

	Garrison Supervisors/Leaders		N
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE: Increase Retention Rates of Garrison Permanent Workforce.			
Target Date (M/D/Y)	Planned Activities	Modified Date (M/D/Y)	Completion Date (M/D/Y)
Every October	Mid-Year Progress Review		
Every April	Annual Appraisal		
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE			

Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Individuals with Disabilities

MD-715 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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To capture agencies' affirmative action plans for PWD and PWTD, EEOC regulations (29 CFR. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

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 reportable and targeted disabilities in the Federal Government.

- 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) (13.15%)	Yes		No	X
b. Cluster GS-11 to SES (PWD) (23.48%)	Yes		No	X

In **Section I.1**, agencies should examine whether triggers exist for PWD in two grade level clusters: GS-1 to GS-10 and GS-11 to SES. Agencies should use the goal of 12% as the benchmark. For agencies with other pay plans, please use the approximate grade clusters that are above or below GS -11 Step 1 in the Washington, DC metropolitan region.

- Choose "Yes," if the percentage of PWD in either grade level cluster falls below the goal. Then, describe the trigger in the text box.
 - Choose "No," if the percentage of PWD in either grade level cluster exceeds the goal.
- 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 (PTWD)	Yes		No	X
b. Cluster GS-11 to SES (PTWD)	Yes		No	X

In **Section I.2**, agencies should examine whether triggers exist for PWTW in two grade level clusters: GS-1 to GS-10 and GS-11 to SES. Agencies should use the goal of 2% as the benchmark. For agencies with other pay plans, please use the approximate grade clusters that are above or below GS -11 Step 1 in the Washington, DC metropolitan region.

- Choose “Yes,” if the percentage of PWTW in either grade level cluster falls below the goal. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of PWTW in either grade level cluster exceeds the goal.

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

In **Section I.3**, describe the steps taken by the agency to notify hiring managers and other personnel involved in the hiring process about the agency’s commitment to achieving the numerical goals for PWD and PWTW. The response to this question may include the following:

- Memoranda from the agency head to hiring managers about the goals; and
- A letter from the Chief Human Capital Officer to staff about strategies to achieve the goals.

Section II: Model Disability Program

Pursuant to 29 CFR. §1614.203(d)(1), agencies must ensure sufficient staff, training, and resources to recruit and hire Individuals with Disabilities and Individuals 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.

Yes	X	No	
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In **Section II.A.1**, assess whether the disability program has the necessary personnel resources to implement the requirements set forth in 29 C.F.R. § 1614.203. Please note that the response should not be limited to EEO staff or disability program staff because various offices, including Human Resources, Diversity and Inclusion, and Information and Technology, may be involved in implementing the plan.

- Choose “Yes,” if the agency has designated sufficient qualified personnel.
- Choose “No,” if the agency has not designated sufficient qualified personnel. Then, describe the agency’s plan to improve the staffing.

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 applications from PWD and PWTD	1			Melverlynn Hull EEO Specialist Fort Meade MD, Melverlynn.s.hull.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account	1			Melverlynn Hull EEO Specialist Fort Meade MD, Melverlynn.s.hull.civ@army.mil
Processing RA requests from applicants and employees	1			Melverlynn Hull EEO Specialist Fort Meade MD, Melverlynn.s.hull.civ@army.mil
Section 508 Compliance	1			Maria Gina Rodriguez, EEO Specialist, Fort Meade MD, Mariagina.rodriguez.civ@army.mil
Architectural Barriers Act (ABA) Compliance	1			Melverlynn Hull EEO Specialist Fort Meade MD, Melverlynn.s.hull.civ@army.mil
Special Emphasis Program (SEP) for PWD/PWTD	1			Maria Gina Rodriguez, EEO Specialist, Fort Meade MD, Mariagina.rodriguez.civ@army.mil

In Section II.A.2, complete the table by identifying all staff responsible for implementing the agency’s disability employment program. Agencies should complete Section A as follows:

- *In column 2, provide the number of staff assigned to each task based on their employment status in the disability program: full-time; part-time; or collateral duty.*
- *In column 3, list the name title, office, and email address for the staff person who is responsible for overseeing the task.*

Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If yes, describe the training that disability program staff have received. If no, describe the training planned for the upcoming year.

Yes	X	No	
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In **Section II.A.3**, EEOC regulations and MD-715 require agencies to provide sufficient training to its disability program staff so they can successfully implement the agency’s Affirmative Action Plan. For example, the Disability Program Manager (DPM) should be participating in the barrier analysis process; however, the lack of barrier analysis training could impede the DPM from performing that task.

- Choose “Yes,” if the agency has provided sufficient training to disability program staff. Then, describe the training provided to disability program staff.
- Choose “No,” if the agency has not provided sufficient training to disability program staff. Then, describe the agency’s plan to provide sufficient training.

B. Plan to Ensure Sufficient Funding for the Disability Program

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If no, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Yes	X	No	
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In **Section II.B**, agencies must answer whether the disability program has sufficient funding and resources to implement the agency’s Affirmative Action Plan. The agency’s response should not be limited to EEO staff or disability program staff, because various offices, including Human Resources, Diversity and Inclusion, and Information and Technology, may be involved in implementing the plan. As such, the response should discuss the steps taken to provide training and resources for all employees who are responsible for the tasks identified in Section II.A.2.

- Choose “Yes,” if the agency has provided sufficient funding to the disability program.
- Choose “No,” if the agency has not provided sufficient funding to disability program staff. Then, describe the agency’s plan to ensure sufficient funding and resources over the next fiscal year.

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. Plan to Identify Job Applicants with Disabilities

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.
 - This FY23, as Affirmative Action Plan Manager for FGGM EEO, I successfully completed the Workforce Recruitment Program (WRP) Training. As a result, I was awarded Recruiter access to their database of highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities. I selected 8 potential candidates to work in the EEO Office. However, due to unforeseen circumstances we were not able hire this FY23.
 - Moving forward in FY24, FGGM EEO Office is planning on hiring a WRP candidate to fill an Administrative Assistant position providing valuable day-to-day work.

In Section III.A.1, describe the methods used to recruit PWD and PWTD as well as the outcomes of these efforts. In particular, the narrative should address the following topics:

- Action items designed to ensure that qualified PWD and PWTD are aware of existing vacancies and encouraged to apply for them;
 - Targeted recruitment initiatives to increase the number of qualified applicants with disabilities, particularly for the mission-critical occupations;
 - The use of hiring authorities that take disability into account; and
 - The use of internship programs, such as the Workforce Recruitment Program, the Wounded Warrior Program, the Non-Paid Work Experience Program, and the Pathways Program.
2. Pursuant to 29 CFR. § 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.

In **Section III.A.2**, agencies are asked whether they utilize hiring authorities that take disability into account to recruit and select PWD and PWTD for positions in the permanent workforce. The term, hiring authorities that take disability into account, means a hiring authority that permits an agency to consider disability status during the hiring process (e.g., Schedule A hiring authority for persons with certain disabilities, Veterans' Recruitment Appointment authority, 30% or More Disabled Veteran authority).

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

In **Section III.A.3**, discuss the agency's hiring process as it relates to applicants who are eligible for appointment under a hiring authority that takes disability into account:

- FGGM CPAC adheres to the OPM Guideline on hiring under Special Authorities such as Sch. A as found in <https://www.opm.gov/policy-data-oversight/hiring-information/hiring-authorities>

3. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If yes, describe the type(s) of training and frequency. If no, describe the agency’s plan to provide this training.

Yes	X	No		N/a	
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Currently DHR doesn't provide regular training on any specific hiring related topics and are not staffed to do so. On occasion, HR sends email information on WRP Program to all Supervisors and Hiring Managers. The Workforce Recruitment Program (WRP) is 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). CPAC offers Supervisory course which covers information on Disability/Schedule A hiring authorities. This course is not mandatory and is only offered a few times per year

In **Section II.A.4**, agencies must answer whether they have provided training to all hiring managers on the use of hiring authorities that take disability into account. See 29 C.F.R. §§ 1614.203(d)(1)(i)(A); 1614.203(d)(7)(ii)(C). Examples of training for hiring managers on hiring authorities that take disability into account include: OPM’s Roadmap to Success: Hiring, Retaining and Including People with Disabilities; Veteran Employment Training; and other agency specific training on hiring authorities,

- Choose “Yes,” if the agency has trained all of its hiring managers on the hiring authorities that take disability into account. Then, describe the type of training and frequency in the text box.
- Choose “No,” if the agency has not trained all of its hiring managers on the hiring authorities that take disability into account. Then, describe the agency’s plan to provide the training.
- Choose “N/A,” if the agency cannot utilize hiring authorities that take disability into account.

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 **Section III.B**, describe the agency’s efforts to establish and maintain contacts with disability employment organizations and the outcomes of these efforts See 29 C.F.R. § 1614.203(d)(1)(i)(B). Agencies that have not established contacts with disability organizations should explain why it has not done so. Examples of disability employment organizations include American Job Centers; State Vocational Rehabilitation Agencies; Veteran’s Vocational Rehabilitation and Employment Program; Centers for Independent Living; and Employment Networks.

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 or PWTD among the new hires in the permanent workforce? If yes, describe the triggers below.

a. New Hires for Permanent Workforce (PWD) 5 (14.29%)	Yes		No	X
b. New Hires for Permanent Workforce (PTWD) 4 (11.43%)	Yes		No	X

In **Section III.C.1**, examine the applicant flow data for new hires in the permanent workforce to determine whether triggers exist for the qualified applicants and/or new hires. The benchmark is the goals of 12% for PWD and 2% for PWTD.

- Choose “Yes,” if the percentage of qualified applicants and/or new hires in the permanent workforce falls below the goal. Then, describe the trigger in the text box.

- Choose “No,” if the percentage of qualified applicants and/or new hires in the permanent workforce exceeds the goal.

2. Using the **qualified external applicant pool** (2.77%) as the benchmark, do triggers exist for PWD/PWTD among the new hires for any of the MCOs? If yes, describe the triggers below.

a. New Hires for MCO (PWD) Series 0511 (Auditing) (0.0 %)	Yes	X	No	
b. New Hires for MCO (PTWD) Series 0511 (Auditing) (0.0%)	Yes	X	No	
<p>Trigger: There are 3 vacancy announcements for this job series. PWD applicants reported (.54% vs 2.77%) and PWTD applicants reported (.54% vs 2.77%). Both workforce groups received referrals for the MCO Series 0511 Financial Mgmt. position. However, neither of PWD and PWTD applicants were selected. A glass wall barrier may exist. Further evaluations are required to determine if this type of barrier is occurring.</p>				

In **Section III.C.2**, use the qualified applicant pool as the benchmark to examine the external applicant flow data for new hires to mission-critical occupations in Table B7P. A glass wall barrier may exist for PWD and/or PWTD if they are unable to obtain employment in any of the agency’s mission-critical occupations.

- Choose “Yes,” if the percentage of qualified external applicants and/or new hires falls below the benchmark. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of qualified external applicants and/or new hires exceeds the benchmark.

3. Using the **relevant applicant (0.00%) pool** as the benchmark, do triggers exist for PWD/PWTD among the **qualified internal applicants** for any of the MCOs? If yes, describe the triggers below.

a. Qualified Applicants for MCO (PWD) Series 0511 (Auditing) 0.00%	Yes	X	No	
b. Qualified Applicants for MCO (PTWD) Series 0511 (Auditing) 0.00%	Yes	X	No	
<p>Trigger: There is 1 vacancy announcement for Job Series (0511). Qualified PWD and PWTD internal applicants are reporting at 0.00% in categories namely: Internal Applicants, Qualified Internal Applicants, Referred Applicants, and Internal Selections. Under this MCO, PWD and PWTD are not submitting employment applications for considerations. A lack of skill set training opportunities might exist as a barrier for PWD and PWTD who are seeking a career in Financial Mgmt. Further evaluations are required to determine if this type of barrier is occurring.</p>				

In **Section III.C.3**, use the relevant applicant pool as the benchmark to examine the qualified internal applicants for promotions to mission-critical occupations in Table B9P. A glass wall barrier may exist for PWD and/or PWTD if they are unable to obtain employment in any of the agency’s mission-critical occupations.

- Choose “Yes,” if the percentage of qualified internal applicants falls below the benchmark. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of qualified internal applicants exceeds the benchmark.

4. Using the **qualified workforce pool** Job Series (0201) Human Resources as the benchmark (PWD 10.00%) and PWTD (2.50%), do triggers exist for PWD/PWTD among employees promoted to any of the MCOs? If yes, describe the triggers below.

a. Promotions for MCO (PWD) 0.00%	Yes	X	No	
b. Promotions for MCO (PTWD) 0.00%	Yes	X	No	
<p>Trigger: There are 3 vacancy announcements for Job Series (0201). PWD internal applicants reported (11.76% vs 10.00%) participation rate and PWTD internal applicants reported (3.92% vs 2.50%) participation rate. Both workforces received referrals for the job series, however neither group applicants were selected for the position. A glass wall barrier may exist. Further evaluations are required to determine if this type of barrier is occurring.</p>				

In **Section III.C.4**, use the qualified applicant pool as the benchmark to examine promotions to mission-critical occupations in Table B9P. A glass wall barrier may exist for PWD and/or PWTD if they are unable to obtain employment in any of the agency’s mission-critical occupations.

- Choose “Yes,” if the percentage of selections for promotion falls below the benchmark. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of selections for promotion exceeds the benchmark.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 CFR §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 and PWTB have sufficient opportunities for advancement.

In Section IV.A, describe the agency's efforts to establish an Advancement Program Plan and provide the outcomes of these efforts. The response should provide the participation rates of PWD and PWTB in the existing advancement programs. Examples of advancement programs include:

- Leadership development programs (e.g., pre-supervisory training);
- Formal mentoring programs for employees with disabilities;
- Training opportunities;
- Apprenticeship programs;
- On-the-Job training opportunities;
- Schedule A usage for internal promotions; and

B. Career Development Opportunities

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

In **Section IV.B.1**, describe the career development opportunities that require competition and/or supervisory recommendation/approval to participate. However, please note that participants would still need to compete for a promotion after they complete the training. Tables B6, B7, and B8 contain data concerning career development opportunities for the mission-critical occupations, senior grade levels, and management positions. Examples of career development opportunities include:

- President's Management Council Interagency Rotation Program;
- SES Candidate Development Programs;
- Details or rotational assignments;
- Coaching or mentoring programs; and
- Internship or fellowship programs.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

In **Section IV.B.2**, agencies must complete the table beginning with the FY 2023 MD-715 report, which is Final Draft is due on December 6, 2023. The table includes data concerning the career development opportunities that require competition and/or supervisory recommendation/approval to participate. Please use the following definitions for each type of career development program:

- Internship Programs – provides students in high schools, colleges, trade schools, and other qualifying educational institutions with paid and unpaid opportunities to work in agencies and explore federal careers while completing their education. For more information, see OPM's website at <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>.

- Fellowship Programs – a sub-specialty training program that allows individuals to study and gain experience into a particular field of study. For example, OPM offers the Presidential Management Fellows Program, which is a leadership development program at the entry-level for advanced degree candidates. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>.
- Mentoring Program – a process that focuses specifically on providing guidance, direction, and career advice, which will enable individuals to achieve their full potential. Agencies can establish formal or informal mentoring programs. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Mentoring>.
- Coaching Programs – a process that maximizes people’s potential by working on their perceptions, self-confidence, and creative drive. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Coaching>.
- Career Development Programs – training for promotion or placement in other positions, including SES candidate development programs. For more information, please review 5 C.F.R. §§ 410.307; 410.312.
- Detail Programs – a process that allows employees to receive a temporary reassignment which exposes them to challenges or otherwise expands their capacity to serve.

Agencies with second level reporting components can report career development programs separately depending on where they are housed. For those programs housed at the department level, the parent agency should report those programs. For programs housed in the second level reporting components, each component should separately report their programs.

Career Development Opportunities	Total Participants (#)		PWD (%)		PWTD (%)	
	Applicants	Selectees	Applicants	Selectees	Applicants	Selectees
Internship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0

EEO Office is earmarked for 2 participants for Fellowship Programs for FY24

C. Awards

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

a. Awards, Bonuses, & Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, & Incentives (PTWD)	Yes		No	X

In **Section IV.C.1**, using the inclusion rate as the benchmark, agencies should compare the percentage of PWD and/or PWTD who received time-off awards, bonuses, and other incentives to the benchmark.

- Choose “Yes,” if the percentage of PWD and/or PWTD who received time-off awards, bonuses, and other incentives falls below the benchmark. Then, describe the trigger in the text box.

- Choose “No,” if the percentage of PWD and/or PWTD who received time-off awards, bonuses, and other incentives exceeds the benchmark.

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

a. Pay Increases (PWD)	Yes		No	X
b. Pay Increases (PTWD)	Yes		No	X

In **Section IV.C.2**, using the inclusion rate as the benchmark, agencies should compare the percentage of PWD and/or PWTD who received pay increases to the benchmark.

- Choose “Yes,” if the percentage of PWD and/or PWTD who received pay increases falls below the benchmark. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of PWD and/or PWTD who received pay increases exceeds the benchmark.

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

a. Other Types of Recognition (PWD)	Yes		No		N/A	X
b. Other Types of Recognition (PTWD)	Yes		No		N/A	X

In **Section IV.C.3**, agencies should use the inclusion rate as the benchmark to examine their employee recognition program. Agencies should compare the percentage of PWD and/or PWTD who received other types of recognition to the benchmark.

- Choose “Yes,” if the percentage of PWD and/or PWTD who received other types of recognition falls below the benchmark. Then, describe the trigger in the text box.
- Choose “No,” if the percentage of PWD and/or PWTD who received other types of recognition exceeds the benchmark.

Promotions

In Section IV.D.1, examine the applicant flow data in each of the senior grade levels for triggers involving PWD. The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees. Using the benchmarks, compare the percentage of PWD among qualified internal applicants and promotions in each of the senior grade levels to the benchmark.

In Section IV.D.2, examine the applicant flow data in each of the senior grade levels for triggers involving PWTD. The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees. Using the benchmarks, compare the percentage of PWTD among qualified internal applicants and promotions in each of the senior grade levels to the benchmark.

Section IV.D.3, examine the applicant flow data in each of the senior grade levels for triggers involving PWD. Using the qualified applicant pool as the benchmark, compare the percentage of PWD among qualified external applicants and new hires in each of the senior grade levels to the benchmark.

In Section IV.D.4, examine the applicant flow data in each of the senior grade levels for triggers involving PWTD. Using the qualified applicant pool as the benchmark, compare the percentage of PWTD among qualified external applicants and new hires in each of the senior grade levels to the benchmark.

In Section IV.D.5, identify the percentage of PWD among the qualified internal applicants and selectees for promotion to each of the supervisory levels. The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees. Using the benchmarks, compare the percentage of PWD among the qualified internal applicants and selectees for promotion to the benchmark in each of the supervisory levels.

In Section IV.D.6, identify the percentage of PWTD among the qualified internal applicants and selectees for promotion to each of the supervisory levels. The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees. Using the benchmarks, compare the percentage of PWTD among the qualified internal applicants and selectees for promotion to the benchmark in each of the supervisory levels.

In Section IV.D.7, identify the percentage of PWD among the selectees for new hires to each of the supervisory levels. Using the qualified applicant pool as the benchmark, compare the percentage of PWD among the selectees for new hires to the benchmark in each of the supervisory levels.

In Section IV.D.5, identify the percentage of PWTD among the selectees for new hires to each of the supervisory levels. Using the qualified applicant pool as the benchmark, compare the percentage of PWTD among the selectees for new hires to the benchmark in each of the supervisory levels.

****No Applicant Pool Data available from MD715 Reporter for use as a benchmark for FY23****

Section V: Plan to Improve Retention of Individuals with Disabilities

To be a model employer for Individuals with Disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. Voluntary and Involuntary Separations

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR. § 213.3102(u)(6)(i))? If no, please explain why the agency did not convert all eligible Schedule A employees.

Yes		No	X
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In Section V.A.1, assess whether the agency has converted all eligible Schedule A employees with disabilities to the competitive service after two years of satisfactory performance.

- Choose “Yes,” if the agency has converted all eligible Schedule A employees with disabilities.
 - Choose “No,” if the agency has not converted all eligible Schedule A employees with disabilities. Then, explain the agency’s plan to establish a process to convert eligible Schedule A employees.
 - Choose “N/A,” if the agency does not employ any Schedule A individuals with disabilities.
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 trigger below.

a. Voluntary Separations (PWD)	Yes		No	X
b. Involuntary Separations (PWD)	Yes		No	X

In Section V.A.2, identify the percentage of PWD who separated from the permanent workforce, both voluntarily and involuntarily. Using the inclusion rate as the benchmark, compare the percentage of PWD who voluntarily and involuntarily separated from the permanent workforce to the corresponding rate of persons without disabilities.

- Choose “Yes,” if the inclusion rate of PWD who voluntarily and/or involuntarily separated from the permanent workforce is higher than that of persons without disabilities. Then, describe the trigger(s) in the text box.
 - Choose “No,” if the inclusion rate of PWD who voluntarily and/or involuntarily separated from the permanent workforce is lower than that of persons without disabilities.
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 trigger below.

a. Voluntary Separations (PWTD)	Yes		No	X
b. Involuntary Separations (PWTD)	Yes		No	X

In Section V.A.3, identify the percentage of PWTD who separated from the permanent workforce, both voluntarily and involuntarily. Using the inclusion rate as the benchmark, compare the percentage of PWTD who voluntarily and involuntarily separated from the permanent workforce to the corresponding rate of persons without disabilities.

- Choose “Yes,” if the inclusion rate of PWTD who voluntarily and/or involuntarily separated from the permanent workforce is higher than that of persons without disabilities. Then, describe the trigger(s) in the text box.
 - Choose “No,” if the inclusion rate of PWTD who voluntarily and/or involuntarily separated from the permanent workforce is lower than that of persons without disabilities.
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.

In Section V.A.4, review exit interview survey results so the agency can identify what has motivated PWD and/or PWTD to leave the agency. Agencies unable to report this information should discuss steps to gather and analyze separation data over the next fiscal year.

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 (ABA) 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 Web site for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

EEO Fort Meade: <https://home.army.mil/meade/about/Garrison/equal-employment-office>

EEOC Website: <https://www.eeoc.gov/eeoc-disability-related-resources/reasonable-accommodation>

In **Section V.B.1**, report whether the agency complies with 29 C.F.R. § 1614.203(d)(4), which requires them to post a notice of rights under Section 508 of the Rehabilitation Act of 1973, including a description of how to file a complaint, on its public website. Additional information on agency obligations under Section 508 of the Rehabilitation Act, is available on the General Services Administration's Government-wide Section 508 Accessibility Program website at <https://section508.gov/>

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

EEO Fort Meade: <https://home.army.mil/meade/about/Garrison/equal-employment-office>

EEOC Website: <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards> and <https://www.section508.gov/tools/coordinator-listing>

In **Section V.B.2**, report whether the agency complies with 29 C.F.R. § 1614.203(d)(4), which requires them to post a notice of rights under the Architectural Barriers Act of 1968, including a description of how to file a complaint, on its public website.

C. Reasonable Accommodation Program

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

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

- Average timeframe for processing initial requests for Reasonable Accommodation during the reporting period is 24 days.

In **Section V.C.1**, provide the time frame to decide requests pursuant to its reasonable accommodation procedures and then provide the average number of days that the agency took to decide accommodation requests during the reporting period. Please do not include previously approved requests with repetitive accommodations, such as interpretive services.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. 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.

In **Section V.C.2**, describe the effectiveness of the agency's policies, procedures, or practices to implement the 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 the requests for trends. Agencies should discuss what steps, if any, the agency has taken to address any actual or perceived conflicts of interest issues within the reasonable accommodation program.

- FGGM Reasonable Accommodation Program (RA) process begins as soon as the employee makes an oral or written request for accommodation to the Immediate Supervisor, a Supervisor or Manager in the Chain of Command, the HR Office or CPAC, the Union Office, the EEO Office or the Disability Program Manager (DPM). If the person receiving the request for reasonable accommodation does not have authority to approve the request, he/she must forward the request within 2 business days to the Decision Maker, with a copy to the DPM. A copy of the request will also be forwarded to the agency attorney for information purposes. RA Requests are processed and completed within 30 business from the date EEO Office receives the request. EEO DPM will obtain and assign a Log number and forward the request to the Decision Maker for action.
- RA Tracker data system is utilized to track RA requests and maintained by the DPM. The EEO office, spearheaded by the EEO Officer and DPM, provide weekly updates to the Deputy to Garrison Commander and Legal team on all RA requests.
- RA policies, procedures and guidelines are posted on FGGM Garrison website. Requesting employees may contact the EEO office directly for information on the Reasonable Accommodation Program and how to file an RA requests.

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.

In **Section VI.D.2**, describe whether the agency's policies, procedures, and/or practices have been effective in providing PWTB with personal assistance services. Some examples of an effective program include timely processing requests, timely providing approved personal assistance services, conducting training for managers and supervisors, and monitoring the requests for trends. If the agency has modified its PAS procedures or plans to do so in the next fiscal year, please describe the changes to the procedures.

- EEO Office currently does not have published Personal Assistance Services procedures on the Garrison website. This is a deficiency and is addressed in Part H of this report.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint Data Involving Harassment

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average of 14.03%.

Yes		No	X	N/A	
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In **Section VI.A.1**, review the formal complaints filed by PWD against the agency and determine whether a higher percentage alleged harassment than the government-wide average.

- Choose “Yes,” if the agency’s percentage of complaints filed by PWD alleging harassment exceeded the government-wide average.
- Choose “No,” if the agency’s percentage of complaints filed by PWD alleging harassment was lower than the government-wide average.
- A “N/A” response indicates that PWD did not file any complaints against the agency during the reporting period.

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?

Yes		No	X	N/A	
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In **Section VI.A.2**, review final agency decisions to determine if the agency found harassment or entered into settlement agreements with PWD who alleged harassment.

- Choose “Yes,” if there was a finding of discrimination or a settlement agreement involving PWD who alleged harassment.
- Choose “No,” if there were no findings of discrimination or settlement agreements involving PWD who alleged harassment.
- A “N/A” response indicates that the agency did not have any findings of discrimination and settlement agreements during the reporting period.

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.

In **Section VI.A.3**, describe the type(s) of corrective action that the agency has implemented to address findings of discrimination alleging harassment based on disability status.

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 an RA, as compared to the government-wide average of 14.03 percent?

Yes		No	X
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In **Section VI.B.1**, review the formal complaints filed by PWD against the agency and determine whether a higher percentage alleged failure to provide a reasonable accommodation than the government-wide average.

- Choose “Yes,” if the agency’s percentage of complaints filed by PWD alleging failure to accommodate exceeded the government-wide average.
- Choose “No,” if the agency’s percentage of complaints filed by PWD alleging failure to accommodate was lower than the government-wide average.
- A “N/A” response indicates that PWD did not file any complaints against the agency during the reporting period.

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

Yes		No	X
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In **Section VI.B.2**, review final agency decisions to determine if the agency found the failure to provide a reasonable accommodation or entered into settlement agreements with PWD who alleged failure to accommodate.

- Choose “Yes,” if there was a finding of discrimination or a settlement agreement involving the agency’s failure to provide a reasonable accommodation.
- Choose “No,” if there were no findings of discrimination or settlement agreements involving the agency’s failure to provide a reasonable accommodate.
- A “N/A” response indicates that the agency did not have any findings of discrimination and settlement agreements during the reporting period.

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

- Agency did not have a discrimination filed involving failure to provide RA during FY23.

Section VII: 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?

Yes		No	X
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In **Section VII.1**, answer whether the agency has identified any policies, procedures, or practices that limit the employment opportunities of PWD and/or PWTD during the reporting period.

- Choose “Yes,” if the agency has identified any barriers involving PWD and/or PWTD.
- Choose “No,” if the agency has not identified any barriers involving PWD and/or PWTD.

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

Yes		No		N/A	X
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In **Section VII.2**, report whether the agency has established a plan to correct any policies, procedures, or practices that limit the employment opportunities of PWD and/or PWTD.

- Choose “Yes,” if the agency has established a plan to correct barriers involving PWD and/or PWTD.
- Choose “No,” if the agency has not established a plan to correct barriers involving PWD and/or PWTD.
- A “N/A” response indicates that the agency did not identify any barriers involving PWD and/or PWTD.

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

In **Section VII.3**, describe the trigger in each plan to remove the identified barrier(s). The agency can generate multiple plans in PART J. Each field in the plan is described as follows:

Trigger(s): Enter a narrative statement that succinctly describes the trigger.

MD-715 PART J	<i>Affirmative Action Plan for Individuals with Disabilities</i>
Trigger	Low participation rates for PWD and PWTD workforce found in MCO positions.
Source of Trigger	Workforce Data Tables B6P
EEO Group(s) Affected	PWD and PWTD in MCO Occupations
EEO Sources Reviewed	MD715 Report
Status of Barrier Analysis Process	<ul style="list-style-type: none"> ➤ The above table shows a trend of (0.00%) participation rates for FGGM’s PWD and PWTD workforce in MCO namely: Police, Social Work, HR Mgmt., Administrative, Financial Adm., Auditing, and Nurse. However, FGGM “Not Identified” Category reported the Agency exceeded as compared to 501 Goals of PWD 12% and PWTD 2% in 5 MCOs namely: Security, Police, Social Work, HR Mgmt., and EEO.

	<ul style="list-style-type: none"> ➤ However, “Not Identified” category is a voluntary and confidential self-identification reporting of one’s disability status. Workforce reporting “Not identified” category as seen in SF 256 OPM Self Identification of Disability can be regarded as employees with disabilities but elect to not report due to personal reasons. This number may count towards FGGM tally resulting in Agency exceeding 501 Goals in MCO positions namely Police, Social Work and HR Mgmt. categories. ➤ PWD and PWTD workforce with low participation may be experiencing Glass Wall Barrier due to inability to obtain employment in the major occupations of the agency.
<p>Objective(s) for the EEO Plan</p>	<ul style="list-style-type: none"> ➤ FGGM will continue to utilize OPM’s Talent Portal located on USA Jobs as a resume mining database for potential applicants. Using the Talent Portal provided FGGM hiring managers access to resumes of qualified candidates with disabilities and veterans. The use of this tool continues to assist FGGM in meeting its participation rate goals and encourages the use of special hiring authorities, such as Schedule A and the hiring authority for veterans with 30 percent or more compensable disability. ➤ FGGM utilizes WRP program. The Workforce Recruitment Program (WRP) is 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 possible permanent jobs. ➤ Agency to develop draft recommendations/action plan to incorporate into the Agency’s Disability Employment Plan with timelines and strategic goal and accomplishments that will reflect the increase of the participation.

Barrier(s): Describe the policies, procedures, or practices that are limiting employment opportunities for PWD and/or PWTD.

- FY23 Barrier analysis reported PWD and PWTD, internal and external workforce, are submitting employment applications and are being referred to MCO vacancies. However, PWD and PWTD are not getting hired. One barrier that may exist is Glass Wall Barrier which the workforce are not able to acquire employment due to various triggers.

Plan to Address Barriers/Triggers Identified				
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
EEO Officer, DPM, SEPM and HR		Yes		
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
01/30/2024	Develop draft recommendations/action plan to incorporate into the Agency’s Disability Employment Plan with timelines and strategic goal and accomplishments that will reflect the increase of the participation of PWD and PWTD in MCO positions.	Yes		09/30/2024
01/30/2024	Initiate participation in WRP spearheaded by SEP Manager and identify qualified WRP participants. Develop Hiring Action Plans utilizing WRP program.	Yes		09/30/2024