

## 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

In FY2023, the percentage of PWD in cluster GS-1 to GS-10 is 22.2% which is over the goal of 12%. The percentage of PWD in cluster GS-11 to SES is 12.97% which is also above the goal of 12%.

\*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

The percentage of PWTD in the GS-1 to GS-10 cluster is 11.1% in FY2023, which is above the goal of 2%. The percentage of PWTD in the GS-11 to SES cluster was 2.2% in FY2023, which is above the goal of 2%. Of the agency total workforce, PWTD is 2.8%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	391	46	11.76	10	2.56
Grades GS-1 to GS-10	7	2	28.57	1	14.29

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

Every year, the Director of EEODI communicates to Agency leadership, including hiring managers and recruiters, the numerical disability hiring goals when debriefing senior leadership on the State of the Agency in compliance with the EEOC MD-715 reporting requirements.

### Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

## A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Randee Artis Disability Employment Program Manager randee.artis@ntsb.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Paula Sind-Prunier Training Center Director sindprp@ntsb.gov
Section 508 Compliance	0	0	1	Shamicka Fulson Strategic Planner Shamicka.fulson@ntsb.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov
Architectural Barriers Act Compliance	0	0	1	Frank Perla Chief of Facilities frank.perla@ntsb.gov
Processing applications from PWD and PWTD	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov

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

Answer Yes

In FY2023, the Disability Program Staff received a variety of training to carry out their responsibilities during the reporting period. In FY23, EEODI staff participated in EEOC’s Excel Conference, the Federal Dispute Resolution Conference (FDR), and Employment Learning Innovations (Civil Treatment).

## 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.

The NTSB has a full-time Disability Employment Program Manager (DEPM), who is responsible for serving as agency Point of Contact (POC) for the Workforce Recruitment Program (WRP) and the DoD Computer/Electronic Accommodations Program (CAP). Currently, outreach and targeted recruitment occurs only when Human Resources Division (HRD) notifies EEODI staff of potential vacancies. Current and planned efforts include these: • Maintaining a list and a network of disability recruitment sources. • Using shared registers (for example, the OPM Shared Register) and databases (WRP) to identify candidates for NTSB vacancies. • Increasing outreach through professional organizations and publications, state vocational rehabilitation and disability service agencies, the Internet, and social media. • Posting vacancies nationwide on www.USAJobs.gov. • Expanding use of the Pathways Program to hire student interns and targeting outreach to students with disabilities

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

NTSB may use the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: • 30 percent or More Disabled Veteran (5 U.S.C. § 3112; 5 C.F.R. § 316.302, 316.402, and 315.707) • Schedule A Appointing Authority (5C.F.R. § 213.3102(u)). In FY21, research suggested that NTSB offices did not consistently use hiring tools that targeted candidates with disabilities. EEODI will work with HR to seek commitment by offices to adopt disability specific recruitment and outreach strategies, to include using the Workforce Recruitment Program and increasing contacts with Disability Program Centers at institutions of higher education. NTSB leadership will also seek great commitment by offices to facilitate use of Schedule A by hiring managers before job openings are made available to the public.

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.

Applications are submitted via USAJobs. Applicants can upload their Schedule A letter, and/or their Disabled Veteran documentation, to be considered under one of the special hiring authorities. HRD reviews the applicants resume to determine if they meet the minimum qualifications of the position for which they applied. If they are determined to meet the minimum qualifications of the position, they are referred to the hiring authority on a Schedule A/non-competitive cert, and/or Disabled Veteran 30% or more cert, for their consideration. Once the hiring official makes a selection, the applicant is notified and provided instructions for completing the pre-employment requirements as outlined in the tentative job offer. Once the applicant has completed and passed all pre-employment requirements, they are provided an appointment letter.

- 4.

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

Answer Yes

The Agency continued to strengthen its Disability Employment Program by informing and educating HRD and all supervisors and managers on the Schedule A Hiring Authority.

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The DEPM served as the Agency’s point of contact for the WRP and the DoD CAP and also served as the point of contact for a vocational rehabilitation counselor to assist an employee with exploring career options, occupational interests, strengths, and developmental needs, and alternate accommodations.

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

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

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

The percentage of new hires with disabilities in FY23 was 12.5% versus FY22 at 10.64%. and in FY21, the percentage was 3.5%. The percentage of new hires with targeted disabilities in FY23 was 2.65%.

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

The agency hired more PWD and PWTD than any year previously.

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

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

a. Qualified Applicants for MCO (PWD) Answer No

b. Qualified Applicants for MCO (PWTD) Answer No

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

a. Promotions for MCO (PWD) Answer No

b. Promotions for MCO (PWTD) Answer No

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

Continuing the use of telework and alternative work schedules as workplace flexibilities. Continue to utilize exit interview surveys to identify retention tools for individuals with disabilities via Survey Monkey. Conducting workshops on reasonable accommodations, to include the resources available for people with disabilities and targeted disabilities, to educate all NTSB hiring managers and HRD staff officials. Utilize and market NTSB’s Career Development Roadmap Program to employees with disabilities. The Career Roadmap will also offer mentor opportunities to all employees, including employees with disabilities.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

In FY23 saw the continued refinement of the NTSB Career Development Roadmap which match the right learning with the right time in employees’ career, whether its leading self, managing projects, leading and managing people or leading and managing organizations. The roadmap offers free training/webinars on leadership, management, and employee self-development.

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	6	4	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	2	2	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0

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

In FY23, the agency had (4) participants for the Excellence in Government (EIG) Fellow's program. The four participated in a 1-year Leadership Development Program. All applicants who applied were accepted. No PWD or PWTD applied for the program. The 2 pathways internes elected not to identify a disability.

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

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

In FY23 no PWD nor PWTD applied for the career development program.

**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 were no triggers for time off awards. C1.1a - Inclusion rate for cash awards \$1000 - \$1999 was 146% for no disability and was 185% for PWD but was under for PWTD at 118%. C1.1b - Inclusion rate for cash awards \$2000 - \$2999 was 207% for no disability and was lower for PWD at 162% but was higher for PWTD at 236%. C1.1c - Inclusion rate for cash awards \$4000 - \$4999 was 291% for no disability and was lower for PWD at 192% and PWTD at 118%. C1.1d - Inclusion rate for cash awards \$5000 and more was 191% for no disability and was lower for PWD at 108% and higher for PWTD at 236%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 1 - 10 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards \$500 and Under: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards \$500 and Under: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$3000 - \$3999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$3000 - \$3999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000

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

C2a. 1 - Quality Step Increases – PWD and PWTD did not receive QSI awards for FY23. It is noted that only 20 QSIs were awarded for the agency. The inclusion rate was 5.5 for individuals without a disability, 4.58

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0.00	0.0000	0.0000	0.0000	0.0000

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

not applicable

**D. PROMOTIONS**

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15



i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

2. Does your agency have a trigger involving PWT/D 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 (PWT/D)	Answer	No
ii. Internal Selections (PWT/D)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWT/D)	Answer	No
ii. Internal Selections (PWT/D)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWT/D)	Answer	No
ii. Internal Selections (PWT/D)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWT/D)	Answer	No
ii. Internal Selections (PWT/D)	Answer	No

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

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

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

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

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

a. Executives		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

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

a. Executives		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Supervisors		

- |   |        |    |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |
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7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                    |        |    |
|------------------------------------|--------|----|
| a. New Hires for Executives (PWD)  | Answer | No |
| b. New Hires for Managers (PWD)    | Answer | No |
| c. New Hires for Supervisors (PWD) | Answer | No |
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8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                     |        |    |
|-------------------------------------|--------|----|
| a. New Hires for Executives (PWTD)  | Answer | No |
| b. New Hires for Managers (PWTD)    | Answer | No |
| c. New Hires for Supervisors (PWTD) | Answer | No |
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## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

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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 | No  |

In FY23 for the permanent workforce, the inclusion rate for PWD had a voluntary separation rate of 5.8% with the inclusion rate for no disability was 3%.
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Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

There was 1 removal for the agency for involuntary separations. Although this was a PWD, this was an anomaly as there were no comparators to the 1 removal.

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

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

Exit interview data indicates that 32% of the respondents indicated the type of separations was for retirement. In addition, 14% of those interviewed indicated that the reason they were leaving was because they became eligible for retirement.

**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.nts.gov/about/Policies/Pages/accessibility.aspx>

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.nts.gov/about/Policies/Pages/accessibility.aspx>

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.

In the past, the Agency has updated wheelchair accessibility maps indicating signage and routes to various NTSB facilities within L'Enfant Plaza. The Office of EEODI ensures that persons with disabilities technological needs are met. In the future, NTSB may relocate its HQ to a new building. EEODI will ensure that accessibility concerns are addressed, should that happen. In FY23, EEODI continued to lead the Agency's efforts in utilizing an interpreter services contract to assist the Agency's hard of hearing employees engage in virtual meetings. Interpreter services were used 1,501 virtual minutes and 2,528 in-person minutes.

**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 average processing time for processing initial requests for reasonable accommodations in FY2023 was 29.5 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.

Adhering to the completion of reasonable accommodation requests within a 30-day timeframe, this allows for individuals with time sensitive requests to receive the assistance they need to be effective and productive as employees in the workplace. Implementing the practice of tracking reasonable accommodation using a spreadsheet, we've been able to effectively update the status of each request and this coordination helps limit the processing time.

**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.

To date, the Agency has not received any requests for PAS services. The agency has a contract in place for individuals requiring PAS services.

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

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

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

Answer No

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

Answer 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

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

Not applicable

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

Not applicable

- 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.

Not applicable