

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

Table B1 and B4 indicates that the PWD in GS-11 to SES cluster of the permanent workforce participate at 11.84% (1,591) out of 13,438 employees in the permanent workforce, which is slightly lower than the 12% benchmark goal.

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

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

a. Cluster GS-1 to GS-10 (PWTD)

Answer No

b. Cluster GS-11 to SES (PWTD)

Answer No

There are no triggers for PWTD.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	779	183	23.49	44	5.65
Grades GS-11 to SES	13333	1505	11.29	292	2.19

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

The OCR developed a bowling metric for region and program offices to encourage them to reach the EEOC goal of PWDs making up 12% of EPA's workforce. OCR highlighted a best practice from Region 5, which consisted of a communication campaign to self- identify their disability status in Employee Express. OCR encouraged region and program offices to consider PWDs when filling positions. OCR also promoted the benefits of the Schedule A (disability) hiring authority and the use of the Workforce Recruitment Program (WRP). OCR informed all senior leaders about EPA's Section 501 Affirmative Action Plan (AAP) and numerical goals, including the 12% and 2% numerical inclusion goals as part of ongoing EEO and DEIA strategic planning discussions. OCR encouraged senior leaders to socialize the goals within their region and program offices (including to hiring

managers). EPA leadership communicated numerical goals to all employees through internal communication channels. Furthermore, OCR itself issued EPA-wide communication encouraging employees to complete or update their SF-256, as appropriate. The SF-256 allows employees to self-identify any disability. The Agency uses this data, along with other qualitative and quantitative data elements, to calculate disability workforce numbers, improve recruitment, hiring, and promotion processes, and eliminate barriers to equal employment opportunities for individuals with disabilities.

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	
Section 508 Compliance	4	0	63	David Segovia, Libraries and Accessibility Division Director, OMS segovia.david@epa.gov Sarah Sorathia, Assistant Section 508 Program Manager, OMS sorathia.sarah@epa.gov
Architectural Barriers Act Compliance	1	0	1	Yvette Jackson, Director, Office of Administration, OMS Jackson.yvette@epa.gov
Special Emphasis Program for PWD and PWTB	2	0	25	Tiffany Houser, National Disability Employment Program Manager, OCR houser.tiffany@epag.gov napoli.anthony@epa.gov
Answering questions from the public about hiring authorities that take disability into account	23	0	0	Anthony Napoli, Diversity and Inclusion Program Manager, DOESD, OHR napoli.anthony@epa.gov Jerome King, EEO Manager, National Disability Employment Program Manager, OCR King.Jerome@epa.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	2	0	27	Amanda Sweda, Senior National Reasonable Accommodation Coordinator, OCR sweda.amanda@epa.gov Kristin Tropp, National Reasonable Accommodation Coordinator, OCR tropp.kristin@epa.gov
Processing applications from PWD and PWTD	30	0	0	Tiffany Sykes, Director, Cincinnati Shared Service Center, Office of Mission Support OMS Sykes.Tiffany@epa.gov

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

Answer Yes

In FY 2022, EPA staff attended virtual trainings offered by organizations external to the agency. The Agency also provided two trainings/listening sessions regarding disability and accessibility at EPA in February 2022, which were led by an outside consultant and were kicked off with opening remarks by EPA’s Deputy Administrator. OCR provided semi-annual trainings to all of its SEPMs regarding their SEPM responsibilities to assist them in carrying out their responsibilities during the reporting period. Disability program staff also received the following targeted training: Employer Assistance and Resource Network (EARN) on Disability Inclusion were offered throughout the year on multiple disability services and program topics and staff also attended the EEOC/Federal Exchange on Employment and Disability (FEED), Small Agency 501 Affirmative Action Regulation Working Group sessions, and the DVAAP Forum and Overview.

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

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.

EPA continues to recruit PWD and PWTD using digital and social media outreach such as LinkedIn and the Bureau's career page at www.consumerfinance.gov/jobs. EPA encourages individuals with disabilities to apply under the Schedule A(u) Hiring Authority to open positions, which are posted on USAJobs. The Office of Human Resources encourage hiring managers to utilize programs such as the Workplace Recruitment Program (WRP) to identify, interview, and hire PWD and PWTD non-competitively without vacancy announcements when possible. The signed Handshake Premium Contract increased outreach and recruitment efforts to students from all educational institutions including PWDs, Minority Serving Institutions, and student veterans.

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

EPA encourages individuals with disabilities (e.g., Schedule A(u), 30% or more disabled veterans, etc.) to apply for vacancy announcements posted on USAJobs. EPA refers individuals with disabilities who meet minimum qualifications and provide the appropriate documentation as prescribed by 5 CFR 213.3102(u) to hiring manager for consideration. EPA continues to leverage the hiring of PWD and PWTD through resources such as the WRP and existing registries housed on www.max.gov.

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.

EPA determines eligibility for individuals who apply using special hiring authorities, such as Schedule A and the 30% or More Disabled Veteran Authority. EPA's Office of Mission Support, Shared Service Center (SSC) has developed a Schedule A Repository. This Repository hosts resumes and writing samples from Schedule A Disability-eligible candidates, which SSC shares with the program and regions offices to streamline and increase hiring managers' use of the Schedule A hiring authority. EPA's SSC reviews applications from applicants who submit documentation designating their disability status pursuant to special hiring authority Schedule A (5 C.F.R. § 213.3102(u)). The SSC screens all applicants seeking to be hired through Schedule A for minimum qualifications/selective factors to determine eligibility for noncompetitive, Schedule A appointments. EPA may make permanent or time-limited appointments and determines whether the applicant is likely to succeed in the performance of the duties of the position for which he or she applied. In determining whether the applicant is likely to succeed in performing the duties of the position, EPA may rely upon the applicant's employment, educational, or other relevant experience, including but not limited to service under another type of appointment in the competitive or excepted services.

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 increased use of the Schedule A Hiring Authority is a national priority for EPA. In FY 2022, OHR and OCR provided training sessions to several hundred managers and employees (this was for various EPA regions and program offices). EPA communicated hiring goals to management thorough a combination of briefings and training sessions. The training sessions focused on two topics, the "Effective Use of the Schedule A Hiring Authority" and "How to Utilize the Workforce Recruitment Program (WRP) Database." EPA recorded the training sessions so others that could not attend could view them. The videos were and remain available on the agency intranet site and on Microsoft Teams video system for all EPA employees to access. In addition, several EPA regions and program offices conducted their own Disability Employment Awareness, Reasonable Accommodation, and Schedule A Hiring Authority training sessions.

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.

EPA has established and maintains contacts with organizations that assist PWD, including PWTD, in securing and retaining

employment, and shares open vacancy announcements with them. EPA also made itself available to participate as a panelist proposed by the U.S. Department of Labor regarding the Agency's promising practices on the use of WRP at the EEOC's EXCEL conference (but was later canceled). Nonetheless, the Agency updated its intranet website. PWDs section of the website contains information regarding the Schedule A hiring authority, training videos, resources, and guides, etc. to help hiring managers and EPA employees. EPA is working with various program/regional offices to identify PWD organizations to establish MOUs. The agency continued to implement established Memoranda of Understanding (MOU) with Gallaudet University (GU) and Rochester Institute of Technology (RIT)/National Technical Institute for the Deaf (NTID). EPA renewed the MOU with RIT/NTID for another five years. EPA continues to collaborate on the advancement of environmental education to improve awareness of national employment opportunities and other opportunities for individuals with disabilities. Through the established MOUs with the institutions, students are given notice of publicly available career opportunities. In FY22, the agency hosted a resume certificate repository for PWD within EZHire. The Agency signed a Handshake Premium Contract that increased outreach for PWD, professional organizations, and student Veterans. The Agency developed an outreach pilot with Landmark College to create employment pathways for neurodiverse students. Along with the continued use of the Schedule A hiring authority, EPA continues to explore how to best leverage WRP through the Department of Labor and existing registries housed on www.max.gov.

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 |

There were no triggers identified in the permanent workforce for PWD and PWTD. In FY 2022, EPA had 1260 permanent new hires, 235 and 44, of which 18.7% were PWD and 3.49% were PWTD.

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

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

- | | |
|-----------------------------|---------------|
| a. New Hires for MCO (PWD) | Answer Yes |
| b. New Hires for MCO (PWTD) | Answer Yes |

EPA has seven mission critical occupations (MCOs): 0819/Environmental Engineering, 0028/Environmental Protection Specialist, 0905/General Attorney, 0401/General Natural Resources Management, 1301/General Physical Science, 0343/Management and Program Analysis, and 0301/Miscellaneous Admin & Program. In FY 2022, there were triggers for PWD and PWTD for the permanent new hires when compared to the qualified applicant pool for one series, the 0301 series. EPA will continue to train and educate hiring officials to address the 0301 triggers.

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 N/A

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

N/A. The Agency does not currently capture qualified internal applicants for any MCOs for PWD and/or PWTD. OCR will continue to work with OHR to collect this data.

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 N/A

b. Promotions for MCO (PWTD) Answer N/A

N/A. The Agency does not currently capture employees promoted to any of the MCOs for PWD and/or PWTD. OCR will continue to work with OHR to access what is needed to acquire the data.

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.

OHR will continue to post all internal advancement opportunities, i.e., details, temporary promotions, and reassignments on the EPA’s internal website. The agency will continue to make PWD and PWTD aware of opportunities, such as promotions, details, and reassignments, and encourage PWD and PWTD to apply for these opportunities. Senior leadership will also partner with OHR to promote internal advancement opportunities. Other advancement opportunities include promoting the use of training courses available through FedTalent in efforts to improve professional development; promoting the development of personal learning and development goals; and helping employees to develop and implement Individual Development Plans (IDPs). OCR will continue to lead barrier analysis efforts to assist with providing or improving internal advancement opportunities for PWD and PWTD. Additionally, as part of the DEIA efforts, EPA has created a DEIA Implementation Accessibility Workgroup (WG). The Accessibility WG is composed of EPA employees, including OCR employees, selected as accessibility subject matter experts. The WG meets regularly to discuss accessibility concerns at EPA. During the development of EPA’s DEIA Strategic Plan in the first half of FY22, the workgroup drafted a chapter organized around four goals and priorities to help guide EPA in its effort to improve accessibility: • Goal 1: Build and Sustain Inclusive Culture: Reach, Hire, Retain, and Advance a Wide Intersection of People with Disabilities. • Goal 2: Ensure Timely Implementation of Accommodations and Physical Accessibility. • Goal 3: Comply with Section 508 of the Rehabilitation Act and Increase Virtual Accessibility. • Goal 4: Achieve Goals 1-3 by Centralizing Procurement, Funding, and Accessibility Guidance for Employees and the Public.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

EPA continues to offer career development tools and resources that assist all employees, to include PWD and PWTD, with skill development. EPA will establish a Career Development Framework, Career Planning tools, and other internal resources for professional growth and development for all employees, including PWD and PWTD, interested in promoting their career and development goals. The resources will include, Individual Development Planning and Career Development Workshops, self-directed career planning and development tools, resources, and activities, voluntary consultations on Individual Development Plans and Career Planning.

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	16	14	N/A	N/A	N/A	N/A
Other Career Development Programs	15	15	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching 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
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

EPA will have a career development program in FY23. OCR has expressed to OHR the need to track applicant flow data, including that of PWD. OHR recognized the need to do so, and informed OCR that it intended to do so.

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

EPA will have a career development program in FY23. OCR has expressed to OHR the need to track applicant flow data, including that of PWTD. OHR recognized the need to do so, and informed OCR that it intended to do so.

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

There are no triggers for cash awards involving PWD and/or PWTD for \$500 and under, or \$501-\$999 when compared to the inclusion rate. However, the agency was not able to determine if there are triggers involving PWD and/or PWTD for time-off awards, bonuses, or other incentives because the data was not available. OHR is working to collect this data.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	4101	31.08	28.64	26.79	32.15
Time-Off Awards 1 - 10 Hours: Total Hours	31929	237.77	223.26	200.00	247.15
Time-Off Awards 1 - 10 Hours: Average Hours	7	0.41	0.06	2.08	0.00
Time-Off Awards 11 - 20 hours: Awards Given	1713	13.32	11.81	13.99	13.16
Time-Off Awards 11 - 20 Hours: Total Hours	28459	219.30	196.81	231.55	216.26
Time-Off Awards 11 - 20 Hours: Average Hours	16	0.95	0.14	4.76	0.00
Time-Off Awards 21 - 30 hours: Awards Given	652	4.44	4.59	5.65	4.14
Time-Off Awards 21 - 30 Hours: Total Hours	16979	113.80	119.79	150.30	104.73
Time-Off Awards 21 - 30 Hours: Average Hours	26	1.48	0.22	7.74	-0.07
Time-Off Awards 31 - 40 hours: Awards Given	831	4.44	6.12	5.65	4.14
Time-Off Awards 31 - 40 Hours: Total Hours	31925	174.72	234.42	223.81	162.53
Time-Off Awards 31 - 40 Hours: Average Hours	38	2.31	0.33	11.61	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	1122	9.24	7.60	9.23	9.24
Cash Awards: \$501 - \$999: Total Amount	822688	6839.79	5564.37	6772.32	6856.54
Cash Awards: \$501 - \$999: Average Amount	733	43.81	6.27	218.45	0.44
Cash Awards: \$1000 - \$1999: Awards Given	3079	26.35	20.82	28.87	25.72
Cash Awards: \$1000 - \$1999: Total Amount	4238555	36878.80	28608.49	41435.12	35747.30
Cash Awards: \$1000 - \$1999: Average Amount	1376	82.83	11.78	427.08	-2.66
Cash Awards: \$2000 - \$2999: Awards Given	4420	31.50	31.45	35.12	30.60

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Total Amount	10626632	74534.81	75818.52	81373.81	72836.44
Cash Awards: \$2000 - \$2999: Average Amount	2404	140.08	20.68	689.58	3.62
Cash Awards: \$3000 - \$3999: Awards Given	3489	19.36	25.77	16.96	19.96
Cash Awards: \$3000 - \$3999: Total Amount	11662621	64652.28	86158.66	56706.85	66625.42
Cash Awards: \$3000 - \$3999: Average Amount	3342	197.69	28.67	994.64	-0.22
Cash Awards: \$4000 - \$4999: Awards Given	1860	8.11	14.24	5.95	8.65
Cash Awards: \$4000 - \$4999: Total Amount	8208851	35514.27	62913.43	26427.68	37770.81
Cash Awards: \$4000 - \$4999: Average Amount	4413	259.21	37.90	1321.13	-4.51
Cash Awards: \$5000 or more: Awards Given	515	2.37	3.93	3.57	2.07
Cash Awards: \$5000 or more: Total Amount	5887014	27566.37	44875.01	30880.06	26743.46
Cash Awards: \$5000 or more: Average Amount	11431	689.11	97.98	2573.21	221.21

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

a. Pay Increases (PWD)

Answer Yes

b. Pay Increases (PWTD)

Answer Yes

There were triggers for PWD for quality step increases of 3.04%, and performance-based pay increases of 1.66%. There also were triggers for PWTD for quality step increases of 2.59%, and 1.18%, when compared to the inclusion rate of 6.37%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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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

OCR will continue work with OHR to develop, implement, and track employee recognition programs for PWD and/or PWTD.

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

a. SES EPA does not currently capture qualified internal applicants and/or selectees for promotions to the senior grade levels for PWD. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. b. Grade GS-15 EPA does not currently capture qualified internal applicants and/or selectees for promotions to the senior grade levels for PWD. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data.

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

a. SES EPA does not currently capture qualified internal applicants and/or selectees for promotions to the senior grade levels (SES) for PWTD. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. b. Grade GS-15 EPA does not currently capture qualified internal applicants and/or selectees for promotions to the senior grade levels (GS-15) for

PWTD. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data.

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	N/A
c. New Hires to GS-14 (PWD)	Answer	N/A
d. New Hires to GS-13 (PWD)	Answer	N/A

EPA’s workforce data tables do not provide information on New Hires of PWD in the grade levels GS13–SES. OCR continues to coordinate with OHR to create a process to collect the required data.

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	N/A
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

EPA’s workforce data tables do not provide information on New Hires of PWTD in the grade levels GS13–SES. OCR continues to coordinate with OHR to create a process to collect the required data.

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

a. Executives		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

a. Executives EPA's workforce data tables do not provide data on PWD for qualified internal applicants and/or selectees to supervisory positions. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. b. Managers EPA does not currently capture qualified internal applicants and/or selectees involving PWD for promotions to manager positions. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. c. Supervisors EPA's workforce data tables do not provide data on PWD for qualified internal applicants and/or selectees for promotions to supervisory positions. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data.

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Managers

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

ii. Internal Selections (PWTB) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTB) Answer N/A

a. Executives EPA's workforce data tables do not provide data on PWTB for qualified internal applicants and/or selectees for promotions to supervisory positions. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. b. Managers EPA's workforce data tables do not provide data on PWTB for qualified internal applicants and/or selectees for promotions to manager positions. OCR continues to coordinate with OHR to develop a process that will collect applicant flow data. c. Supervisors EPA's workforce data tables do not provide data on PWTB for qualified internal applicants and/or selectees for promotions to supervisory positions. OCR continues to coordinate with OHR to create a process to collect the required data.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A

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

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

EPA's workforce data tables do not provide data on PWTB selected for new hires to supervisory positions. OCR continues to coordinate with OHR to create a process to collect the required data.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A

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

c. New Hires for Supervisors (PWTD)

Answer N/A

EPA's workforce data tables do not provide data on PWTD selected for new hires to supervisory positions. OCR continues to coordinate with OHR to create a process to collect the required data.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No

EPA had (51) Schedule A disability appointees become eligible for conversion into the competitive service. Of those (51) eligible for conversion, (46) have been converted into the competitive service. The other five appointees remain with the agency on their Schedule A appointments. The respective offices have not yet submitted paperwork to convert them.

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

a. Voluntary Separations (PWD)

Answer Yes

b. Involuntary Separations (PWD)

Answer Yes

The percentage of PWD among voluntary (4.27%) and involuntary (6.08%) separations exceeds that of persons without disabilities when compared to the inclusion rate, -0.45% and 4.20% respectively.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	14	0.34	0.06
Permanent Workforce: Resignation	133	1.24	0.86
Permanent Workforce: Retirement	600	3.05	4.22
Permanent Workforce: Other Separations	230	1.52	1.57
Permanent Workforce: Total Separations	977	6.15	6.70

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 Yes

b. Involuntary Separations (PWTD)

Answer No

The percentage of PWTD among voluntary (3.07%) separations exceeds that of persons without disabilities when compared to the inclusion rate of -0.09%. However, there is no trigger with PWTD among involuntary separations when compared to persons without targeted disabilities.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	14	0.85	0.08
Permanent Workforce: Resignation	133	0.85	0.90
Permanent Workforce: Retirement	600	2.56	4.11
Permanent Workforce: Other Separations	230	2.56	1.54
Permanent Workforce: Total Separations	977	6.82	6.63

- 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.

The results of the exit interviews were not available. The Agency is stressing the need to ensure better collection of exit interviews in general, and for better communication to share exit interviews with OCR where EEO is mentioned as a concern by a departing employee, in particular.

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 Accessibility Statement explains employees' and applicants' rights under Section 508 of the Rehabilitation Act. The statement is available on EPA's website: <https://www.epa.gov/accessibility/epa-accessibility-statement>.

- 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.

EPA's website: <https://www.epa.gov/ocr/affirmative-employment-analysis-and-accountability#architectural> provides a link to the United States Access Board (<https://www.accessboard.gov/enforcement/>), which provides information on employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

- 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.

The 508 Directives align with the Revised Section 508 Standards issued by the U.S. Access Board and establish the EPA's policy for ensuring access to the agency's Information and Communication Technology (ICT) and for complying with Section 508 of the Rehabilitation Act, as amended (29 U.S.C. § 794d). The Section 508 Acquisition Procedure incorporates specific Section 508 technical requirements and acceptance criteria in the planning stage of the acquisition. The Section 508 Testing Procedure establishes a standard for how and when to test ICT for accessibility. The Section 508 Exceptions Procedure introduces the fundamental alteration exception and defines signature authority requirements for the different exceptions. These procedures include certification forms to help document how each organization integrates the 508 technical requirements as they acquire, develop, and maintain ICT. The agency developed guidance and resources for creating accessible on-line training and began the remediation for the existing mandatory training. EPA Compliance Assessment and Remediation Plan: EPA's Compliance Assessment and Remediation Plan (CARP), aligns with the U.S. Access Board ICT Testing Baseline, which describes how to evaluate conformance to the Revised 508 Standards. EPA's CARP aims to assess and enhance the accessibility of EPA's ICT, develop a baseline to measure improvements, and report biannually to the OMB on Section 508 Program Maturity. In FY22, EPA clarified the processes for assessing the level of conformance for existing systems and navigating the remediation process toward

full compliance. The CARP will also align with the recently signed Section 508 procedures for testing and acquisition established processes and documentation for ensuring the accessibility of newly procured ICT. These two efforts will work together to create a full picture of the accessibility of EPAs Systems and applications. Activities for FY23: Continue to use the Accessibility Workgroup it established in FY22 to support the implementation of Executive Order (EO) 14035 Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce. In FY22, OCR also collaborated with the Office of Public Affairs (OPA) to improve and standardize access to agency-wide virtual events and clearly articulate the accessibility features of virtual meetings. EPA will continue these efforts in FY23.

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.)

The National Reasonable Accommodation Program (NRAP) processed a total of 743 requests. Of the 743 requests, employees initiated 45 of them in FY21 and 698 in FY22. The 45 requests from FY21, were in pending status on September 30, 2021. Of the 698 requests initiated in FY22, OCR processed and completed 662; 36 requests were in pending status and carried over to FY 2023 to continue processing. Twelve (12) new employees and two (2) applicants requested a reasonable accommodation. The Agency processed and completed 661 of the 662 requests (or 99.8%) within the time frames identified in its Reasonable Accommodation (RA) procedures. The average processing time was 16.5 days. In addition, adding the 45 requests that were initiated in FY21 but carried over into FY22, the Agency processed 706 of the 707 (99.8) requests it processed in FY22 timely. The average processing time was 17.8 days. The Agency has attained a 90% or greater processing rate for 12 consecutive years.

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.

Breakdown of the 662 requests that were filed in FY22 and completed in FY22: · 408 requests approved, · 6 requests denied, · 9 requests denied under reasonable accommodation (RA), but some other relief offered outside of the RA process, · 88 requests withdrawn by the employee, and · 151 requests closed because it was no longer necessary to process them. This includes requests where the employee separated from the Agency (resigned, retired, passed away) and requests for exemptions to the federal COVID-19 vaccine, which the Agency held in abeyance upon the issuance of a federal injunction and no longer needed to process upon the lifting of the vaccine requirement. In FY22, the most requested items or types of accommodations were: 1. 1) Telework (full-time, situational, episodic, etc.): 311 requests, 2. 2) Exemption to the COVID-19 vaccine mandate: 152 requests, (some employees withdrew their requests; EPA closed many others due to the federal injunction). 3. 3) Assistive technology (AT) equipment, as well as ergonomic equipment, such as ergonomic keyboards and chairs (combined): 87 requests, 4. 4) Computer equipment such as larger monitor, mouse, etc.: 44 requests, 5. 5) Sit/stand desks: 23 requests, 6. 6) Schedule flexibilities/Modified work schedule (start/end times): 21 requests, 7. 7) Facilities related requests such as small refrigerators, space heaters, workspace modification, and changes to lighting: 9 requests, and 8. 8) Personal Assistance Services (PAS): 4 requests. The National Reasonable Accommodation Coordinators (NRACs) delivered 26 training sessions to a total of 1,293 participants. The training sessions included technical assistance visits (TAVs) and trainings requested by specific offices on the reasonable accommodation process. The NRACs also trained the Local Reasonable Accommodation Coordinators (LORACs) on using the Reasonable Accommodation Management Site (RAMS) for tracking reasonable accommodation requests. In addition, in FY 2022, four new LORACs were designated by their respective offices and trained on the EPA reasonable accommodation process. In FY 2022, HR Bulletin 10-003B, Reassignment of a Qualified Employee with a Disability was updated with administrative changes including some definitions revised, procedures clarified, and references updated. EPA issued "EPA Reassignment as a Reasonable Accommodation Standard Operating Procedures (SOP)" to facilitate and provide clarity and additional information regarding the process for reassignment as a reasonable accommodation.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

There were four Personal Assistance Services (PAS) requests initiated in FY 2022. PAS is discussed in the reasonable accommodation training. There is a PAS reference guide (<https://www.epa.gov/ocr/reasonable-accommodation-procedures-and-form-reasonable-accommodation-requests>) and PAS Frequent Questions (<https://www.epa.gov/ocr/reasonable-accommodation#FAQPAS>) on the Reasonable Accommodation website.

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.

N/A

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.

N/A

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 - 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?	There were no triggers. After review of the workforce data tables B1, persons with disability exceeds the EEOC goal of 12%.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
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 Infrequent Use of Schedule A Authority		Description of Policy, Procedure, or Practice 1. The Infrequent use of Schedule A Authority by hiring officials is a barrier to EPA achieving the 12% hiring goal for people with disabilities required by law.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
04/01/2021	09/30/2024	Yes			The Agency will continue to recruit and retain PWD.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
National Disability Program Manager		Jerome King		Yes	
Assistant Director, AEAA		Cecily L. Johnson		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
07/03/2023	OCR will establish a disability Employee Resource Group.			Yes	
09/30/2023	Identify a Selective Placement Program Coordinator (recruitment of PWD/PWTD, Schedule A, etc.).			Yes	
09/30/2023	Continue to review exit interviews of employees to access if PWDs are leaving removed from the agency (voluntary and involuntary).			Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2025	Continue to utilize the selection place coordinating process for Veterans.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	Agency began to conduct training sessions on findings and recommendations of barrier analysis report; Schedule A Hiring Authority for Persons with Disabilities; and Workforce Recruitment training sessions to managers.			

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

The agency completed all planned activities.

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

In FY22, EPA hired 85 employees using the Schedule A (disability) hiring authority which was an increase of 36 in FY21.

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.

The planned activities did correct the triggers and/or barriers for this fiscal year.