1.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.00	0.03
Permanent Workforce: Resignation	103	0.67	0.46
Permanent Workforce: Retirement	187	1.33	0.83
Permanent Workforce: Other Separations	194	1.56	0.86
Permanent Workforce: Total Separations	491	3.56	2.19

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.fema.gov/about/offices/information-technology/section-508

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

https://www.fema.gov/about/offices/equal-rights/accessibility

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.

FEMA will continue to refine the process to providing accommodations in the field environment for both employees and reservists by streamlining the process with advance provision of reasonable accommodation requests. FEMA will undertake a survey of the workforce to ensure an accurate representation of PWD within its workforce.

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 FY22, reasonable accommodation requests were processed in an average timeframe of 72 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.

Updated policy implemented in January 2022 with significant procedural modifications and guidance. Over 600 managers, supervisors and employees trained through multiple venues.

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.

There were three PAS requests that were fulfilled in 1-10 days, as the employee's provided their own personal care attendants.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer   No

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

Answer   No

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

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?

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

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?

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

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

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