

## 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 |

\*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 |

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	8340	653	7.83	137	1.64
Grades GS-1 to GS-10	2716	358	13.18	57	2.10

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

EOUSA communicates the numerical goals through training and orientation. The information is communicated to managers, supervisors, Administrative Officers, and Human Resources Officers. The AEP manager frequently communicates various resources to the Districts with regard to hiring of persons with disabilities. In 2022, we developed a training titled "Recruitment, Hiring, and Retention of Persons with Disabilities," which includes discussion about the numerical goals. The training is available on learnDOJ, a virtual platform accessible to Department personnel.

### Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	90	IT Personnel See supplemental document for Part J
Processing applications from PWD and PWTD	90	0	0	Human Resources Officers/Specialists See supplemental document for Part J
Special Emphasis Program for PWD and PWTD	1	0	90	EEO/DMS See supplemental document for Part J
Answering questions from the public about hiring authorities that take disability into account	90	0	0	Human Resources Officers/Specialists See Supplemental document for Part J
Architectural Barriers Act Compliance	6	0	0	Facilities and Support Service Staff See supplemental document for Part J
Processing reasonable accommodation requests from applicants and employees	0	0	90	Reasonable Accommodation Coordinators See supplemental document for Part J

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

The HR professionals in EOUSA and in each of the Districts have been trained on the various hiring authorities to facilitate recruitment and selection of PWD and PWTD. The EOUSA HR Office provides the training and is a resource for the District HR Specialists.

**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.

As a national organization, EOUSA and the Districts use local and regional resources to identify job applicants with disabilities. We encourage the Districts to form partnerships with local and regional organizations, such as rehabilitation centers and local veterans organizations. We also provide Districts with resources such as EARN and the WRP. Districts are encouraged to register as employers with the WRP, thereby giving them access to the database of approximately 2,500 resumes of college students and recent graduates with disabilities. In addition, HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to hiring managers. For a more detailed discussion of our outreach and recruitment efforts in this area, please see the Executive Summary attached to our MD-715.

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

As mentioned above, the HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to hiring managers. For a more detailed discussion of our efforts in this area, please see the Executive Summary attached to our MD-715.

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.

Candidates who self-identify and provide the requisite documentation, and are qualified for the position, are referred non-competitively to hiring officials. The HR Specialist reviewing the application will determine whether the appropriate documentation has been provided according to the Schedule A regulation. Hiring managers are informed about the advantages of selecting PWD or PWTD non-competitively.

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

This is part of the mandatory training for hiring managers/supervisors.

### 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.

As a national organization, EOUSA and the Districts use local and regional resources to identify job applicants with disabilities. We encourage the Districts to form partnerships with local and regional organizations, such as rehabilitation centers and local veterans organizations. We also provide Districts with resources such as EARN and the WRP. In addition, the HR Officers/Specialists in the Districts and EOUSA routinely refer qualified candidates with disabilities to the hiring manager. For a more detailed discussion of our outreach and recruitment efforts in this area, please see the Executive Summary attached to our MD-715 report.

**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

We provide resources for hiring officials on recruiting PWD and PWTD, and we host programs to educate hiring officials about available resources, such as using the WRP database. Our Table B1-1 has the following: PWD New Hires Permanent: 16.32%; PWD New Hires Temporary: 7.95%; PWTD New Hires Permanent: 2.25%; and PWTD New Hires Temporary: 1.67%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	939	3.41	5.43	0.32	0.85

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 N/A

b. New Hires for MCO (PWTD) Answer N/A

The EEO/DMS continues to work with EOUSA Human Resources about obtaining data for these tables. In addition, the EEO/DMS continues to discuss this issue with other DOJ component EEO offices and the Department because it is an issue we continue to work on and engage with each other about. As part of this engagement, in 2023, the Justice Management Division’s EEO Staff established an EEO Data Work Group to address common data issues and MD-715 workforce requirements. The EEO/DMS has a representative on this work group.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0905 ATTORNEY	8	0.00	0.00
0950 PARALEGAL SPECIALIST	70	15.71	0.00
0986 LEGAL ASSISTANCE	172	12.21	1.74

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

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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

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## 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.

The EEO/DMS and HR Office continue to dialogue about this topic to ensure that all our employees have sufficient opportunities for advancement, and recognizing that one plan may not meet all the underrepresented groups' needs.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

EOUSA has a mentoring program for EOUSA employees. In addition, many Districts have a mentoring program for attorneys and one for support staff. Employees may also take advantage of the Department-wide mentoring program. EOUSA has an Experience Exchange program, which is a tool for employees to gain experience from a different program area of EOUSA. Employees may also participate in the Department-wide Leadership, Excellence and Achievement Program (LEAP).

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 (%)
Internship Programs						
Detail Programs						
Fellowship Programs						
Coaching Programs						
Training Programs						
Other Career Development Programs						
Mentoring Programs						

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

See the supplement to Part J attached to MD-715.

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

See the supplement to Part J attached to MD-715.

**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

While there were three areas where the percentage of PWTD were slightly lower than the percentage of persons without disabilities; we did not see potential triggers in this slight difference especially when in many other areas under awards, bonuses, or other incentives the percentages of PWD and PWTD were on par with or exceeded the percentages of persons without disabilities. The percentages in total amount and average amount generated in the chart below do not coincide with our Table B9-2.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	2220	19.78	20.01	19.59	19.83
Time-Off Awards 1 - 10 Hours: Total Hours	15943	141.25	143.64	145.36	140.27

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	7.18	0.71	0.07	3.82	-0.03
Time-Off Awards 11 - 20 hours: Awards Given	1559	14.74	14.14	14.43	14.81
Time-Off Awards 11 - 20 Hours: Total Hours	24975	234.42	226.61	226.80	236.23
Time-Off Awards 11 - 20 Hours: Average Hours	16.02	1.57	0.17	8.10	0.02
Time-Off Awards 21 - 30 hours: Awards Given	807	8.31	7.28	11.86	7.47
Time-Off Awards 21 - 30 Hours: Total Hours	19433	199.51	175.21	284.54	179.31
Time-Off Awards 21 - 30 Hours: Average Hours	24.08	2.37	0.25	12.37	0.00
Time-Off Awards 31 - 40 hours: Awards Given	599	5.64	5.38	3.61	6.12
Time-Off Awards 31 - 40 Hours: Total Hours	23304	213.65	209.56	140.21	231.09
Time-Off Awards 31 - 40 Hours: Average Hours	38.9	3.75	0.41	20.03	-0.12
Time-Off Awards 41 or more Hours: Awards Given	2	0.00	0.02	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	121	0.00	1.26	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	60.5	0.00	0.63	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1202	10.88	10.70	12.37	10.53
Cash Awards: \$501 - \$999: Total Amount	869165.75	7965.48	7714.57	9142.62	7685.96
Cash Awards: \$501 - \$999: Average Amount	723.1	72.41	7.53	380.94	-0.85
Cash Awards: \$1000 - \$1999: Awards Given	2642	25.52	23.77	26.29	25.34
Cash Awards: \$1000 - \$1999: Total Amount	3411266.59	33588.11	30654.35	34302.36	33418.51
Cash Awards: \$1000 - \$1999: Average Amount	1291.17	130.19	13.46	672.59	1.39
Cash Awards: \$2000 - \$2999: Awards Given	1797	18.60	16.08	21.65	17.87
Cash Awards: \$2000 - \$2999: Total Amount	4195077	44146.29	37440.86	52968.04	42051.53
Cash Awards: \$2000 - \$2999: Average Amount	2334.49	234.82	24.31	1261.14	-8.88
Cash Awards: \$3000 - \$3999: Awards Given	1877	18.50	16.79	15.46	19.22
Cash Awards: \$3000 - \$3999: Total Amount	6184721	59914.05	55424.40	48707.73	62575.03
Cash Awards: \$3000 - \$3999: Average Amount	3295	320.40	34.47	1623.59	10.95
Cash Awards: \$4000 - \$4999: Awards Given	1028	10.68	9.13	6.19	11.75
Cash Awards: \$4000 - \$4999: Total Amount	4366349	45262.12	38776.35	26219.07	49783.97

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Average Amount	4247.42	419.09	44.37	2184.92	-0.21
Cash Awards: \$5000 or more: Awards Given	1139	9.99	10.44	12.89	9.30
Cash Awards: \$5000 or more: Total Amount	6840547	57821.07	62990.71	72455.67	54346.02
Cash Awards: \$5000 or more: Average Amount	6005.75	572.49	62.99	2898.23	20.23

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

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



d. Grade GS-13

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A

The EEO/DMS continues to work with EOUSA Human Resources about obtaining data for these tables. In addition, the EEO/DMS continues to discuss this issue with other DOJ component EEO offices and the Department because it is an issue we continue to work on and engage with each other about. As part of this engagement, in 2023, the Justice Management Division’s EEO Staff established an EEO Data Work Group to address common data issues and MD-715 workforce requirements. The EEO/DMS has a representative on this work group.

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

d. Grade GS-13

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

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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

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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

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

a. Executives

i. Qualified Internal Applicants (PWD) Answer 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

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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

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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 N/A

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

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

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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 (PWTB) Answer N/A

The EEO/DMS continues to work with EOUSA Human Resources about obtaining data for these tables. In addition, the EEO/DMS continues to discuss this issue with other DOJ component EEO offices and the Department because it is an issue we continue to

work on and engage with each other about. As part of this engagement, in 2023, the Justice Management Division’s EEO Staff established an EEO Data Work Group to address common data issues and MD-715 workforce requirements. The EEO/DMS has a representative on this work group.

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

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

a. Voluntary Separations (PWD)	Answer No
b. Involuntary Separations (PWD)	Answer No

There was a slight difference in the percentage of resignations as compared to persons without disabilities. Specifically, in resignations, 4.72% PWD and 4.43% persons without disabilities. There is also a slight difference in the percentage of removals as compared to persons without disabilities. Specifically, in removals, 0.10% PWD and 0.03% persons with disabilities. The slight differences do not implicate any triggers. The percentages generated in the chart below do not coincide with our Table B1-2.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	0.09	0.03
Permanent Workforce: Resignation	457	4.26	3.72
Permanent Workforce: Retirement	315	2.13	2.65
Permanent Workforce: Other Separations	307	3.89	2.40
Permanent Workforce: Total Separations	1083	10.36	8.80

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

The percentages generated in the chart below do not coincide with our Table B1-2.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	0.00	0.03

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Resignation	457	1.47	3.81
Permanent Workforce: Retirement	315	1.47	2.62
Permanent Workforce: Other Separations	307	5.39	2.48
Permanent Workforce: Total Separations	1083	8.33	8.95

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.

We did not identify any triggers involving the separation rate of PWD and/or PWTD.

## 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.justice.gov/crt/section-508-home-page-0>

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.justice.gov/usao/eousa-equal-employment-opportunity>

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.

EOUSA will continue to inform employees about accommodation resources through emails and information about relevant webinars. In addition, through the Department's community of practice for Section 508 program managers, EOUSA will continue to ensure that its technology is accessible for all employees.

## 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.)

United States Attorneys' Policy and Procedures No. 3-5.101.001 on Reasonable Accommodation states the following: "A final decision and provision of the accommodation should be made within 30 business days of the request, barring extenuating circumstances. Where an accommodation can be provided in less than the maximum time frame, failure to provide an accommodation in a prompt manner may result in a violation of the Rehabilitation Act."

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.

The EEO/DMS provides training on the Reasonable Accommodation policy and procedures to employees, managers/supervisors and reasonable accommodation coordinators. The policy is posted on the EOUSA intranet and accessible to all employees. The reasonable accommodation survey results did not indicate any issues with the effectiveness of the policy or procedures.

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

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

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

The PAS policy and procedure is similar to the reasonable accommodation policy and procedure. Thus far, Districts that have used the PAS procedures have not encountered issues.

**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 Yes

- 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 Yes

- 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.

There were no findings of discrimination.

**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.

There were no findings of discrimination.

## Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments
4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

The agency did not identify any barriers that affect employment opportunities for PWD or PWTD.

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

See the answer to No. 4 above.

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.

See the answer to No. 4 above.