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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

    b. Cluster GS-11 to SES (PWD)   Answer   Yes

The GS-11 to SES cluster (11.37%) is slightly below EEOC's 12% benchmark for PWDs.

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*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	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	136	22	16.18	5	3.68
Grades GS-11 to SES	3703	421	11.37	71	1.92

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

All Department managers/supervisors are required to take "Supervisory Essentials" training, in which the numerical goals for PWD and PWTD are communicated. The recruiters are members of the OHR staff and they are aware of the numerical goals which have been communicated to them via collaboration with OEEOS.

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.

<div align="right">Answer   Yes</div>

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	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Wayne B. Wright Selective Placement Program Coordinator/ Veteran Program Officer wayne.wright@ed.gov
Architectural Barriers Act Compliance	1	0	0	Mark Hochberg Director, Facilities Services Division Mark.Hochberg@ed.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Kenton Stalder Reasonable Accommodations Program Manager/Disability Employment Program Manager Kenton.Stalder@ed.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Kenton Stalder Reasonable Accommodations Program Manager/Disability Employment Program Manager Kenton.Stalder@ed.gov
Processing applications from PWD and PWTD	1	0	0	Wayne B. Wright Selective Placement Program Coordinator/ Veteran Program Officer wayne.wright@ed.gov
Section 508 Compliance	1	0	0	Denise McGland Supervisor, Assistive Technology Team Denise.McGland@ed.gov

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

<div align="right">Answer   Yes</div>

The Disability Program Staff (Selective Placement Program Coordinator, Assistive Technology Team Supervisor, Facilities Services Division Director and the Reasonable Accommodations/Disability Program Manager) meets quarterly to discuss the Agency's Reasonable Accommodations, Disability and Accessibility programs and to discuss training opportunities.

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

Brief Description of Program Deficiency	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]		
Objective	To establish official guidelines/handbook on processing request for Personal Assistance Services (PAS).		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2022		The Agency is currently updating its RA procedures based on EEOC feedback and intends to include PAS procedures within the RA procedures. The Agency has provided a draft of said policy to the EEOC for review and was provided minor feedback. Agency is making the recommended edits and will adopt the new procedures and follow all related requirements.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.		
Objective	To post the PAS on the Agency's public website once the draft PAS has been approved. See draft PAS.		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2022		The Agency is currently updating its RA procedures based on EEOC feedback and intends to include PAS procedures within the RA procedures. The Agency has provided a draft of said policy to the EEOC for review and was provided minor feedback. Agency is making the recommended edits and will adopt the new procedures and follow all related requirements.
Accomplishments	*Fiscal Year*	*Accomplishment*	

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 Human Resources (HR) Specialist reviews applications for all vacancy announcements and identifies those applicants who identify as Schedule A certified, or a veteran with a service-connected disability or otherwise identifies as a PWD or PWTD.

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

The Department's use of special hiring authorities, including Schedule A to recruit PWD and PWTD is administered by the Agency's Selective Placement Program Coordinator (SPPC), Wayne B. Wright. The SPPC provides a direct phone number and email to contact for assistance with finding Federal jobs, resume assistance, and interview tips/preparation. Workshops that educate Schedule A candidates have been conducted for both internal and external candidates.

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.

The Department determines eligibility of PWD and PWTD that apply for positions by qualification process that is very similar to those applicants who do not have a special hiring authority based on the qualifications of the posted job announcement. However, if the Schedule A applicant is "minimally qualified" they will be forwarded for consideration to the hiring manager. The Selective Placement Program Coordinator through outreach (received emails, phone calls, and through the OPM listing of the services provided) actively seeks positions that are not posted as job vacancies, but can be filled by Schedule A direct hiring authority. This is done by consistent communication with other HR Specialists who service sub-organizations Principal Operating Components (POCs) that have a need which qualified Schedule A applicants potentially may fill without a job announcement being posted. The Department maintains an active database of Schedule A applicants, as well as Veterans who have contacted the Department, with their resumes, hiring authority documents, and their qualifications (including what grade level(s) they qualify for). Once an opening is identified, this database is searched for qualified suitable Schedule A candidates to forward to hiring managers.

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

All Department managers/supervisors are required to take "Supervisory Essentials" training annually. This training includes instruction on the various special hiring authorities (e.g., Schedule A). Also, when a hiring manager consults with OHR to advertise a vacancy, OHR staff provides a briefing to the hiring manager on the various special hiring authorities.

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 Department maintains contact with internal and external organizations to market the Selective Placement Program Coordinator Services and by conducting workshops and informational sessions that serves as marketing tools to recruit possible candidates to our database for future employment.

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

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	1638	67.22	11.48	30.28	4.70
% of Qualified Applicants	1038	67.05	10.31	28.32	4.53
% of New Hires	15	60.00	6.67	46.67	6.67

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

In FY 2022, the external selections rate for PWDs for the following MCOs fell below their respective qualified applicants pool rates: 0101 (0%, 54%), 0360 (0%, 74%), 0510 (0%, 100%), 0511 (0%, 80%), 0905 (33%, 69%). In FY 2022, the external selections rate for PWTDs at the following MCOs fell below their respective qualified applicants pool rates: 0101 (0%, 54%), 0360 (0%, 35%).

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0101 SOCIAL SCIENCE	1	0.00	0.00
0201 HUMAN RESOURCES MANAGEMENT	0	0.00	0.00
0301 PROGRAM SPECIALIST	1	100.00	0.00
0343 MANAGEMENT AND PROGRAM ANALYST	2	100.00	50.00
0360 EQUAL OPPORTUNITY SPECIALIST	1	0.00	0.00
0501 FINANCIAL MANAGEMENT SPECIALIST	0	0.00	0.00
0510 ACCOUNTANT	0	0.00	0.00
0511 AUDITOR	0	0.00	0.00
0560 BUDGET ANALYST	1	100.00	100.00
0905 GENERAL ATTORNEY	3	33.33	33.33
1102 CONTRACT SPECIALIST	0	0.00	0.00
1720 EDUCATION PROGRAM SPECIALIST	2	100.00	100.00
1730 EDUCATION RESEARCH ANALYST	0	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	2	100.00	100.00

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

In FY 2022 the relevant applicant pool % is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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

The promotion rate of PWD for the following MCOs fell below their respective qualified applicant pool rate: 0301 (0.00%, 5.26%), 0343 (0.00%, 3.28%), 0511 (0.00%, 5.56%) and 1720 (0.00%, 4.35%). The promotion rate of PWTD for the following MCOs fell below their respective qualified applicant pool rate: 0301 (0.00%, 5.26%), and 0343 (0.00%, 1.64%).

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 Department educates and promotes awareness regarding advancement opportunities to employees, including People with Disabilities, on available developmental opportunities. Developmental opportunities are promoted across the Department through various means, such as: conducting meetings with POCs, disseminating articles on ConnectED (internal agency website), spotlighting trainings on ConnectED, and placement of posters and flyers in all buildings.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Some career development opportunities and programs/trainings provided by the Department are: detail assignments, Excellence in Government Fellow Program, Pathways to Leadership Program, White House Leadership 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 (%)
Other Career Development Programs	84	36	12	6	5	3
Detail Programs						
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training 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   No

       b. Selections (PWD)   Answer   No

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

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   Yes

       b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

In FY 2022, the representation of PWD fell below the 12% benchmark goal for employees receiving the following types of awards: Total Time-Off Awards: 11 - 20 hours at an award rate of 10.91%. Cash Awards: $500 and Under at an award rate of 10.35%, Cash Awards: $501 - $999 at an award rate of 11.54%, Cash Awards: $1000 - $1999 at an award rate of 11.27%, Cash Awards: $2000 - $2999 at an award rate of 8.93%, Cash Awards: $3000 - $3999 at an award rate of 9.28%, Cash Awards: $4000 - $4999 at an award rate of 7.38%, Cash Awards: $5000 or more at an award rate of 10.78%. In FY 2022, the representation of PWTD fell below the 2% benchmark goal for employees receiving the following types of awards: Total Time-Off Awards: 11 - 20 hours at an award rate of 1.21% Cash Awards: $1000 - $1999 at a rate of 1.83%, Cash Awards: $2000 - $2999 at a rate of 1.63%, Cash Awards: $3000 - $3999 at a rate of 1.62%, Cash Awards: $5000 or more at an award rate of 0.98%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	504	15.80	12.87	19.74	14.99

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Total Hours	5535	167.27	141.70	242.11	151.77
Time-Off Awards 1 - 10 Hours: Average Hours	10.98	2.39	0.36	16.14	-0.46
Time-Off Awards 11 - 20 hours: Awards Given	165	4.06	4.35	2.63	4.36
Time-Off Awards 11 - 20 Hours: Total Hours	3468	66.82	93.32	42.11	71.93
Time-Off Awards 11 - 20 Hours: Average Hours	21.02	3.71	0.69	21.05	0.12
Time-Off Awards 21 - 30 hours: Awards Given	93	4.51	2.16	5.26	4.36
Time-Off Awards 21 - 30 Hours: Total Hours	2736	130.02	65.01	136.84	128.61
Time-Off Awards 21 - 30 Hours: Average Hours	29.42	6.50	0.97	34.21	0.76
Time-Off Awards 31 - 40 hours: Awards Given	299	8.13	7.42	13.16	7.08
Time-Off Awards 31 - 40 Hours: Total Hours	12365	313.77	308.58	498.68	275.48
Time-Off Awards 31 - 40 Hours: Average Hours	41.35	8.72	1.34	49.87	0.19
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	572	14.90	14.48	17.11	14.44
Cash Awards: $501 - $999: Total Amount	1533235	35836.34	40391.49	42422.37	34472.48
Cash Awards: $501 - $999: Average Amount	2680.48	542.98	89.96	3263.26	-20.35
Cash Awards: $1000 - $1999: Awards Given	1038	26.41	27.31	25.00	26.70
Cash Awards: $1000 - $1999: Total Amount	2452350	58027.09	65855.85	62457.89	57109.54
Cash Awards: $1000 - $1999: Average Amount	2362.57	495.96	77.75	3287.26	-82.08
Cash Awards: $2000 - $2999: Awards Given	918	18.51	25.28	19.74	18.26
Cash Awards: $2000 - $2999: Total Amount	3033171	58358.01	83595.55	67257.89	56514.99
Cash Awards: $2000 - $2999: Average Amount	3304.11	711.68	106.63	4483.86	-69.47
Cash Awards: $3000 - $3999: Awards Given	431	9.03	11.80	9.21	8.99
Cash Awards: $3000 - $3999: Total Amount	1744607	34309.48	48114.32	38126.32	33519.07
Cash Awards: $3000 - $3999: Average Amount	4047.81	857.74	131.46	5446.62	-92.55
Cash Awards: $4000 - $4999: Awards Given	244	4.06	7.00	6.58	3.54

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $4000 - $4999: Total Amount	1208161	19281.26	34690.07	33723.68	16290.46
Cash Awards: $4000 - $4999: Average Amount	4951.48	1071.18	159.86	6744.74	-103.72
Cash Awards: $5000 or more: Awards Given	204	4.97	5.51	2.63	5.45
Cash Awards: $5000 or more: Total Amount	1692091	38292.55	46262.30	19092.11	42268.66
Cash Awards: $5000 or more: Average Amount	8294.56	1740.57	270.54	9546.05	124.18

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

In FY 2022, the representation of PWTD fell below the 2% benchmark goal for employees receiving QSIs at a rate of 1.05%. In FY 2022, the representation of PWD and PWTD fell below the 12% and 2% benchmark goal for employees receiving PBPIs at a rate of 10.00% and 0.61% respectively.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	490	11.06	13.12	3.95	12.53

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   No

        b. Grade GS-15

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

            ii. Internal Selections (PWD)   Answer   Yes

        c. Grade GS-14

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

      ii. Internal Selections (PWD)   Answer   Yes

   d. Grade GS-13

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

      ii. Internal Selections (PWD)   Answer   No

> In FY 2022, the relevant applicant pool data is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information. The Internal Selections rate for PWD at the following grade levels fell below their respective Qualified Internal Applicants rate: GS-14 (0.00%, 2.44%) and the GS-15 (0.00%, 4.55%) respectively.

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   No

   b. Grade GS-15

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

      ii. Internal Selections (PWTD)   Answer   No

   c. Grade GS-14

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

      ii. Internal Selections (PWTD)   Answer   Yes

   d. Grade GS-13

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

      ii. Internal Selections (PWTD)   Answer   No

> In FY 2022, the relevant applicant pool data is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information. The Internal Selections rate for PWTD fell below their respective Qualified Internal Applicants rate for pay grade level GS-14 (0.00%, 1.22%).

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

> In FY 2022 the information for MD-715 tables B15 (New Hires for Senior Grade Levels by Disability) % is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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

> In FY 2022 the information for MD-715 tables B15 (New Hires for Senior Grade Levels by Disability) % is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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

> In FY 2022 the information for MD-715 tables B19 (Internal Competitive Promotions for Management Positions by Disability) is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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   N/A

           ii. Internal Selections (PWTD)   Answer   N/A

       b. Managers

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

           ii. Internal Selections (PWTD)   Answer   N/A

       c. Supervisors

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

           ii. Internal Selections (PWTD)   Answer   N/A

In FY 2022 the information for MD-715 tables B19 (Internal Competitive Promotions for Management Positions by Disability) is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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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

In FY 2022 the information for MD-715 tables B18 (New Hires for Management Positions by Disability) is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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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   N/A

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

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

In FY 2022 the information for MD-715 tables B18 (New Hires for Management Positions by Disability) is missing from the reports generated in Monster Analytics. ED is in communication with Monster to acquire this information.

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.41	0.16
Permanent Workforce: Resignation	71	1.86	1.68
Permanent Workforce: Retirement	99	3.11	2.28
Permanent Workforce: Other Separations	128	3.93	2.96
Permanent Workforce: Total Separations	306	9.32	7.08

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.00	0.20
Permanent Workforce: Resignation	71	7.32	1.59
Permanent Workforce: Retirement	99	6.10	2.30
Permanent Workforce: Other Separations	128	4.88	3.03
Permanent Workforce: Total Separations	306	18.29	7.12

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.

N/A

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.

The Department's public website is found at https://www2.ed.gov an directly at the bottom of the home page, is a link titled "Accessibility" – that link is https://www2.ed.gov/notices/accessibility/index.html?src=ft which takes you to a page that provides an Accessibility Statement including a description and forms on how to file a 508 complaint.

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.

The Department's public website is found at https://www2.ed.gov and towards the top of the home page is the topic "Laws". Select the link "Go" underneath the "Law & Guidance" section at https://www2.ed.gov/policy/landing.jhtml?src=go . At the bottom of the page, select "Civil Rights" under the "Law & Guidance" section at https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft and then to the right of that page is the link "How to file a complaint". The Office of Equal Employment Opportunity Services (OEEOS) is responsible for coordinating the implementation of Section 504 and resolving complaints claiming that programs or activities conducted by the Department (non-employment related issues) are not accessible to person with disabilities. (see 34 CFR § 105.41(c)). The Department will notify the Architectural and Transportation Barriers Compliance Board of any complaint alleging that any Department building or facility that is subject to the Architectural Barriers Act of 1968, as amended, is not readily accessible to and useable by individuals with disabilities. (See 34 CFR § 105.41(f)).

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.

The Department provides reasonable accommodation when needed for transportation for work-related activities while on-site. The Department has two lift-equipped vans (separate and apart from the shuttle services) in its motor pool for use by headquarters employees; employees who use wheelchairs have priority over all other users in reserving these vans. The Department is working to secure accessible vans in regional office motor pools and will provide an accessible vehicle through rental or contract if necessary. The Assistive Technology Team, Office of the Chief Information Officer, provides assessments and preventative equipment for employees who experience computer-related repetitive stress injuries, which cause impairments that may not be severe enough to be disabilities, but that would worsen without adaptive equipment. The Assistive Technology Team can also provide installation and training on how to use the equipment, or the Team can arrange for a qualified vendor to do so. These services can be provided in the office or at a telecommuting location.

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 implementing and issuing the reasonable accommodation is 27 days after the initial request.

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 Department has an effective reasonable accommodation (RA) program. RA requests are responded to as soon as possible, but no later than 30 calendar days from the date the request is made, absent extenuating circumstances. The Department has entered into an Interagency Agreement with the Federal Occupational Health (FOH), Department of Health and Human Services to provide Medical Review Officer (MRO) services. The MRO neither decides whether to grant or deny any accommodation, nor determines whether an undue hardship exists. Such decisions are management decisions and are made by the employee's supervisor. The MRO's role is to evaluate the accuracy and completeness of the RA documentation, to advise the Department managers on the severity and nature of the employee's impairment, and to advise whether a requested accommodation is likely to be effective, given the functional limitations described. The Reasonable Accommodations Program Manager (RAPM) provides Department-wide technical assistance, training, and support to managers and employees as they move through the RA process. The RAPM may be consulted by managers and employees to facilitate the RA process and serves as a neutral party to provide information and resources. The RAPM tracks and monitors RA requests, particularly the number and types of RA requests, and whether those requests have been granted or denied; the jobs (occupational series, grade level, and agency component) for which RAs have been requested; the types of accommodations requested; the reasons for denial of the RA requests, etc. The Department has established a

centralized funding for RA purchases, managed by the RAPM. This funding is available to cover the costs on any equipment, services, or training needed to provide a RA, or to assess the employee's impairment and /or need for an accommodation.

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

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

The Department has an effective Personal Assistive Services (PAS) program. The department employs at least five (5) FTE PAS for employees with disabilities who have permanent and routine needs for services. The Department has a contract agreement to provide PAS to employees who require services and the Department is able to procure PAS on demand via short term contracts or credit card purchases for short term needs. The Department has provided PAS in a timely manner to all employees who have requested such services in the reporting period.

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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?

<div align="center">Answer   Yes</div>

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

<div align="center">Answer   Yes</div>

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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The representation of People With Disabilities (PWDs) and People With Targeted Disabilities (PWTDs) at 11.54% and 1.98% respectively in the permanent workforce is slightly below EEOC's 12% benchmark for PWDs and 2% benchmark for PWTDs. The representation of PWTDs at 1.82% in the temporary workforce is also slightly below EEOC's 2% benchmark for PWTDs.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Hiring PWD and PWTD in the temporary workforce	The Department of Education will make efforts to increase the hiring rate of PWD and PWTD in the temporary workforce

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
06/30/2022	09/30/2022	Yes	09/30/2023		To increase the hiring rate of PWD and PWTD in the permanent and temporary workforce the Office of EEO Services is collaborating with a team of volunteers (Data and Measurements Action Subcommittee on Age and Disability Status) from various offices within the Department to review the data and present our recommendations to upper management officials.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Specialist	Steven Jefferson	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2022	The Office of EEO Services collaborates bi-weekly with the Data and Measurements Action Subcommittee group on Age and Disability Status to review data and present our recommendations to upper management officials.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

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

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