

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 Yes |
| b. Cluster GS-11 to SES (PWD) | Answer Yes |

Civil Service Trigger(s): PWD in the Permanent workforce GS-01 to GS-10 grade cluster represent 7.96 percent of the Permanent workforce, under the 12 percent Federal goal (-4.04 percent gap). PWD in the Permanent workforce GS-11 to SES grade cluster represent 6.14 percent of the Permanent workforce, under the 12 percent Federal goal (-5.86 percent gap). PWD in the CS workforce GS-01 to GS-10 grade cluster represent 7.96 percent of the CS workforce, under the 12 percent Federal goal (-4.04 percent gap). PWD in the CS workforce grade cluster GS-11 to SES represent 10.24 percent of the CS workforce, under the 12 percent Federal goal (-1.76 percent gap). Foreign Service Trigger(s): PWD in the FS grade cluster FS-09 to FS-05 grade cluster represent 0.00 percent under their Federal Goal representation rate of 12.00 percent. PWD in the FS grade cluster FS-04 to SFS represent 2.08 percent under their Federal Goal representation rate of 12.00 percent (gap: -9.92 percent). Note: The lowest grade representation for Foreign Service Officers in FY23 is FS-05.

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | |
|---------------------------------|------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer Yes |
| b. Cluster GS-11 to SES (PWTD) | Answer Yes |

Civil Service Trigger(s): PWTD in the Permanent workforce GS-01 to GS-10 grade cluster represent 0.88 percent of the Permanent workforce, under the 2.00 percent Federal goal (-1.12 percent gap). PWTD in the Permanent workforce grade cluster GS-11 to SES represent 1.47 percent of the Permanent workforce, under the 2.00 percent Federal goal (-0.53 percent gap). PWTD in the CS workforce GS-01 to GS-10 grade cluster represent 0.88 percent of the CS workforce, under the 2.00 percent Federal goal (-1.12 percent gap). Foreign Service Trigger(s): PWTD in the FS grade cluster FS-09 to FS-05 represent 0.00 percent, under the Federal Goal representation rate of 2.00 percent. Note: The lowest grade representation for Foreign Service Officers in FY23 is FS-05.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	1846	188	10.18	42	2.28

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	36	4	11.11	0	0.00

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

Throughout the fiscal year, the Agency communicated the numerical goals to the hiring managers and/or recruiters through participation in the following events: 1. Internal Schedule A hiring authority sessions for the USAID workforce and the Employees with Disabilities employee resource group to respond to a hiring surge to fill available civil service positions; and 2. The Crisis Operations Staffing Hiring Webinar and Discovering New Employment Opportunities for positions within Conflict Prevention and Stabilization/Office of Transition Initiatives, the Bureau for Humanitarian Assistance and the Bureau for Global Health. USAID has hosted a series of hiring fairs to support this effort, with specific fairs for veterans and persons with disabilities, as well as fairs open to all candidates. The Agency provided Notices and several documents pertaining to the Future of Work/Position Designation and Work Environment Initiatives, and reasonable accommodation related topics and recruitment efforts. The notices and documents presented to the Agency’s workforce were: Administrator Power’s Executive Message to commemorate the 2023 National Disability Employment Awareness Month (10/3/2023) Annual Update for Requesting ASL Interpreting and CART Services (2/08/2023) Issuance of Revised ADS Chapter 111 to Incorporate Procedures for Providing Reasonable Accommodation Under the Pregnant Workers Fairness Act (6/1/2023); Making Reasonable Accommodation Requests Prior to Increased In-Office Presence in Washington, DC (6/30/2023)

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

N/A

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	0	0	Milana Pilco, Disability Employment Program Manager (DEPM), HCTM, XOSR mpilco@usaid.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Milana Pilco, Disability Employment Program Manager (DEPM), HCTM, XOSR mpilco@usaid.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	2	2	0	William Morgan, Supervisory IT Specialist (M/CIO/IA)
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Milana Pilco, Disability Employment Program Manager (DEPM), HCTM, XOSR mpilco@usaid.gov
Architectural Barriers Act Compliance	2	0	0	Dr. Tony Bennett, Director, Headquarters Management Division, Management Services, Management Bureau, antbennett@usaid.gov Chris Orbits, Safety and Occupational Health Manager (M/MS/HMD)
Processing reasonable accommodation requests from applicants and employees	3	0	0	

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

Answer Yes

The Disability team participated in training to enhance their knowledge, skills, and abilities needed to improve or maintain proficiency in their present jobs as American Sign Language Interpreter and Reasonable Accommodation Specialists. This year the team attended the following classes/conferences virtually and/or in-person: 38th Annual California State University Northridge Assistive Technology Conference; Job Accommodation Network’s monthly Accommodation and Compliance Webcast; National ADA Symposium; EEOC’s EdCon quarterly training sessions; Registry of Interpreters for the Deaf, Inc. 2023 National Conference; Department of Labor’s Federal Exchange on Employment & Disability Meetings; 2023 EXCEL Training Conference Marking Milestones: Looking Back, Moving Forward; Deaf in Government “Advancement through Accessibility;” Management Directives-715 Barrier Analysis presented by Rushford and Associates; Federal EEO Advisor, cyberFEDS, and Thomson Reuters Westlaw subscribers; Member of the Department of Labor’s Interagency Disability Senior Leadership Networking Group and Department of Defense’s Reasonable Accommodation Collaboration Meeting. DEIA Office of Personnel Management’s (OPM) Summit A Whole-of-Government “Approach to Disability Employment - Join us in transforming federal service to meet the needs of all!”

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

The Agency provided sufficient funding and other resources in FY 2023 to successfully implement the reasonable accommodation program (i.e., ergonomics, assistive technology, travel-related), establish a new contract to provide the Relay Conference Captioning (in place of the General Service Administration), and contract renewal for the sign language interpreting and captioning services (through FY 2027) for the Deaf and Hard of Hearing workforce.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	To ensure the Agency allocates sufficient funding and staffing to successfully implement and monitor the compliance of EEO programs.		
Target Date	Sep 30, 2023		
Completion Date	Sep 30, 2023		
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	Ensure OCR Divisions post their contact information and program-related laws and policy statements in prominent places in the workplace and online		
Target Date	Sep 30, 2024		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2022		To collaborate with the necessary stakeholders to reach this objective by the end of the FY
	Sep 30, 2024		1. OCR/DE will post the Agency’s MD-715 Part J (Affirmative Action Plan) on Inter- and Intranet sites. D.4.a
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2023	FY 2023 Accomplishments: In April 2023, OCR hired a Communications Specialist to improve the communications to and from OCR, internally and externally. The OCR Communications Specialist has updated OCR external and internal sites. FY 2023 Modification: A more reasonable timeframe was added to this plan to ensure OCR’s Communications Specialist, who was hired in FY 2023, would have time to learn the system, office, and update the site.	

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 PWTDD

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.

Over the last fiscal year, the agency utilized a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities within the major occupations. Nevertheless, the agency falls

well below the goals set forth for overall permanent workforce senior grade level positions or positions that have upward mobility into the senior grades. As such, the agency developed the following multi-pronged and multi-year recruitment strategy: Outreach The Agency’s Office of Human Capital and Talent Management (HCTM) provided the Employees with Disabilities (EWD) Employee Resource Group leadership information to share with their members on how to use the Special Appointment Authorities afforded to eligible employees with disabilities. The information included an overview of Schedule A, Veterans Recruitment Appointment, and 30 Percent or More Disabled Veterans Appointment Authorities. Recruitment USAID participated in the Workforce Recruitment Program (WRP) and various job and career fairs targeted to people with disabilities (PWD) throughout the reporting period. The Agency also conducted outreach and strategic recruitment efforts to PWD through webinar and in-person sessions with students and professional associations from Gallaudet University, George Washington University’s Disability Services, National Federation of the Blind, Blacks in Government, National Vocational Rehabilitation Conference, Morehouse and the Atlanta University Career Fair to promote student employment and career opportunities. USAID HCTM is in the process of streamlining the Standard Operating Procedures (SOP) for non-competitive hiring processes and enhanced mechanisms for targeting and sourcing non-competitive applicants with Veteran and Schedule A (Persons with Disabilities) appointing eligibility and hosted a Virtual Career Fair for Veterans and Persons with Disabilities. USAID attended eight Career Fairs which included over 300 veterans and candidates with disabilities registered for the Career Fair, 21 hiring managers representing nine different B/IOs participated, and 24 total one-on-one interviews successfully took place resulting in a total of 9 tentative job offers extended to Career Fair attendees. Additionally, all the collected registrant resumes were added to HCTM’s repository of candidates, adding nearly 200 more resumes from veterans and people with disabilities. Additionally, the Agency timely submitted an annual Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report and an annual Federal Equal Opportunity Recruitment Program (FEORP) Plan. The DVAAP focuses on the reporting of methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled. The FEORP establishes targeted recruitment efforts to reach underrepresented groups including PWD and PWTDD

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 PWTDD for positions in the permanent workforce

The Agency uses all available and appropriate non-competitive hiring authorities to recruit and hire PWD and PWTDD: Schedule A, Veterans Recruitment Appointment (VRA), 30 percent or More Disabled Veteran appointing authority, Veterans Employment Opportunities Act of 1998, as amended (VEOA) and Pathways Programs. Recruit efforts include: The Agency’s Work with USAID website (usaid.gov/careers) contains page links specifically for applicants with disabilities. The site contains information for Schedule A applicants, requesting reasonable accommodations and provides contact information for the Agency Disability Employment Program Manager. The Agency presents at the Careers and the Disabled Virtual Career Fairs, for qualified, prescreened applicants who are eligible for appointment under the Schedule A hiring authority; Veterans Recruitment Authority; and/or the 30 percent 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.

The Agency determines if an individual is eligible by requesting that the individual submit disability medical documentation from an authorized health provider. Note: Medical documentation is maintained separately in compliance with applicable regulations. Upon verification of required documents to ensure eligibility based on intellectual disability, severe physical disability, or a psychiatric disability, documentation of eligibility for employment under Schedule A (e.g., Schedule A letter), is forwarded to the appropriate HR specialist for adjudication of position qualifications. The specialist evaluates the resume on education and experience to determine occupational series and grade level to be considered non-competitive appointments within the Agency. If the applicant is found to be qualified, the resume is forwarded to the Human Capital Services Team (HCSC) for consideration.

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

Answer Yes

The Agency administers “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities” training to managers and supervisors annually through USAID University, which is USAID’s learning management system that provides interactive instructional guides and tutorials. The training addresses hiring using non-competitive hiring authorities.

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 2023, USAID continued its partnership with Employment Opportunity Publications (EOP) by advertising our career opportunities within numerous periodicals under the EOP umbrella. In addition, we participated in 9 virtual career fairs run by the group.

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 Yes
- b. New Hires for Permanent Workforce (PWTD) Answer Yes

Among the new hires in the permanent workforce, triggers exist for: Overall Agency Trigger(s): PWD represented 7.54 percent of new hires in the permanent workforce, which is below the 12 percent Federal benchmark (gap: -4.46 percent). PWTD represented 1.15 percent of new hires in the permanent workforce, which is below the 2 percent Federal benchmark (gap: -0.85 percent). Civil Service Trigger(s): PWD represented 10.27 percent of new hires in the CS permanent workforce, which is below the 12 percent Federal benchmark (gap: -1.73 percent). PWTD represented 1.62 percent of new hires in the CS permanent workforce, which is below the 2 percent Federal benchmark (gap: -0.38 percent). Foreign Service PWD represented 3.41 percent of new hires in the FS permanent workforce, which is below the 12 percent Federal benchmark (gap: -8.59 percent). PWTD represented 0.49 percent of new hires in the FS permanent workforce, which is below the 2 percent Federal benchmark (gap: -1.51 percent).

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	638	8.62	0.00	1.10	0.00
% of Qualified Applicants	329	6.99	0.00	1.22	0.00
% of New Hires	4	0.00	0.00	0.00	0.00

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

- a. New Hires for MCO (PWD) Answer No
- b. New Hires for MCO (PWTD) Answer No

No triggers Note: The Agency does not currently report relevant applicant pools for the FS.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISCELLANEOUS ADMINISTRATION & PROGRAM	1	0.00	0.00
0341 ADMV OFFICER	0	0.00	0.00
0343 MANAGEMENT & PROGRAM ANALYSIS	1	0.00	0.00
1102 CONTRACTING	2	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	0	0.00	0.00

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

- a. Qualified Applicants for MCO (PWD) Answer No
- b. Qualified Applicants for MCO (PWTD) Answer No

No triggers Note: The Agency does not currently report relevant applicant pools for the FS.

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

No triggers Note: The Agency does not currently report relevant applicant pools for the FS.

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.

OCR/DE collaborated with HCTM/External Outreach and Strategic Recruitment (HCTM/XOSR), A/DEIA, and the Human Capital Services Center (HCTM/HCSC) in support of President Biden’s E.O. 14035, DEIA in the Federal Workforce, in the sourcing and hiring of veterans and persons with disabilities via non-competitive hiring authorities. HCTM/XOSR’s Selective Placement Program Coordinator for Individuals with Disabilities was onboarded in February 2023. This Selective Placement Program Coordinator is responsible for coordinating with B/IOs to hire qualified individuals with disabilities and targeted disabilities; they also facilitate recruitment activities with external Disability community partners. Throughout the fiscal year, OCR/DE, A/DEIA, HCTM/XOSR, and HCTWM/HCSC held the following events: Internal Schedule A hiring authority sessions for the USAID workforce and the Employees with Disabilities employee resource group to respond to a hiring surge to fill available civil service

positions; and The Crisis Operations Staffing Hiring Webinar and Discovering New Employment Opportunities for positions within Conflict Prevention and Stabilization/Office of Transition Initiatives, the Bureau for Humanitarian Assistance and the Bureau for Global Health. USAID has hosted a series of hiring fairs to support this effort, with specific fairs for veterans and persons with disabilities, as well as fairs open to all candidates. The Agency has posted its affirmative action plan “Affirmative Action Plan for People With Disabilities” on its public website.

B. CAREER DEVELOPMENT OPPORTUNITES

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

USAID provides training and development opportunities to all hiring categories of the Agency’s workforce. In addition to internal development programs, the Agency leverages agreements with various intergovernmental organizations and private institutions of learning with an emphasis on leadership development and diversity, equity, inclusion, and accessibility initiatives at the core of its curriculum. Examples of these programs include: Office of Personnel Management, Center for Leadership Development, Federal Executive Institute (CLD-FEI) partners with USAID for the design and delivery of USAID’s four series Leadership Development Program (Intentional, Collaborative, Adaptive Leadership, and Strategic Leadership), leadership training for junior and upcoming leaders (Cultivating the Leader Within) and online learning events for USAID senior leaders; International Career Advancement Program (ICAP) sponsored by the Josef Korbel School of International Studies at the University of Denver and the Aspen Institute; Department of State, Foreign Service Institute National Security Executive Leadership Seminar (NSELS); Long-term training at Department of Defense War Colleges and Command and Staff Colleges; and General Schedule Administration, White House Leadership Development Program (WHLDP).

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 (%)
Mentoring 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
Other Career Development 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
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship 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

USAID does not have career development programs that require employees to compete. All career development programs are available to either all employees or designated by grade.

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

USAID does not have career development programs that require employees to compete. All career development programs are available to either all employees or designated by grade.

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

Overall Agency Triggers: Total time Off Awards 21-30 hours: PWTD received this award at a rate of 2.88 percent, which is lower than the inclusion rate of 4.76 percent (gap: -1.88 percent), compared to PWOD award rate of 86.54 percent. Cash Awards \$500 and under: PWD received this award at a rate of 6.86 percent, which is below the inclusion rate of 8.20 percent (gap: -1.34 percent). PWTD received this award at a rate of 0.98 percent, which is below the inclusion rate of 4.76 percent (gap: -3.78 percent), compared to PWOD award rate of 90.85 percent. \$501 - \$999: PWD received this award at a rate of 6.63 percent, which is below the inclusion rate of 18.75 percent (gap -12.127 percent). PWTD received this award at a rate of 2.35 percent, which is below the inclusion rate of 26.98 percent (gap -24.63 percent), compared to PWOD award rate of 89.50 percent. \$1000 - \$1999: PWD received this award at a rate of 5.57 percent, which is below the inclusion rate of 17.19 percent (gap: -11.62 percent). PWTD received this award at a rate of 1.90 percent, which is below the inclusion rate of 23.81 percent (gap: -21.91 percent), compared to PWOD award rate of 89.87 percent. \$2000 - \$2999: PWD received this award at a rate of 6.58 percent, which is below the inclusion rate of 22.66 percent (gap: -16.08 percent). PWTD received this award at a rate of 1.70 percent, which is below the inclusion rate of 23.81 percent (gap: -22.11 percent), compared to PWOD award rate of 89.46 percent. \$3000 - \$3999: PWD received this award at a rate of 6.44 percent, which is below the inclusion rate of 14.84 percent (gap: -8.40 percent). PWTD received this award at a rate of 1.69 percent, which is below the inclusion rate of 15.87 percent (gap: -14.18 percent), compared to PWOD award rate of 88.81 percent. \$4000 - \$4999: PWD received this award at a rate of 5.83 percent, which is below the inclusion rate of 9.38 percent (gap: -3.55 percent). PWTD received this award at a rate of 1.21 percent, which is below the inclusion rate of 7.94 percent (gap: -6.73 percent), compared to PWOD award rate of 91.02 percent. \$5000 or More: PWD received this award at a rate of 4.90 percent, which is below the inclusion rate of 11.33 percent (gap: -6.43 percent). PWTD received this award at a rate of 1.18 percent, which is below the inclusion rate of 11.11 percent (gap: -9.93 percent), compared to PWOD award rate of 92.23 percent. Quality Step Increase (QSI) PWTD received this award at a rate of 1.52 percent, which is below the inclusion rate of 4.76 percent (gap: -3.24 percent), compared to PWOD award rate of 87.31 percent. Civil Service Triggers: Total time Off Awards 1-10 hours: PWTD received this award at a rate of 2.17 percent, which is below the inclusion rate of 2.44 percent (gap: -0.27 percent), compared to PWOD rate of 73.91 percent and PWD rate of 10.87 percent. 21-30 hours: PWTD received this award at a rate of 2.50 percent, which is lower than the inclusion rate of 4.88 percent (gap: -2.38 percent), compared to PWOD rate of 8.75 percent and PWD rate of 85.00 percent. Cash Awards \$500 and under: PWTD received this award at a rate of 2.70 percent, which is below the inclusion rate of 7.32 percent (gap: -4.62 percent), compared to PWOD rate of 84.68 percent and PWD rate of 13.51 percent. \$501 - \$999: PWD received this award at a rate of 10.62 percent, which is below the inclusion rate of 21.35 percent (gap: -10.73 percent). PWTD received this award at a rate of 3.37 percent, which is below the inclusion rate of 31.71 percent (gap: -28.43 percent), compared to PWOD award rate of 83.42 percent. \$1000 - \$1999: PWD received this award at a rate of 8.87 percent, which is below the inclusion rate of 19.27 percent (gap: -10.40 percent). PWTD received this award at a rate of 2.88 percent, which is below the inclusion rate of 29.27 percent (gap: -26.39 percent), compared to PWOD award rate of 84.17 percent. \$2000 - \$2999: PWD received this award at a rate of 9.82 percent, which is below the inclusion rate of 25.00 percent (gap: -15.18 percent). PWTD received this award at a rate of 2.25 percent, which is below the inclusion rate of 26.83 percent (gap: -24.58 percent), compared to PWOD award rate of 84.05 percent. \$3000 - \$3999: PWD received this award at a rate of 9.76 percent, which is below the inclusion rate of 15.10 percent (gap: -5.34 percent). PWTD received this award at a rate of 2.69 percent, which is below the inclusion rate of 19.51 percent (gap: -16.82 percent), compared to PWOD award rate of 82.83 percent. \$4000 - \$4999: PWD received this award at a rate of 8.68 percent, which is below the inclusion rate of 9.90 percent (gap: -1.22 percent). PWTD received this award at a rate of 1.83 percent, which is below the inclusion rate of 9.76 percent (gap: -7.93 percent), compared to PWOD award rate of 86.30 percent. Cash Awards \$5000 or More: PWD received this award at a rate of 6.27 percent, which is below the inclusion rate of 9.90 percent (gap: -3.63 percent). PWTD received this award at a rate of 0.99 percent, which is below the inclusion rate of 7.321 percent (gap: -6.33 percent), compared to PWOD award rate of 89.44 percent. QSI PWTD received this award at a rate of 2.11 percent, which is below the

inclusion rate of 7.32 percent (gap: -5.21 percent), compared to PWD award rate of 7.75 percent and PWOD award rate of 83.80 percent. Foreign Service Triggers: Total time Off Awards 21-30 hours: PWTD received this award at 4.17 percent compared to their inclusion rate of 4.55 percent, respectively (gap: -0.41 percent). Compared to PWD at a rate of 4.17 percent and PWOD who received this award at the rate of 91.67 percent. 31-40 hours: PWTD received this award at 0 percent compared to their inclusion rate of 3.13 percent. Compared to PWD at a rate of 9.09 percent and PWOD who received this award at the rate of 90.91 percent. Cash Awards \$500 and under: PWD received this award at a rate of 3.08 percent, which is below the inclusion rate of 9.38 percent (gap: -6.30 percent), compared to PWOD rate of 94.36 percent. \$501 - \$999: PWD received this award at a rate of 2.07 percent, which is below the inclusion rate of 10.94 percent (gap: -8.87 percent) and PWTD received this award at a rate of 1.18 percent, which is below their inclusion rate of 18.18 percent (gap: -17.00 percent). Compared to PWOD rate of 96.45 percent. \$1000 - \$1999: PWD received this award at a rate of 1.88 percent, which is below the inclusion rate of 10.94 percent (gap: -9.06 percent) and PWTD received this award at a rate of 0.80 percent, which is below their inclusion rate of 13.64 percent (gap: -12.84 percent). Compared to PWOD rate of 96.25 percent. \$2000 - \$2999: PWD received this award at a rate of 2.54 percent, which is below their inclusion rate of 15.63 percent (gap: -13.09 percent), and PWTD received this award at a rate of 1.02 percent, which is below their inclusion rate of 18.18 percent (gap: -17.16 percent). Compared to PWOD rate of 96.18 percent. \$3000 - \$3999: PWD received this award at a rate of 3.07 percent, which is below the inclusion rate of 14.06 percent (gap: -10.99 percent), and PWTD received this award at a rate of 0.68 percent, which is below their inclusion rate of 9.09 percent (gap: -8.41 percent). Compared to PWOD rate of 94.88 percent. \$4000 - \$4999: PWD received this award at a rate of 2.59 percent, which is below the inclusion rate of 7.81 percent (gap: -5.22 percent), and PWTD received this award at a rate of 0.52 percent, which is below their inclusion rate of 4.55 percent (gap: -4.03 percent). Compared to PWOD rate of 96.37 percent \$5000 or more: PWD received this award at a rate of 3.46 percent, which is below the inclusion rate of 15.63 percent (gap: -12.17 percent), and PWTD received this award at a rate of 1.38 percent, which is below their inclusion rate of 18.18 percent (gap: -16.80 percent). Compared to PWOD rate of 95.16 percent Overall analysis, PWD and PWTD receive awards at a lower rate than PWOD/PWOTD, indicating a trigger. Note: The difference between the awards received between PWD, PWTD, and persons without disabilities is the category of employees who did not identify their disability status; therefore, it is not listed in the analysis.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	154	5.46	4.29	1.67	6.74
Time-Off Awards 1 - 10 Hours: Total Hours	1265	43.70	35.47	13.33	53.93
Time-Off Awards 1 - 10 Hours: Average Hours	8	3.36	0.27	13.33	0.00
Time-Off Awards 11 - 20 hours: Awards Given	145	2.52	4.57	0.00	3.37
Time-Off Awards 11 - 20 Hours: Total Hours	2488	36.97	79.12	0.00	49.44
Time-Off Awards 11 - 20 Hours: Average Hours	17	5.88	0.58	0.00	7.87
Time-Off Awards 21 - 30 hours: Awards Given	179	5.04	5.32	6.67	4.49
Time-Off Awards 21 - 30 Hours: Total Hours	4447	124.79	132.62	160.00	112.92
Time-Off Awards 21 - 30 Hours: Average Hours	24	10.08	0.82	40.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	257	8.40	7.62	3.33	10.11
Time-Off Awards 31 - 40 Hours: Total Hours	10584	336.13	316.21	133.33	404.49
Time-Off Awards 31 - 40 Hours: Average Hours	41	16.81	1.41	66.67	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	1212	32.77	36.81	35.00	32.02
Cash Awards: \$501 - \$999: Total Amount	946259	25524.79	28775.79	25801.67	25431.46
Cash Awards: \$501 - \$999: Average Amount	780	326.89	26.82	1228.33	23.03
Cash Awards: \$1000 - \$1999: Awards Given	1322	32.77	40.21	30.00	33.71
Cash Awards: \$1000 - \$1999: Total Amount	1800176	42890.34	54905.39	37811.67	44602.25
Cash Awards: \$1000 - \$1999: Average Amount	1361	549.58	46.88	2100.00	26.97
Cash Awards: \$2000 - \$2999: Awards Given	1448	41.60	44.09	38.33	42.70
Cash Awards: \$2000 - \$2999: Total Amount	3240239	94935.71	98557.97	88596.67	97072.47
Cash Awards: \$2000 - \$2999: Average Amount	2237	958.82	76.75	3851.67	-16.29
Cash Awards: \$3000 - \$3999: Awards Given	1012	25.63	30.70	23.33	26.40
Cash Awards: \$3000 - \$3999: Total Amount	3409925	85950.00	103445.02	80503.33	87785.96
Cash Awards: \$3000 - \$3999: Average Amount	3369	1408.82	115.69	5750.00	-54.49
Cash Awards: \$4000 - \$4999: Awards Given	577	13.03	18.13	8.33	14.61
Cash Awards: \$4000 - \$4999: Total Amount	2433362	55319.75	76431.87	35401.67	62033.71
Cash Awards: \$4000 - \$4999: Average Amount	4217	1784.45	144.75	7080.00	-0.56
Cash Awards: \$5000 or more: Awards Given	746	16.81	23.49	15.00	17.42
Cash Awards: \$5000 or more: Total Amount	6047622	129195.80	191019.75	127041.67	129921.91
Cash Awards: \$5000 or more: Average Amount	8106	3229.83	279.26	14115.00	-439.33

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

USAID does not receive measurable data on PWD/PWTD for QSI’s and performance-based pay increases.

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

USAID does not receive measurable data on employees' w/disabilities for other 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 N/A

ii. Internal Selections (PWD) Answer N/A

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

Civil Service: Senior grade level qualification and drop off rates throughout the application process does not indicate any triggers at this time. Note: The Agency does not currently report relevant applicant pools for the FS.

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

a. SES

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

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer 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

Civil Service: Senior grade level qualification and drop off rates throughout the application process does not indicate any triggers at this time. Note: The Agency does not currently report relevant applicant pools for the FS.

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 N/A
 - 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

Civil Service: Senior grade level qualification and drop off rates throughout the application process does not indicate any triggers at this time. Note: The Agency does not currently report relevant applicant pools for the FS.

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 N/A
 - 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

Civil Service: Senior grade level qualification and drop off rates throughout the application process does not indicate any triggers at this time. Note: The Agency does not currently report relevant applicant pools for the FS.

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 No

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

Civil Service: Senior grade level qualification and drop off rates throughout the application process does not indicate any triggers at this time. Note: The Agency does not currently report relevant applicant pools for the FS.

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

Agency Overall: The application process does not indicate any triggers regarding CS internal hires/selectee supervisory positions at this time. Note: The Agency is currently unable to break out applicant flow data by Foreign Service.

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

Agency Overall: The application process does not indicate any triggers regarding CS supervisory positions selectees at this time. Note: The Agency is currently unable to break out applicant flow data for the Foreign Service.

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

c. New Hires for Supervisors (PWTD)

Answer No

Agency Overall For CS supervisory for new hires, the application process does not indicate any triggers from the qualification to hiring stages at this time. Note: The Agency is currently unable to break out applicant flow data by Foreign Service.

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 N/A

USAID does not have Schedule A conversion rates at the time of reporting.

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

No triggers noted for this benchmark.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.34	0.04
Permanent Workforce: Resignation	39	1.35	0.65
Permanent Workforce: Retirement	85	3.04	1.42
Permanent Workforce: Other Separations	99	3.04	1.68
Permanent Workforce: Total Separations	226	7.77	3.79

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

No triggers noted for this benchmark.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.00	0.05
Permanent Workforce: Resignation	39	2.94	0.66

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Retirement	85	1.47	1.50
Permanent Workforce: Other Separations	99	1.47	1.76
Permanent Workforce: Total Separations	226	5.88	3.98

- 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.

No 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.

- 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.

The internet address on the Agency’s public website is on <https://www.usaid.gov/accessibility> explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act.

- 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.

The internet address on the Agency’s public website is <https://www.usaid.gov/accessibility> explaining employees’ and applicants’ rights under the Architectural Barriers Act.

- 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.

USAID’s Bureau for Management, Office of the Chief Information Office (M/CIO) is committed to making the Agency’s Information and Communication Technology (ICT) accessible to individuals with disabilities. M/CIO is planning to complete the following tasks over the next fiscal year as part of its ongoing effort to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d):

- Training:
 - Section 508 Awareness Training: Institute mandatory, Agency-wide Section 508 Awareness Training to expand workforce knowledge about Section 508 laws. Work with the training team to complete the Agency annual Section 508 Awareness training redesign/redevelopment, mandate the Training for the Agency workforce and require at least 80 percent of questions of the quiz to be correctly answered.
 - PDF Document Accessibility Webinar: Continue to provide PDF accessibility testing/remediating training upon demand and ensure that PDF documents posted on the USAID.gov website conform to Section 508 standards and are accessible to people with disabilities.
- Conformance Testing, Validation, Tracking and Reporting:
 - Hybrid testing: Partner ITO test team to conduct Hybrid testing for the Agency existing and new web applications: the auto scan configured/built with deque aXe Monitor and manual testing performed with ANDI and CCA tools; Review the testing results and Provide the report with the feedback/validation
 - Survey forms Clearance: Validate and Clear the Survey forms
 - PDF documents Testing: Test and Help to remediate PDF documents
 - SO-PAT (System Owner-Product Accessibility Template): Evaluate and validate SO-PATs
 - SHR (Software and Hardware Request): Review and Evaluate SHRs and making recommendations on approval/denial/restriction from Section 508 perspective
 - Biannual Section 508 Program Maturity Report: Submit Agency Bi-Annual Section 508 Program Maturity report to OMB
- ADS Policy Revision: Work with LPA to ensure that ADS 551 (Section 508 and Accessibility), ADS 302 mak (USAID Implementation of Section 508 of the Rehabilitation Act of 1973) and other Section 508 related policies and procedures are aligned with the latest Section 508 Standards and make the updates as needed. USAID’s Washington Real Estate Strategy in 2021-22 includes an ongoing renovation of space in the Ronald Reagan Building. The WRES design includes accessibility as a key design goal, and all designs and construction are

built to meet ADA requirements with features such as automatic door openers.

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 FY 2023, the Agency Reasonable Accommodation Program processed all but three (3) accommodation requests within the 30-business-days time frame, as set forth in the USAID policy: ADS 111, Procedures for Providing Reasonable Accommodation. a. The average processing time in FY 2023 was 11 days. b. The total contacts were 752.

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.

Information on reasonable accommodation was added in the bureau's ADS Chapters and on their intranet pages. HCTM updated their Human Capital page and included information on reasonable accommodation. The DE Division and ADS Policy Team updated the full revised internal policy to include the following additions: We have enhanced the Disability Resource Center (DRC) intranet page with the latest resources and improved the reasonable accommodation process flow chart, RA fact sheet, and brochure to include DEIA terminology. This update also incorporates the recent federal law, Pregnant Workers Fairness Act. The DRC offers centralized information to managers, employees, and HR officials regarding the hiring, retention, development, and advancement of individuals with disabilities, and the increased access to USAID's hybrid environments. The Agency approved an on-site demonstration center in the Ronald Reagan Building, to offer hands-on experience to Agency employees. Under FY 2023's burden reduction plan, the Agency met with partners to review the accommodation purchase process for operating expenses- funded USDH employees. The Agency will continue to improve the program to ensure timeliness, increase efficiency, and improve overall customer service by rolling out a new web-based portal for reasonable accommodation requests. This new portal Reasonable Accommodation Online Request System (RAORS) will launch during FY 2024; taking in new requests beginning January 8, 2024. Employees and their supervisors will be able to track accommodation requests using the new portal. The DE team drafted and disseminated Agency Notices and several documents for OCR and other bureaus pertaining to the Future of Work/Position Designation and Work Environment Initiatives, and reasonable accommodation related topics and recruitment efforts. The notices and documents presented to the Agency's workforce were: Administrator Power's Executive Message to commemorate the 2022 National Disability Employment Awareness Month (10/3/2022); Annual Update for Requesting ASL Interpreting and CART Services (2/08/2023); Issuance of Revised ADS Chapter 111 to Incorporate Procedures for Providing Reasonable Accommodation Under the Pregnant Workers Fairness Act (6/1/2023); and, Making Reasonable Accommodation Requests Prior to Increased In-Office Presence in Washington, DC (6/30/2023). The Agency incorporated reasonable accommodations in their Agency Notice disseminations: "New Telework/Remote Work Agreement Form is Available" With an approved reasonable accommodation should submit the new agreement based on the details of their reasonable accommodation in LaunchPad (7/11/2023); "Portable Electronic Devices" Requests to waive the PED restriction may be granted, in writing by SEC, on a case-by-case basis for special occasions and ceremonies. The PED policy outlines the requirements for such a request. Exceptions may be made for medical devices. Members of the workforce requesting an exception or reasonable accommodation due to the use of a medical device must submit a request to the Office of Civil Rights (OCR) (7/13/2023); and, Counselor's Corner Newsletter invited DE to present an article on Pregnant Workers Fairness Act (8/31/2023). The DE team was a frequent contributor and participant in various workgroups regarding the development and dissemination of information, guidance, and other reasonable accommodation resources to USAID Bureaus. The team provided the following trainings and/or events to USAID employees across M/B/IOs: October 20, 2022 – EEO Collateral Duty Counselors "A Discussion on Disability"; October 26, 2022 – Exhibitor at the Deputy Mission Directors Conference; October 27, 2022 – Reassignment as a reasonable accommodation training to HCTM's Human Capital Services Center (HCSC); October 31, 2022 – Collaborated with OGC/EA for the Mission Director Managers' Seminar on "Addressing performance conduct, EEO, Ethics, and DEIA issues at post;" November 9, 2022 – Collaborated with RFS/DEIA Council Inclusion at RFS: Eliminating barriers is good, important, and the law. What would be even better is creating an inclusive environment for all; November 14, 2022 AM and PM sessions November 18, 2022 PM session – Collaborated with HCTM/Employee and Labor Relations's Future of Work Virtual Office hours: Position Designations at Six Months; November 17, 2022 – M Bureau Management on Workforce Recruitment Program for College Students with

Disabilities; December 1, 2022 – Office of Inspector General (OIG) Executive Committee and Human Capital Employee Relations and Reasonable Accommodation (Mandatory training). Four hours training on Reasonable Accommodation, Medical Documentation and Confidentiality; December 6, 2022 – Reassignment as a reasonable accommodation training to HCTM’s Human Capital Services Center (HCSC); December 15, 2022 – Collaborated with DEIA Staffing Agency Priority Goals Data Driven Review to Management Operations Council; January 20, 2023 – Asia Bureau Management on Reasonable Accommodation & Applying Performance and Conduct Standards to Employees with Disabilities; February 23, 2023 – Global Health Management, DEIA, and AMS on Reasonable Accommodation and Applying Performance and Conduct Standards to Employees with Disabilities; March 9, 2023 – Collaborated Bureau for Management The Department of Labor’s Office of Disability Employment Policy and RA presented to the M Bureau Supervisory Forum on Workforce Recruitment Program for College Students with Disabilities. March 9, 2023 – Bureau for Conflict Prevention and Stabilization Management, DEIA, and AMS on Reasonable Accommodation & Applying Performance and Conduct Standards to Employees with Disabilities; May 5, 2023 – Exhibitor at the M Bureau Summit Marketplace; May 18, 2023 – Global Health Management, DEIA, and AMS on Reasonable Accommodation and Applying Performance and Conduct Standards to Employees with Disabilities; June 15, 2023 – M Bureau Management on Reasonable Accommodation & Applying Performance and Conduct Standards to Employees with Disabilities; September 28, 2023 - Collaborated with HCTM’s Work Environment Working Group; Participated as an exhibitor at three different resource fairs (in Ronald Reagan Building, USAID Annex, and virtually) on reasonable accommodation to support the transition to increase in-person presence; and, September 14, 27, 28, 2023 – Reasonable Accommodation: All You Need to Know to Assistant Administrators and Deputy Assistant Administrators.

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.

The Agency provides ADS Chapter 111 on Procedures for Providing Reasonable Accommodation to ensure efficient processing of requests, to include requirements for Personal Assistance Service (PAS) requests. The effectiveness of the procedures to implement the PAS requirement are to provide timely approved services, training to the Deciding Officials and employees the purposes of PAS, monitoring the trends to modify/update the PAS contract in the Agency with the service provider. OCR has a contract in place (since May 2020) to provide PAS to any employees whose disability requires those services.

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 N/A

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.

No triggers

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.

No triggers

Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

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

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B4				
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?		Low participation rate for PWD at the GS-11 to SES , FO-07 to FO-05, FO-04 to SFS grade levels				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with 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 J-1 Cluster GS-11 to SES (PWD)	Description of Policy, Procedure, or Practice Barriers have not yet been identified. However, according to interviews, underrepresentation in these clusters may possibly be attributed to insufficient self-reporting data, lack of open positions available at the GS-11 to SES positions, and the Agency's ability to use Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2019	09/30/2021	Yes			Prioritize PWD workforce participation by conducting further analysis and developing specific solutions.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), Office of Human Capital and Talent Management (HCTM)		Bob Leavitt		Yes		
Acting Director, Office of Civil Rights and Diversity (OCRD)		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Administer an initial and periodic resurvey of staff to increase self-identification.			Yes	09/30/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Share reports highlighting PWD trends to Agency leadership annually to ensure prioritization.	Yes	09/30/2021	
10/31/2020	Send out Agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information quarterly to increase visibility of available resources	Yes	09/30/2021	
12/31/2020	Review FEVS data for additional insights	Yes		02/28/2021
12/31/2020	Continue Schedule A training and require Schedule A Certification amongst leadership, hiring authorities, and managers.	Yes	09/30/2021	
09/30/2021	Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities	Yes		
09/30/2022	Regularly review/monitor statistical information on new hires, promotions, and separations of PWD and PWTD	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	The Agency provided agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information to increase visibility of available resources			
2020	Although the agency remains below the 12% benchmark of representation for PWD in the GS-11 to SES grade cluster, we have improved the participation rate by 3.62% since FY2019			

Source of the Trigger:		Workforce Data (if so identify the table)			
Specific Workforce Data Table:		Workforce Data Table - B6			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		PWD and PWTD triggers exist in several categories, requiring further analysis.			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> 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	
		PWD and PWTD triggers exist in several categories, requiring further analysis.		No barriers have been identified; however, potential barriers that have been identified are perception bias about PWD/PWTD in the workplace and lack of knowledge regarding hiring PWD/PWTD.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2022	09/30/2025	Yes			OCR and HCTM will collaborate to implement a Barrier Analysis Working Group to determine necessary data requirements to strategically identify agency policies, practices, and procedures that may be causing barriers across the employee lifecycle that affect PWD and PWTD.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
OCR, Disability Employment Division Chief		Mark McKay		Yes	
Acting Chief Human Capital Officer (CHCO), HCTM		Cheryl Anderson		Yes	
Acting Director, OCRD		Ismael Martinez		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Review FEVS data for additional insights.	Yes		02/28/2021
10/31/2020	Send out Agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information quarterly to increase visibility of available resources.	Yes	09/30/2021	08/30/2022
09/30/2020	Administer an initial and periodic resurvey of staff to increase self-identification.	Yes		07/18/2022
09/30/2020	Share reports highlighting PWD trends to Agency leadership annually to ensure prioritization.	Yes		07/18/2022
09/30/2025	OCR and HCTM will collaborate to implement a Barrier Analysis Working Group to determine necessary data requirements to strategically identify agency policies, practices, and procedures that may be causing barriers across the employee lifecycle that affect PWD and PWTD.	Yes	09/30/2022	
09/30/2021	Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities.	Yes	03/15/2022	09/30/2022
09/30/2022	Regularly review/monitor statistical information on new hires, promotions, and separations of PWD and PWTD.	Yes		07/30/2022
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	USAID has improved the representation of New Hires with Disabilities by eliminating the triggers in Occupational Series #'s 0341 and 0343			
2022	<p>Accomplishments</p> <p>The Agency provided agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information to increase visibility of available resources.</p> <p>The Agency provided agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager’s contact information to increase visibility of available resources. Additionally, the Agency encouraged staff to update disability status in Agency Notice: Reviewing, Validating, and Updating Your Disability Status Code Disability Employment Strategic Plan.</p> <p>The OCR/DE team will be trained during FY 2023 and will be able to perform a full barrier analysis.</p> <p>Modifications</p> <p>Further analysis needs to be conducted into all triggers to determine the best strategic plan for USAID to address potential barriers to PWD and PWTD employees. An action item was added with a realistic timeline to allow for this analysis to be conducted Agency-wide.</p>			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B6				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Low participation rate for PWD for Internal Promotions in certain Mission Critical Occupations				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> 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			
		J-4 Internal Promotions for MCO of Permanent Workforce PWD and PWTD	Barriers have not yet been identified. However, according to interview responses, the lack of internal selections for MCOs may be attributed to the lack of opportunities for career development/promotions for PWD and unconscious bias on the skills and abilities of PWD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/3019	02/28/2021	Yes			Increase opportunities for upward mobility of PWD/PWTD within mission critical occupations	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Through appropriate ERG(s), encourage PWD and PWTD to participate in management, leadership, and career development programs.			Yes	09/30/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/ access, and retention risks.	Yes	09/30/2021	
12/31/2020	Review FEVS data to gain further insights.	Yes		02/28/2021
02/28/2021	Measure qualified internal applicants against relevant applicant pool.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	USAID has improved the representation of New Hires with Disabilities by eliminating the triggers in Occupational Series #'s 0341			
2020	Although this trigger remains for the Overall Agency Mission Critical Occupations, USAID has improved the representation of New Hires with Disabilities by eliminating the triggers in Occupational Series #'s 0301, 0341, and 0343.			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B7				
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?		Low participation rates of PWTB for Internal Competitive Promotions at the GS-13 level				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> 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 J-5 Promotions Internal Selections GS- 13 PWD	Description of Policy, Procedure, or Practice According to interview responses, the lack of internal selections for GS-13 may be attributed to the lack of opportunities for career development/promotions for PWD and unconscious bias on the skills and abilities of PWD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	02/28/2021	Yes			Support the upward mobility of PWD	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Through appropriate ERG(s), encourage PWD and PWTB to participate in management, leadership, and career development programs.			Yes		09/30/2020
12/31/2020	Conduct interviews and focus groups with PWD to assess employee satisfaction, career development opportunities/ access, and retention risks.			Yes		09/30/2020

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Review FEVS data to gain further insights.	Yes		09/30/2020
02/28/2021	Measure qualified internal applicants against relevant applicant pool.	Yes		09/30/2022
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	Based on the analysis of the Workforce Data Tables, PWTD applied to open positions			

Source of the Trigger:		Workforce Data (if so identify the table)			
Specific Workforce Data Table:		Workforce Data Table - B7			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Low participation rate of PWD and PWTD as New Hires at the Senior Grade Levels			
Provide a brief narrative describing the condition at issue.					
How was the condition recognized as a potential barrier?					
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		N			
Barrier(s) Identified?:		N			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		J-6 New Hires SES, GS-15, GS-14, GS-13 PWD and PWTD		Barriers have not yet been identified. However, based on interviews, low percentages may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data, and the Agency's inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring. Additionally, the Foreign Service has been limited by the need to obtain medical clearances for PWD/PWTD, which can be difficult in many developing nations due to the lack of advanced medical care. Schedule A hiring vehicle is not applicable for the Foreign Service.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2019	09/30/2021	Yes			Agency to increase the strategic recruitment of PWD and PWTD
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes	
Acting Director, OCRD		Ismael Martinez		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2021	Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities			Yes	09/30/2023

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Obtain and review additional information to assist in determining barriers.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B8				
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?		In FY 2020, there were no Executive or Manager level new hires identified as a PWD or PWTD.				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> 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			
		J-7 New Hires – Executives and Managers PWD and PWTD	Barriers have not yet been identified. However, based on interviews, low percentages may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data and the Agency’s inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	09/30/2021	Yes			Agency to hire CS executive and manager level who identify as PWD and PWTD	
09/30/2021	03/15/2023	Yes			Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Acting Director, OCRD		Ismael Martinez		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Review and update, as appropriate, USAID’s Plan for the Recruitment and Hiring of People with Disabilities			Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Obtain and review additional information to assist in determining barriers.	Yes	09/30/2021	
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?	High inclusion rate for PWTD within the agency that voluntarily separated from the agency.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> 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			
	J-8 Voluntary Separations PWTD		Barriers have not yet been identified. However, according to interviews, voluntary separations may be attributed to the lack of opportunities for career development/promotions for PWD and unconscious bias pertaining to the perception of the skills and abilities of PWD/PWTD.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2019	12/31/2020	Yes	09/30/2021		Retain diverse highly-qualified employees by increasing cultural competencies.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
(Acting) Director, USAID/OCRD		Ismael Martinez		Yes		
Chief Human Capital Officer (CHCO), HCTM		Bob Leavitt		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Promote opportunities for employees to connect with employee resource groups, reasonable accommodations manager and DEPM			Yes	09/30/2022	
09/30/2020	Continue to administer unconscious bias training to all employees			Yes	09/30/2022	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2020	Conduct interviews and focus groups with PWTD to assess employee satisfaction, career development opportunities/access, and retention risks.	Yes	09/30/2022	
12/31/2020	Administer and analyze Exit Interview Survey Data and review FEVS results to better identify trends.	Yes	09/30/2022	
09/30/2022	Administer and analyze Exit Interview Survey Data and review FEVS results to better identify trends.	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 - B9			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		The inclusion rate for individuals in the Agency that identified as a PWD/PWTD that were awarded time off awards and bonuses at a rate below their relevant inclusion rate for various award levels:			
Provide a brief narrative describing the condition at issue.					
How was the condition recognized as a potential barrier?					
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		N			
Barrier(s) Identified?:		N			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		J-9 Awards PWD/PWTD		There is insufficient data at this time to determine a barrier.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2019	09/30/2020	Yes	09/30/2021		Award contributions made by individuals identifying as a PWD/PWTD at an equitable rate in comparison to employees without a disability.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Chief Human Capital Officer (CHC), HCTM		Bob Leavitt		Yes	
Acting Director, OCRD		Ismael Martinez		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2020	Obtain and review additional information to assist in determining barriers.			Yes	09/30/2021

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	Although there is still under representation with awards for PWD and PWTD, there have significant improvements in this trigger since FY 2019

Source of the Trigger:	Grievances(s)					
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?	American Federation of Government Employees (AFGE) (Civil Service employees) AFGE resolved all grievances at the first level American Foreign Service Association (AFSA) (Foreign Service employees) FY 2021 grievance data shows that a total of 13 individuals filed grievances in 2021. Of these, six were female and seven male. In specific: One African-American female, one Asian female and two white males filed grievances over multi-year procedural delays in commissioning. One white female, one white male, and one African-American male filed grievances over improper promotion decisions having to do with missing documents or procedural errors in handling files. One white male and one white female filed grievances or appeals of allegedly improper calculations having to do with financial matters or debts to the USG. One white male and one African American male filed grievances or other types of appeals having to do with curtailment of assignments. One white female filed a grievance having to do with a bureau's improper attempts to overturn her assignment. One white female filed a grievance over her denial of entitlement to a TIC extension.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>					
	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			
	Low PWD and PWTD representation in the workforce		Based on interviews, low percentages of PWD for both the Civil and Foreign Service may be attributed to ineffective recruiting and communication strategies, insufficient self-reporting data, and the Agency's inability to hold hiring authorities and managers accountable for the usage of Schedule A Hiring.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2018	09/30/2020	Yes	09/30/2021		Agency to increase the strategic recruitment of PWD and PWTD	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Acting Director, OCRD		Ismael Martinez		Yes		
HCTM, Chief Human Capital Officer (CHCO)		Bob Leavitt		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Continue the use of alternative hiring authority and establish cadence for targeted recruiting events			Yes		
09/30/2021	Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities			Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Regularly review/monitor statistical information on new hires, promotions, and separations of PWD and PWTD	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	In FY 2020 the agency improved its new hires disability representation by 3.58% from FY 2019			

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 triggers exist in several categories, requiring further analysis.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with 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		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2020	09/30/2025	Yes	09/30/2022		Conduct barrier analysis to determine areas of improvement related to the employment lifecycle of PWD and PWTD employees.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
HCTM, Acting Chief Human Capital Officer (CHCO)		Cheryl Anderson		Yes	
OCR DE Division Chief		Mark McKay		Yes	
OCR, Director		Stephen Shih		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2025	Administer an initial and periodic resurvey of staff to increase self-identification. Share reports highlighting PWD trends to Agency leadership annually to ensure prioritization. Send out Agency-wide communications on reasonable accommodation processes, resources, Schedule A Hiring, and the Disability Program Manager's contact information quarterly to increase visibility of available resources. Review FEVS data for additional insights. OCR and HCTM will collaborate to implement a Barrier Analysis Working Group to determine necessary data requirements to strategically identify agency policies, practices, and procedures that may be causing barriers across the employee lifecycle that affect PWD and PWTD. Review and update, as appropriate, USAID's Plan for the Recruitment and Hiring of People with Disabilities. Regularly review/monitor statistical information on new hires, promotions, and separations of PWD and PWTD.	Yes	09/30/2022	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2023	Accomplishments OCR and HCTM collaborated to create a BAWG for PWD/PWTD; however, further analysis is needed to determine if barriers exist and to adjust action items in this plan. Modifications None.			

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