

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

Per Table B4-1. FEMA is meeting this benchmark. The percent of PWD in cluster GS-1 to GS-10 is 29.41%. Percent of PWD in cluster GS-11 to SES is 29.39%.

*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

Per Table B4-1. FEMA is meeting this benchmark. The percentage of PWTD in cluster GS-1 to GS-10 is 3.48% and in cluster GS-11 to SES is 2.46%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	374	110	29.41	13	3.48
Grades GS-11 to SES	4353	1279	29.38	107	2.46

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

Annual hiring goals are announced from DHS through the Human Capital Leadership Council as well as the DHS Corporate Recruiting Council. The FEMA Human Capital Office was notified of the numerical goals through the OER Disability Program Manager (DPM). The DPM also communicated the numerical goals to the FEMA Disability Employee Resource Group (D-FERG) during quarterly meetings and was communicated to hiring managers during annual training; Employment of People with Disabilities: A Roadmap to Success.

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 No

FEMA OER has an appropriate level of staff in the disability unit reasonable accommodation program. FEMA OCHCO has dedicated staff for the selective service placement program coordinator role and helps FEMA meet hiring objectives and enculturates the use of special hiring authorities for PWD and PWTD across FEMA. OER is in discussion with the FEMA Installation and Infrastructure Division to develop plans for ensuring Architectural Barriers Act Compliance by 09/2022.

- 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	
Special Emphasis Program for PWD and PWTD	1	0	0	kevin.perkins@fema.dhs.gc
Processing reasonable accommodation requests from applicants and employees	4	0	0	kevin.perkins@fema.dhs.gc
Section 508 Compliance	1	0	0	janice.fenlason@fema.dhs.gov
Processing applications from PWD and PWTD	1	0	0	Christopher Pugh Selective Placement Program Coordinator chris.pugh@fema.dhs.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Christopher Pugh Selective Placement Coordinator chris.pugh@fema.dhs.gov
Architectural Barriers Act Compliance	0	0	0	Data is currently unknown N/A N/A

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

Answer Yes

OER disability unit staff participate in yearly NELI ADA & FMLA compliance update training. All staff are provided one training per quarter on a disability topic, trainings include section 508, DHS accessibility case management system, DHS disability etiquette, and telework as an accommodation.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

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

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Increase staffing to ensure timely processing of RA requests		
Target Date	Sep 30, 2022		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jul 30, 2022 Sep 30, 2022		Hire RA Specialists Develop Standard Operating Procedures (SOPs) to document processes for efficiency, effectiveness and uniformity
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2021	Published RA policy/procedures internally and on FEMA’s public facing website	
	2021	Hired one (1) Disability Program Manager and hired two (2) additional Reasonable Accommodation (RA) Specialists	
	2022	Updated FEMA RA policies and procedures to include measures/timeframes and policies/procedures related personal assistant services	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Selective Placement Program Coordinator and Recruitment Team worked to increase: Contacts at the Department of Aging and Rehabilitative Services, Non-Paid Work Experience Program, to provide experience and potential job opportunities to individuals with targeted disabilities. FEMA recruiting collaborated with DHS HQ to participate in EOP Career Expo for People with Disabilities in July 2021. Recruiters interacted with ~350 individuals. FEMA recruiting collaborated with DHS in hosting a “DHS is Hiring” webinar in July 2021 with a targeted audience of individuals with disabilities and individuals with targeted disabilities. This webinar had over 1,350 registrants, more than 530 Adobe Connect attendees and 380 Teleconference attendees. FEMA collaborated with DHS in strategic partnerships with national disability advocacy groups throughout 2021. FEMA recruiting broadened diversity recruiting by establishing, for each USAJOBS vacancy posted, the vacancy also immediately posts to the following groups: ProAble (disability community); Woman’s Career Channel (Women community); Black Career Network (African American community); Out Professional Network (LGBTQ+ community); iHispano (Hispanic/Latino community); Asian Career Network (Asian American/Pacific Islander community); Military 2 Career (Veteran and Active Duty community) and Professional Diversity Network (A wide variety of diversity audiences).

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

OCHCO developed a hiring manager toolkit including a hiring authorities fact sheet, as well as other education material on the hiring process and hiring pathways. The Talent Acquisition Division (TAD) use the Schedule A appointing authority and 30% Or More Disabled Veterans appointing authority, to identify and hire qualified PWD and PWTD professionals for Merit Promotion (MP) positions in the permanent workforce. The FWS recruited PWD and PWTD under the 30%-or-more disabled veterans hiring authority at veteran career fairs sponsored by DHS at several virtual venues across the country. FEMA vacancy announcements included statements indicating that the agency encourages and will accept applications from veterans with compensable disabilities of 30% + and individuals with disabilities.

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.

TAD HR Specialists determine if applicants are eligible for appointment under 5 CFR §213.31.02(u) and ensure that the application packages from a PWD or PWTD applicant include the following: For Schedule A Eligible candidates: • Current resume with places and dates of employment, including month/year to month/year, and number of hours worked per week (e.g., 40 hours, 32 hours, etc.) • Schedule A Letter from a licensed medical professional (e.g., a physician or other medical professional duly certified by a state, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (state or private); or any federal agency, state agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits as described in 5 CFR §213.3102 (3) (ii) For Eligible Disabled Veteran candidates: • Current resume with places and dates of employment, including month/year to month/year, and number of hours worked per week (e.g. 40 hours, 32 hours, etc.) • Copy of DD-214, Record of Military Service (member copy 4) to determine eligibility for veterans' preference and honorable discharge • Copy of SF-15 stating they have a 30%-or-more disability rating and can perform the duties of the position for which they are applying • Veterans Affairs rating letter that identifies the disability percentage for the applicant TAD HR Specialists forwards the applications to the hiring officials and meets with them to explain the hiring flexibilities and how and when the applicant could be appointed non-competitively. If the vacancy is advertised on USAJobs.gov, PWD and PWTD can apply even after the vacancy has closed. HR Specialists forward those applicants to the hiring officials and meet with them to provide guidance on the hiring authorities.

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

Answer Yes

Formal and informal training on the use of the hiring authorities that take disability into account was provided to managers and supervisors during the year as part of the FEMA annual mandatory training requirements. All managers and hiring officials are individually provided guidance and training from the Selective Placement Program Coordinator, HR Specialist and Recruiters on the use of special hiring authorities to directly appoint PWD and PWTD.

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.

FEMA maintains a Disability Employee Resource Group with an SES champion to serve as an advocate at the senior level to act as a catalyst for change and to advise. FEMA continues to engage executive champions by implementing an inclusive diversity council. The council focused on internal policies and practices, talent recruitment and development, education and training, identifying barriers, building partnerships with rehabilitation agencies, measuring the effectiveness of the diversity initiative process, and ensuring transparency of its operations. FEMA OCHCO and OER continue to assist in increasing the current network of contacts and relationships with organizations that serve PWD/PWTDs. Contacts have been established with local Division of

Rehabilitation Services (DORS), Disability Support Services at Georgetown University, the University of Maryland, the University of the District of Columbia, and George Washington University, as well as the Department of Veterans Affairs Vocational Rehabilitation and Employment Program (VR&E) to develop a pipeline of students with disabilities and disabled veterans. Continued outreach to colleges, universities, veteran organizations and disability support services offices will be forged in FY 2022. FEMA also maintains contacts with "Hiring Our Heroes" organization, VA Vocational Rehabilitation Services, and RecruitMilitary, all which target PWDs and Disabled Veterans. FEMA OCHCO also partnered with the Department of Defense (DOD), Operation Warfighter (OWF) Regional Coordinators to provide briefings and guidance on applying for federal positions.

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

Per Table B-1, FEMA is meeting the benchmarks for both PWD and PWTD among new hires in the permanent workforce. The percentage of new hires for PWD in the permanent workforce is 12.83% and PWTD is within half percent at 1.51%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	4022	19.77	0.00	8.90	0.00
% of Qualified Applicants	2065	18.31	0.00	8.28	0.00
% of New Hires	3310	2.30	9.27	0.30	1.09

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

The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. Table B6-1-9 (PER). Using the qualified external applicant pool as the benchmark, triggers exist for the PWD new hires in the following MCOs: • 0089 – Qualified External Applicant Pool is 24% and PWD permanent new hires is 32% (Table B6-1Per) • 0391 – Qualified External Applicant Pool is 20% and PWD permanent new hires is 37% (Table B6-1Per (5)) Using the qualified applicant pool as the benchmark, triggers exist for the PWTD new hires in the following MCOs: • 0089 – Qualified External Applicant Pool is 11% and PWTD permanent new hires is 3% (Table B6-1Per) • 0343 – Qualified External Applicant Pool is 29% and PWTD permanent new hires is 2% (Table B6-1Per (3)) • 1712 – Qualified External Applicant Pool is 100% and PWTD permanent new hires is 3% (Table B6-1Per (9))

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0089 EMERGENCY MANAGEMENT	68	36.76	5.88
0301 MISCELLANEOUS ADMINISTRATION	46	30.43	6.52
0343 MANAGEMENT PROGRAM ANALYSIS	53	35.85	1.89
0346 LOGISTICS MANAGEMENT	5	40.00	0.00
0391 TELECOMMUNICATIONS	8	25.00	0.00
0501 FINANCIAL ADMINISTRATION & PROGRAM	2	0.00	0.00
1102 CONTRACTING	25	24.00	4.00
1712 TRAINING INSTRUCTION	6	33.33	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	18	33.33	5.56

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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

Table B6. • 0089 – Qualified Internal Applicant Pool is 56% and PWD permanent new hires is 32% (Table B6-1Per) • 0391 – Qualified Internal Applicant Pool is 50% and PWD permanent new hires is 37% (Table B6-1Per (5)) Using the qualified applicant pool as the benchmark, triggers exist for the PWTD new hires in the following MCOs: • 0089 – Qualified Internal Applicant Pool is 23% and PWTD permanent new hires is 3% (Table B6-1Per) • 0343 – Qualified Internal Applicant Pool is 20% and PWTD permanent new hires is 2% (Table B6-1Per (3)) • 1712 – Qualified Internal Applicant Pool is 100% and PWTD permanent new hires is 3% (Table B6-1Per (9))

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 Yes
- b. Promotions for MCO (PWTD) Answer Yes

Table B6. The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. Using the qualified internal applicant pool as the benchmark, triggers exist for the PWD new hires in the following MCOs: • 0343 – Qualified Internal Applicants is 52% and PWD permanent employees promoted is 25% (Table B6-1Per(3)) • 2210 – Qualified Internal Applicants (QIA) is 100% and PWD permanent employees promoted is 34% (Table B6-1Per(4)) Using the qualified internal applicant pool as the benchmark, triggers exist for PWTD among employees promoted in the following MCOs: • 0089 – Qualified Internal Applicants is 56% and PWTD permanent employees promoted is 3% (Table B6-1Per) • 0301 – Qualified Internal Applicants is 18% and PWTD permanent employees promoted is 3% (Table B6-1Per (2)) • 0343 – Qualified Internal Applicants is 20% and PWTD permanent employees promoted is 2% (Table B6-1Per (3)) • 0391 – Qualified Internal Applicants is 50% and PWTD permanent employees promoted is 0% (Table B6-1Per (5))

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

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

FEMA provides training opportunities and encourages all employees, including PWD and PWTD, to take advantage of career development opportunities. In addition, FEMA provides internal career development programs, including the FEMA Emerging Leaders Program and the Future Leader Program, which combines in-person, independent and online activities for a 9-month program so that employees may receive intensive developmental assignments to prepare and qualify them for the targeted series and grade. These career development programs include a mandatory mentoring component. Other career developmental opportunities include the use of employee rotation/detail (temporary assignments) to other offices or components. Additionally, FEMA has a mentoring program open to all employees, including PWD and PWTD, which facilitates junior-to-senior and peer-to-peer mentoring relationships.

B. CAREER DEVELOPMENT OPPORTUNITES

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

FEMA OCHCO provides development opportunities throughout the FEMA employee lifecycle. These offering include: Future Leaders; FEMA Fellows; Competitive Project Management Program; Project Management Fundamentals Program; Mentoring; Supervisory Essentials; Management Development Program; candidate development program and CAPSTONE program. These opportunities span from beginning of career (Future Leaders) to most senior of career (CAPSTONE).

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Mentoring Programs	115	95	10	15	1	1
Internship Programs	3	0	0	0	0	0
Fellowship Programs	2	4	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	154	113	23	27	7	8
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	442	416	23	24	7	4

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

No triggers exist.

4. Do triggers exist for PWTB 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 (PWTB) Answer No
- b. Selections (PWTB) Answer No

Out of the total population that applied for the training opportunities, 2% were PWTB applicants. Out of the PWTB applicants, 87% were selected for the training opportunities.

C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTB) Answer Yes

Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWD for the following Awards, Bonuses & Incentives. (Table B9-2) • Time-Off Awards 11-20 hours • Cash Awards - \$1,000 - \$1,999 • Cash Awards - \$2,000 - \$2,999 • Cash Awards - \$3,000 - \$3,999 • Cash Awards - \$4,000 - \$4,999 • Quality Step Increase (QSI) b) Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWTB for the following Awards, Bonuses & Incentives. (Table B9-1) • Time-Off Awards 11-20 hours • Cash Awards - \$501- \$999 • Cash Awards - \$1,000 - \$1,999 • Cash Awards - \$2,000 - \$2,999 • Cash Awards - \$3,000 - \$3,999 • Cash Awards - \$4,000 - \$4,999 • Quality Step Increase (QSI)

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	143	2.62	2.93	4.00	2.49
Time-Off Awards 1 - 10 Hours: Total Hours	1107	20.47	22.55	29.60	19.61
Time-Off Awards 1 - 10 Hours: Average Hours	7.74	0.54	0.23	5.92	0.03
Time-Off Awards 11 - 20 hours: Awards Given	259	3.65	5.90	4.00	3.62
Time-Off Awards 11 - 20 Hours: Total Hours	4074	59.68	91.35	58.40	59.80
Time-Off Awards 11 - 20 Hours: Average Hours	15.73	1.13	0.46	11.68	0.13
Time-Off Awards 21 - 30 hours: Awards Given	604	11.16	12.74	10.40	11.24
Time-Off Awards 21 - 30 Hours: Total Hours	15477	280.22	329.07	257.60	282.35
Time-Off Awards 21 - 30 Hours: Average Hours	25.62	1.73	0.77	19.82	0.02
Time-Off Awards 31 - 40 hours: Awards Given	422	11.99	6.81	6.40	12.52
Time-Off Awards 31 - 40 Hours: Total Hours	15714	456.44	249.57	249.60	475.94

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Average Hours	37.24	2.62	1.09	31.20	-0.07
Time-Off Awards 41 or more Hours: Awards Given	100	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	756	20.95	12.77	23.20	20.74
Cash Awards: \$501 - \$999: Total Amount	572889.92	15727.51	9744.85	17661.29	15545.21
Cash Awards: \$501 - \$999: Average Amount	757.79	51.74	22.61	609.01	-0.80
Cash Awards: \$1000 - \$1999: Awards Given	2339	42.45	49.04	37.60	42.91
Cash Awards: \$1000 - \$1999: Total Amount	3601975.11	60674.59	77709.21	54014.11	61302.47
Cash Awards: \$1000 - \$1999: Average Amount	1539.96	98.50	46.95	1149.24	-0.55
Cash Awards: \$2000 - \$2999: Awards Given	1361	20.06	30.90	19.20	20.14
Cash Awards: \$2000 - \$2999: Total Amount	3261436.51	47786.44	74194.08	43910.34	48151.83
Cash Awards: \$2000 - \$2999: Average Amount	2396.35	164.21	71.14	1829.60	7.22
Cash Awards: \$3000 - \$3999: Awards Given	334	7.10	6.58	4.80	7.32
Cash Awards: \$3000 - \$3999: Total Amount	1115804.92	24199.01	21786.11	16308.99	24942.79
Cash Awards: \$3000 - \$3999: Average Amount	3340.73	234.94	98.14	2718.17	0.85
Cash Awards: \$4000 - \$4999: Awards Given	113	2.48	2.16	2.40	2.49
Cash Awards: \$4000 - \$4999: Total Amount	489076.25	10681.77	9370.90	10360.14	10712.09
Cash Awards: \$4000 - \$4999: Average Amount	4328.11	296.72	128.37	3453.38	-0.86
Cash Awards: \$5000 or more: Awards Given	86	1.86	1.66	0.00	2.04
Cash Awards: \$5000 or more: Total Amount	504158.38	11258.80	9579.06	0.00	12320.15
Cash Awards: \$5000 or more: Average Amount	5862.31	416.99	171.05	0.00	456.30

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

Using the Inclusion rate as the benchmark, FEMA has a trigger involving PWD and PWTD for the following two incentives. (Table B9-1) • Quality Step Increase (QSI) • Performance Based Pay Increase

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	66	0.34	1.75	0.00	0.38

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

FEMA does not have any other types of employee recognition programs.

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer No

Table B7-1 B7-1 The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA has triggers involving PWD among the qualified internal applicants for promotions to senior grade levels for the following: 1. SES - Internal applicants – The Relevant Applicant pool benchmark is 100% and the Qualified Internal Applicants is Data Not Available 2. GS 15 - Internal applicants – The Relevant Applicant pool benchmark is 100% and the Qualified Internal Applicants is 36% 3. GS 14 - Internal applicants – The Relevant Applicant pool benchmark is 100% and the Qualified Internal Applicants is 61%.

2. Does your agency have a trigger involving PWTB 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 (PWTB) Answer No
- ii. Internal Selections (PWTB) Answer Yes

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

Table B7-1 The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers. FEMA has triggers involving PWTB among the selectees for promotions to senior grade levels for the following: 1. SES - Selectees – The Qualified Internal Applicants is 100% and the Internal Selections is 0% 2. GS 15 - Selectees – The Qualified Internal Applicants is 100% and the Internal Selections is 0% 3. GS 14 - Selectees – The Qualified Internal Applicants is 100% and the Internal Selections is 2% 4. GS 13- Selectees – The Qualified Internal Applicants is 100% and the Internal Selections is 4%.

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 Yes
- c. New Hires to GS-14 (PWD) Answer No
- d. New Hires to GS-13 (PWD) Answer No

Table B7-1 FEMA has triggers involving PWD among the new hires to senior grade levels for the following: 1. GS 15- Selectees – The Qualified External Applicants (QEA) is Not Available and the External Selection is 21%.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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	Yes
b. New Hires to GS-15 (PWTD)	Answer	No
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	No

Table B7-1. FEMA has triggers involving PWTD among the new hires to senior grade levels for the following: 1. SES - Selectees – The Qualified External Applicants is 7% and the External Selection is 0% 2. GS 14 - Selectees – The Qualified External Applicants is 0% and the External Selection is 6%.

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	Yes
ii. Internal Selections (PWD)	Answer	No

b. Managers

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	No

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	No

Table B8. Due to the limited availability of applicant flow data and relevant applicant data, FEMA is unable to identify the participation rates by disability distribution for qualified internal applicants.

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	Yes

b. Managers

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

c. Supervisors

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

Answer Yes

Table B8. Due to the limited availability of applicant flow data and relevant applicant data, FEMA is unable to identify the participation rates by disability distribution for qualified internal applicants.

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

Table B8. The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers.

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 Yes

b. New Hires for Managers (PWTD)

Answer Yes

c. New Hires for Supervisors (PWTD)

Answer Yes

Table B8. The Applicant Tracking System labels applicants as qualified based on the applicant self-identifying as qualified but their qualifications were not verified by an HR specialist. This would cause the data to show far more qualified applicants than applicants qualified by an HR specialist, creating the appearance of triggers where there may not be triggers.

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

FEMA has met this benchmark. FEMA converts all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i)).

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

Table B1. FEMA has triggers involving PWD among the following separations (Table B1): a) Voluntary Separations – Persons with no Disabilities is 79.95% and Persons with Disabilities is 21.05% b) Involuntary Separations - Persons with no Disabilities is 89.33% and Persons with Disabilities is 10.67%.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	0.11	0.03
Permanent Workforce: Resignation	87	0.78	0.31
Permanent Workforce: Retirement	154	0.91	0.64
Permanent Workforce: Other Separations	170	1.61	0.58
Permanent Workforce: Total Separations	420	3.41	1.55

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

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

Table B1. FEMA has triggers involving PWTD among the following separations (Table B1): a) Voluntary Separations – Persons with no Targeted Disabilities is 87.39% and Persons with Targeted Disabilities is 2.61% b) Involuntary Separations - Persons with no Targeted Disabilities is 98.63% and Persons with Targeted Disabilities is 1.37%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	0.00	0.04
Permanent Workforce: Resignation	87	0.91	0.37
Permanent Workforce: Retirement	154	0.46	0.69
Permanent Workforce: Other Separations	170	1.37	0.74
Permanent Workforce: Total Separations	420	2.74	1.84

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.

FEMA encourages all employees to complete the Department of Homeland Security’s Exit Survey when leaving the agency. Exit survey reports are anonymous and do not provide delineation between PWD and PWTD over other departing employees.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.fema.gov/about/offices/information-technology/section-508#overview>

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

<https://www.fema.gov/about/offices/equal-rights/eo-complaint>

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.

With the increased use of virtual platforms for employees to attend meetings, trainings, and other FEMA events, OER has worked with OCIO to ensure accessibility of these platforms. For all meetings, trainings and events hosted in ZOOM or Adobe Connect, OER is able to provide virtual interpreting or captioning services through existing service contracts. OER provided virtual interpreting services in MS Teams in FY21. By providing these services, employees who are deaf or hard of hearing are able to actively participate in their normal day to day meetings, training and other events without accessibility issues.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

During FY21, reasonable accommodation requests were processed in an average timeframe of 25 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.

OER provides funding for reasonable accommodations which does not impact individual office budgets and therefore, promotes the timely processing of RA cases. Supervisors and managers receive mandatory training as part of a Trilogy Training, which includes EEO laws and rules.

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.

Currently FEMA allows employees with disabilities who travel for work purposes to bring a companion with them through invitational travel to assist with activities of daily living while on travel.

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 No

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

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

N/A

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

N/A

- 6.

If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A