

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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                |            |
|--------------------------------|------------|
| a. Cluster GS-1 to GS-10 (PWD) | Answer No  |
| b. Cluster GS-11 to SES (PWD)  | Answer Yes |

Where there is representation in the cluster GS-01 to GS-10, PWD did not have a trigger and are reflected above the benchmark. In the cluster GS-11 to SL, grades GS-11 thru GS-14 were also at or above the benchmark. However, grades GS-15 and SL were below the benchmark and are reflected in the chart below: PWD 12% Benchmark GS-15 5.81% SL 5.56% This graph shows that Persons with Disabilities are below the benchmark for representation.

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

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

- |                                 |            |
|---------------------------------|------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer No  |
| b. Cluster GS-11 to SES (PWTD)  | Answer Yes |

Where there is representation, we have determined that there is not a trigger for grade level cluster GS-01 through GS-10. In the cluster GS-11 to SL, grades GS-11 through GS-14 were also at or above the benchmark. However, grades GS-15 and SL were below the benchmark and are reflected in the chart below: PWTD 2% Benchmark GS-15 1.29% SL 0.00% This graph shows that Persons with targeted Disabilities are below the benchmark for representation.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES					
Grades GS-1 to GS-10					

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

Each year numerical goals are communicated to the Corporation's Senior leaders at the state of the agency briefing. That information is also included in the annual MD-715 report which is available on PBGC's intranet and the public internet.

## 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

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	12	0	0	Belinda Thomas-Blackwell, Supervisory HR Specialist, thomas-blackwell.belinda@pbgc.gov
Architectural Barriers Act Compliance	1	0	0	Alisa Cottone, Director, Workplace Solutions, Cottone.alisa@pbgc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Roderick Duncan, Reasonable Accommodation Coordinator, HRD Duncan.Roderick@pbgc.gov
Section 508 Compliance	0	0	9	Angela Watkins IT Specialist and Section 508 Compliance Team Chair Watkins.Angela@pbgc.gov
Special Emphasis Program for PWD and PWTD	1	1	0	Denorse Prince Special Emphasis Program Manager Keshawn Draper, Management and Program Assistant, HRD,Draper.keshawn@pbgc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Sandra Payne, Selective Placement Program Coordinator HRD Payne.Sandra@pbgc.gov

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

Answer Yes

Staff members attended The Department of Veterans Affairs-VRE training courses on: o New Perceptions in Disability o Special Memorial Day Presentation o Disabilities - Fact or Fiction o Whose Fault Is It

**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

HRD manages a centralized budget set aside to purchase items needed as reasonable accommodation.

**Section III: Program Deficiencies In The Disability Program**

**Section IV: Plan to Recruit and Hire Individuals with Disabilities**

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

**A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES**

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

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities daily via email. Staffing Specialists in the Staffing and Classification Division receive applications from applicants with disabilities, including individuals with targeted disabilities, through the application process. The specialists review the provided documentation and make a determination as to whether the applicant is eligible for veterans’ preference and/or the Schedule A hiring authority. The specialists collaborate with the SPPC as necessary.

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

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities daily via email and forwards Schedule A letters and resumes to the agency’s Disability Program Staffing Specialist. The Staffing Specialist determines which hiring authorities the applicant is eligible for and whether the applicant is minimally qualified for the position. The Staffing Specialist then refers eligible and minimally qualified applicants to the Hiring Official with an explanation of how they should be considered.

- 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.

Selective Placement Program Coordinator (SPPC) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities daily via email and forwards Schedule A letters and resumes to the agency’s Disability Program Staffing Specialist. The Staffing Specialist determines which hiring authorities the applicant is eligible for and whether the applicant is minimally qualified for the position. The Staffing Specialist then refers eligible and minimally qualified applicants to the Hiring Official with an explanation of how they should be considered.

- 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

SPPC incorporated Schedule A Hiring Authority into the PBGC managers and supervisors training. The SPPC made this a mandatory component of the “refresher” virtual reasonable accommodation training.

**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.

The Staffing and Classification Division attends career fairs specifically targeted to disabled veterans, including veterans with targeted disabilities. At the career fairs we discuss hiring opportunities as well as the application process and the various hiring authorities under which the attendees might be eligible. The Disability Program Manager has established a partnership with The Veterans Affairs, Veterans Readiness Employment (VRE) for the Staffing and Classification Division to accept resumes from disabled veterans, including veterans with targeted disabilities and determines which resumes may be referred noncompetitively under one or more hiring authorities.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

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

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

The sample size was limited as there were few hires in all the major occupations.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

- 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

The sample size was limited as there were few hires in all the major occupations.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

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

The sample size was limited as there were few hires in all the major occupations.

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

## 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.

To increase the representation of disabled veterans in the PBGC Pathways (Student Intern) Program, the Staffing and Classification Division has established a hiring and retention plan for those individuals.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

PBGC has a variety of career development programs that require supervisory approval but not competition, including: (1) Project Management Certification; (2) executive coaching; (3) conflict coaching; (4) detail opportunities; (5) Pathways and HACU internships; (6) multiple training opportunities for employees at all grade levels; (7) training program for new supervisors, the agency established a Veterans Integration Program (VIP) that is designed to equip Federal employees who will be working with newly-hired veterans with the tools and skills needed to assist veterans with their transition the federal workforce (through web-based training). PBGC continues to use career ladder promotions as a recruitment strategy to hire at the entry level with development, growth, and promotion potential.

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 (%)
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
Mentoring 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
Coaching 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	1054	29	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 No

b. Selections (PWD) Answer No

Not applicable. The Agency does not have career development programs that require competition.

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

a. Applicants (PWTD) Answer No

b. Selections (PWTD) Answer No

Not applicable. The Agency does not have career development programs that require competition.

**C. AWARDS**

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

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	10	1.35	0.83	2.94	0.88
Time-Off Awards 1 - 10 Hours: Total Hours	476	64.86	35.00	141.18	42.11
Time-Off Awards 1 - 10 Hours: Average Hours	47.6	32.43	5.83	141.18	0.00
Time-Off Awards 11 - 20 hours: Awards Given	27	1.35	2.92	0.00	1.75

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Total Hours	1813	54.05	208.47	0.00	70.18
Time-Off Awards 11 - 20 Hours: Average Hours	67.15	27.03	9.93	0.00	35.09
Time-Off Awards 21 - 30 hours: Awards Given	15	3.38	1.11	5.88	2.63
Time-Off Awards 21 - 30 Hours: Total Hours	904	193.24	68.06	258.82	173.68
Time-Off Awards 21 - 30 Hours: Average Hours	60.27	38.65	8.51	129.41	11.58
Time-Off Awards 31 - 40 hours: Awards Given	946	92.57	101.94	105.88	88.60
Time-Off Awards 31 - 40 Hours: Total Hours	47121	4606.76	5043.19	5035.29	4478.95
Time-Off Awards 31 - 40 Hours: Average Hours	49.81	33.63	6.87	139.88	1.94
Time-Off Awards 41 or more Hours: Awards Given	2	0.00	0.28	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	240	0.00	33.33	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	120	0.00	16.67	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	207	19.59	22.08	26.47	17.54
Cash Awards: \$501 - \$999: Total Amount	785177	65043.92	86932.64	90644.12	57408.77
Cash Awards: \$501 - \$999: Average Amount	3793.13	2242.89	546.75	10071.56	-91.97
Cash Awards: \$1000 - \$1999: Awards Given	596	64.19	62.08	79.41	59.65
Cash Awards: \$1000 - \$1999: Total Amount	2237594	211508.78	239560.56	257867.65	197682.46
Cash Awards: \$1000 - \$1999: Average Amount	3754.35	2226.41	535.93	9550.65	41.98
Cash Awards: \$2000 - \$2999: Awards Given	587	57.43	63.89	61.76	56.14
Cash Awards: \$2000 - \$2999: Total Amount	2288630	212852.70	250546.94	236035.29	205938.60
Cash Awards: \$2000 - \$2999: Average Amount	3898.86	2504.15	544.67	11239.76	-101.21
Cash Awards: \$3000 - \$3999: Awards Given	178	5.41	22.50	5.88	5.26
Cash Awards: \$3000 - \$3999: Total Amount	931876	26573.65	118683.61	27647.06	26253.51
Cash Awards: \$3000 - \$3999: Average Amount	5235.26	3321.71	732.62	13823.53	189.59
Cash Awards: \$4000 - \$4999: Awards Given	3	0.00	0.42	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	19400	0.00	2694.44	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	6466.67	0.00	898.15	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	51	2.70	6.25	0.00	3.51

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Total Amount	751600	47297.30	90500.00	0.00	61403.51
Cash Awards: \$5000 or more: Average Amount	14737.25	11824.32	2011.11	0.00	15350.88

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

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	31	1.35	3.89	0.00	1.75

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer No

**D. PROMOTIONS**

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No



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

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

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

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

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

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

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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 No
- ii. Internal Selections (PWD) Answer No

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
- 

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

a. Executives

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

b. Managers

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

c. Supervisors

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

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

## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

Not Applicable

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

Anyone with an accessibility issue related to navigating the pbgc.gov site should contact the webmaster@pbgc.gov (per The PBGC Website Policies and Procedures and the Accessibility section). In compliance with Section 508 of the Rehabilitation Act (link is external), PBGC is committed to providing access to its Web pages to all people-disabled or not-seeking information about PBGC. According to its policies for accessibility (link is external), the agency shall take appropriate steps to ensure effective communication with applicants, participants, personnel of other Federal entities, and members of the public. If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this Web site interferes with your ability to access information, please contact the PBGC Webmaster at webmaster@pbgc.gov (link sends e-mail) or 202-326-4343. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the Web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-400-7242 for TTY/ Voice communication.

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

<https://www.pbgc.gov/about/pg/footer/aba>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

PBGC continues ensure access to the building for people with disabilities. The agency’s Section 508 Compliance Team conducts training sessions across the agency to raise awareness of Section 508 responsibilities and continues to promote their “Acclimate to Section 508 Learning Series” – promoting with Technology meets Usability. In addition to providing hands-on instruction on how to make accessible documents, via Word, PowerPoint, and PDF, they are educating stakeholders in what to look for when procuring technology. The Section 508 Compliance Team also has monthly Q&A Sessions. This Fiscal Year they have incorporated Monthly Tips to help educate PBGC employees. These practices will continue throughout this fiscal year. In preparation for the return to

office on January 30, 2023, PBGC is working closely with GSA to ensure that our new headquarters building is accessible and addresses the needs of the PBGC employees and visitors.

**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.)

30 days

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

(1) PBGC effectively operates a Reasonable Accommodation Program for qualified individuals with disabilities, including having a centralized reasonable accommodation fund and designated Reasonable Accommodation Coordinator. (2) During FY 2022, PBGC received and timely processed 27 reasonable accommodation requests. (3) PBGC actively collaborates with the Computer/Electronic Accommodations Program (CAP) and the Job Accommodations Network (JAN); (4) PBGC ensures easy access and availability of interpreter services for applicants and employees who are deaf or hard of hearing through continued operation of its Interpreter Services Program; (5) PBGC highlights disability topics through a Disability Awareness Series, with speakers, information, and articles in the PBGC newsletter. (6) PBGC includes information about the Workforce Recruitment Program, Diversity and Inclusion, Special Emphasis Observances, and the Reasonable Accommodation Program on its HRD intranet webpage; (7) PBGC maintains a videophone in its lobby to accommodate deaf and hard of hearing visitors; (8) PBGC has an annual mandatory reasonable accommodation and Diversity & Inclusion training requirement for all supervisors and managers and hosted and delivered multiple training sessions in these areas; (9) The HRD Reasonable Accommodation brochure is provided to all employees during New Employee Orientation (NEO) and the PBGC Reasonable Accommodation Coordinator provides a briefing to all new employees during NEO on reasonable accommodation procedures. In addition, the information is available on the intranet via the Employee and Labor Relations Management Division (ELRMD) link entitled “Reasonable Accommodations” at: [http://intranet/human\\_resources/emp\\_labor\\_relations/accommodations.cfm](http://intranet/human_resources/emp_labor_relations/accommodations.cfm) and on the internet at: [http://www.pbgc.gov/documents/reasonable\\_accom.pdf](http://www.pbgc.gov/documents/reasonable_accom.pdf)

**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 PAS policy is included in the Reasonable Accommodations Policy. Both were approved by EEOC in FY19 and are posted on PBGC’s Intranet. PAS training was incorporated into the FY22 mandatory RA training for supervisors.

**Section VII: EEO Complaint and Findings Data**

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

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

Answer No

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

Answer No

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

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

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

Answer No

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

## Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

<b>Source of the Trigger:</b>		Workforce Data (if so identify the table)							
<b>Specific Workforce Data Table:</b>		Workforce Data Table - B1							
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		While there may be a trigger in terms of representation, there has not been an identified barrier to equal employment opportunity. However, as PBGC continues to conduct barrier it will continue to look for issues that limit EEO for PWD and PWTD.							
<b>STATEMENT OF BARRIER GROUPS:</b>		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities							
<b>Barrier Analysis Process Completed?:</b>		N							
<b>Barrier(s) Identified?:</b>		N							
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Barrier Name</th> <th style="width: 50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
<b>Objective(s) and Dates for EEO Plan</b>									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2020	10/01/2027	Yes			To increase representation in senior grades, major occupations, and occupational categories of PWDs and PWTDs.				
<b>Responsible Official(s)</b>									
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>					
Acting OEEEO Director		Hope Fuller		Yes					
Agency Leadership		Various Individuals		Yes					
HRD		HRD		Yes					
<b>Planned Activities Toward Completion of Objective</b>									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
09/30/2027	The agency will continue to operate a robust inter-departmental Section 508 Compliance Team and offer hands-on Section 508 accessibility training and awareness to all employees.			Yes					

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2027	HRD will continue to train and educate on disability topics, including mandatory RA training for managers/supervisors and employees.	Yes		
09/30/2027	OEEEO will continue to explore how it can enhance programs for PWD and PWTD.	Yes		
<b>Report of Accomplishments</b>				
<b>Fiscal Year</b>	<b>Accomplishment</b>			
2024	<p>Organized and facilitated multiple events, including "Enhancing Collaboration with Deaf, Hard of Hearing, and Oralist Colleagues: Turn on Your Camera When Speaking," and the "Virtual Communication" workshop in collaboration with PBGC's chapter of Toastmasters International. These sessions helped reinforce awareness of in-person and virtual communication.</p> <p>Provided a series of Education &amp; Enrichment programs and training events, including "Self-Awareness and Emotional Intelligence," "Resiliency &amp; Energy," "Empathy Scorecard," and "Creating a Culture of Innovation," promoting professional and personal growth. Other trainings included "Basics of American Sign Language," "EEO for Supervisors and Staff," and "Mastering the Mind: Strategies to Overcome Imposter Syndrome," to support professional skill building and personal development.</p> <p>OEEEO collaborated with PBGC's Human Resources Department to present the 'Representation Matters' workshop; delivering multiple workshops to the entire workforce, highlighting the importance of self-identification as it relates to workforce demographics.</p> <p>OEEEO's Complaints Branch facilitated organizational training sessions, covering "ABCs of EEO," "Integration of EEO into Your Department," and "Empowering Your Team," reinforcing EEO principles within organizational practices.</p> <p>The Office of Equal Employment Opportunity organized the "60th Anniversary of the Passage of the Civil Rights Act of 1964," commemoration event, to engage employees in important historical discussions.</p> <p>OEEEO collaborated with OGC and HRD to present supervisors/managers with EEO, Harassment and Reasonable Accommodation training.</p> <p>HRD continues to offer disability awareness trainings.</p> <p>Presented the 3-part YOUiversity workshop to enhance personal reflection and professional development.</p>			



<b>Source of the Trigger:</b>		Workforce Data (if so identify the table)							
<b>Specific Workforce Data Table:</b>		Workforce Data Table - B4							
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>		To increase representation in senior grades, major occupations, and occupational categories of PWDs and PWTDS.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
<b>STATEMENT OF BARRIER GROUPS:</b>		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
<b>Barrier Analysis Process Completed?:</b>		Y							
<b>Barrier(s) Identified?:</b>		N							
<b>STATEMENT OF IDENTIFIED BARRIER:</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
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.									
<b>Objective(s) and Dates for EEO Plan</b>									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
09/30/2022	09/30/2025	Yes	09/30/2022	09/30/2025	To increase representation in PBGC of PWDs and PWTDS.				
<b>Responsible Official(s)</b>									
Title		Name		Standards Address The Plan?					
HRD		Arrie Etheridge		No					
OEEO Director		Brenecia Watson		No					
Leadership		Agency Leadership		No					
<b>Planned Activities Toward Completion of Objective</b>									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
09/30/2025	HRD will continue to train and educate on disability topics, including mandatory RA training for managers and supervisors.			Yes	09/30/2022	09/30/2025			

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2025	OEEEO will continue to explore how it can enhance programs for PWD and PWTD.	Yes	09/30/2022	09/30/2025
09/30/2025	The agency will continue to operate a robust inter-departmental Section 508 Compliance Team and offer hands-on Section 508 accessibility training and awareness to all employees.	Yes	09/30/2022	09/30/2025
Report of Accomplishments				
Fiscal Year	Accomplishment			
2023	PBGC's Human Resources Department provided training on topics focused on disability awareness.			
2023	OEEEO Disability Affirmative Employment Committee (DAEC) continued to support efforts that promote the equal employment opportunity of persons with disabilities and persons with targeted disabilities. It presented a 4-part series to the workforce on Culturally Competent behaviors when working in a diverse environment, specifically focusing on engaging with employees with disabilities.			
2023	OEEEO, HRD and LDD presented workshops focused on various dimensions of identity to include ability status to address issues that impact equal employment opportunity.			
2023	<p>OEEEO presented training and workshops focused on discussions around race, ability status, gender, ethnicity and various other dimensions of identity with the goal of this series to address the seen and unseen issues that impact equal employment opportunity.</p> <p>Session 1 – Joint AEP Committee Brown Bag Chat – Becoming Your Own Advocate                      Session 2 – Joint AEP Committee Brown Bag Chat – How to Recover from Early Failure                      Session 3 – Joint AEP Committee Brown Bag Chat – Breaking the Glass Ceiling                      Session 4 – Joint AEP Committee Brown Bag Chat – Embrace the Journey                      Session 5 – Joint AEP Committee Brown Bag Chat – My Path to Professional Success                      Part 1 – OEEEO DAEC – Embracing the Deaf and Hard of Hearing Culture in the Workplace                      Part 2 – OEEEO DAEC Acceptance versus Accommodation: Creating an Inclusive Workplace Environment for Neurodivergence                      Part 3 – OEEEO DAEC Accessibility Matters: Cultivate a Welcoming Environment for Colleagues with Mobility Challenges                      Part 4 – OEEEO DAEC Unmasking: Suppressing Your True Self to Fit In                      OEEEO and HRD Collaboration re: Making the Certificate List of Eligibles                      Part 1 &amp; 2– Cognitive Dissonance: Navigating the Map of Conflicting Beliefs                      Representation Matters Campaign 1&amp;2                      Panel Discussion – From Representation to Realization: The Blueprint for an Inclusive Workplace                      Book: Using Your Difference to Make a Difference: How to Connect and Communicate in a Cross-Cultural World</p>			

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

Not Applicable

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

As a result of the continued training offered by OEEEO, HRD and LDD, PBGC's workforce continues to be educated on topics of EEO Compliance, Reasonable Accommodation and professional development to support professional growth and to maintain a model EEO program.

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.

OEEEO, HRD and LDD will continue to provide training opportunities to support a model EEO program.