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

**US AbilityOne Commission - FY 2025**

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

   U.S. AbilityOne Commission's disability workforce makes up 57.58 Percent of the total full-time staff employed by the agency. The Commission continues to take advantage of all special hiring authorities to employ persons with disabilities and select qualified candidates in competitive grade levels.

* 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

   U.S. AbilityOne Commission's mission is to tap America's underutilized workforce of individuals who are blind or have significant disabilities to deliver high quality, mission-essential products and services to Federal agencies in quality employment opportunities. The Commission endeavors to achieve a workforce from all segments of society and to ensure that all employees and applicants for employment receive fair and equitable treatment in all aspects of personnel management.

| Grade Level Cluster (GS or Alternate Pay Planb) | Total | Reportable Disability Total | Reportable Disability Percentage (Numerical Goal 12 Percent) | Targeted Disability Total | Targeted Disability Percentage (Numerical Goal 2 Percent) |
|---|---|---|---|---|---|
| Grades GS-11 to SES | 31 | 19 | 61.29 | 3 | 9.68 |
| Grades GS-1 to GS-10 | | | | | |

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

   U.S. AbilityOne commission has placed a significant emphasis placed on hiring goals and the goals of hiring persons with disabilities. All senior managers are briefed at no less than quarterly on agency status, progress, and obligations relating to MD-715, including participation goals for hiring PWD and PWTD. The EEO Director ensures the agency provides people with disabilities equal employment opportunities and takes affirmative actions within the Federal Government to fully comply with applicable laws, including sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, 794, 794d). The EEO Director assess current practices in using Schedule A hiring authority to employ people with disabilities in the Federal Government and evaluate opportunities to enhance equity in employment opportunities and financial security for employees with disabilities through different practices or guidance on the use of Schedule A hiring authority.

   The Commission ensures that,
   (A) applicants and employees with disabilities have access to information about and understand their rights regarding disability self-

identification,
(B) applicants and employees with disabilities have access to information about Schedule A hiring authority for individuals with disabilities.
(C) applicants and employees with disabilities have access to information about, understand their rights to, and may easily request reasonable accommodations, workplace personal assistance services, and accessible information and communication technology.
(D) the process of responding to reasonable accommodation requests is timely and efficient.
(E) the processes and procedures for appealing the denial of a reasonable accommodation request are timely and efficient; and
(F) all information and communication technology and products developed, procured, maintained, or used by Federal agencies are accessible and usable by employees with disabilities consistent with all standards and technical requirements of the Rehabilitation Act of 1973.

# 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 | Total Full Time | Total Part Time | Total Collateral Duty | Responsible Official (Name, Title, Office Email) |
|---|---|---|---|---|
| Processing applications from PWD and PWTD | 0 | 0 | 1 | Bradley Crain, Workforce Development Manager<br>Office of the Deputy Executive Director, bcrain@abilityone.gov |
| Answering questions from the public about hiring authorities that take disability into account | 0 | 0 | 1 | Karen Guile- HR Consultant-Contractor<br>Office of the Chief of Staff, kguile@abilityone.gov |
| Special Emphasis Program for PWD and PWTD | 0 | 0 | 1 | Bradley Crain, Workforce Development Manager<br>Office of the Deputy Executive Director, bcrain@abilityone.gov |
| Processing reasonable accommodation requests from applicants and employees | 0 | 0 | 1 | Bradley Crain, Workforce Development Manager<br>Office of the Deputy Executive Director, bcrain@abilityone.gov |
| Section 508 Compliance | 0 | 0 | 2 | Bradley Crain, Workforce Development Manager<br>Office of the Deputy Executive Director, Bcrain@abilityone.gov<br>Information Technology, dmutombo@abilityone.gov |
| Architectural Barriers Act Compliance | 0 | 0 | 2 | Donald Rose, Assitance Chief of Staff<br>Office of the Chief of Staff, drose1@abilityone.gov<br>Office of the Chief of Staff, kwood@abilityone.gov |

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

Answer: Yes

The U.S. AbilityOne Commission has provided training to ensure total support of the workforce and require supervisors and managers to inform the staff of their rights. The agency coordinates training through AgLearn and additional outside resources to ensure the staff are equipped with all necessary training. The agency has a Human Resources Consultant who is skilled in maintaining the selection of qualified disabled personnel.

All managers and supervisors are enrolled in the following courses for the upcoming fiscal year: Harassment Prevention for Federal Managers, Alternative Dispute Resolution (ADR) for Supervisors and Managers. All Employees, including Managers and Supervisors, must complete the following: EEO and Preventing Discrimination in the Federal Workplace, Reasonable Accommodation for the Federal Workplace, The No Fear Act, Workplace Harassment Prevention for Federal Employees, Retaliation Training, Religious Accommodation Training, Alternative Dispute Resolution (ADR) Training for Employees.

## 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.

   U.S. AbilityOne Commission has placed special emphasis on their USAJobs postings to specifically encourage all applicants with disabilities to apply for positions at the Agency.

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 Commission utilizes the DAV (Disabled Veteran Authority), the Schedule A authority, and other Excepted service authorities that OPM has authorized for the Federal Government's use.

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 HR Specialist reviews the required document(s) for the appointment, whether it’s Schedule A or DAV and will determine if the applicant meets the qualifying experience required to perform the duties. Once these factors are established, the application is forwarded to the selecting officials for consideration.

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

   If Schedule A and DV hiring certificates are issued, the hiring official is briefed on the specific use of those 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 Commission collaborates with the Central Nonprofit agencies and Nonprofit agencies to provide employment opportunities for persons who are blind or have significant disabilities.

## 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", describe the trigger(s) below.

   a. New Hires for Permanent Workforce (PWD) Answer: No

   b. New Hires for Permanent Workforce (PWTD) Answer: No

| New Hires | Total (Number) | Reportable Disability Permanent Workforce (Percentage) | Reportable Disability Temporary Workforce (Percentage) | Targeted Disability Permanent Workforce (Percentage) | Targeted Disability Temporary Workforce (Percentage) |
|---|---|---|---|---|---|
| % 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

| New Hires to Mission-Critical Occupations | Total (Number) | Reportable Disability New Hires (Percentage) | Targetable Disability New Hires (Percentage) |
|---|---|---|---|
| **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. 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.

U.S. AbilityOne Commission employees, including PWD and PWTD, have individual development plans that are updated annually. The agency has acquired licenses for the AgLearn training platform for all staff, providing opportunities for ongoing education, program certifications, and courses of interest. Employees are empowered to enroll in and complete as much professional development as they wish. There are no barriers or limitations preventing PWD or PWTD from advancing within the organization. Employees are encouraged to realize their full potential, and the agency often promotes internal advancement.

## B. CAREER DEVELOPMENT OPPORTUNITIES

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

U.S. AbilityOne Commission offers career development by supporting staff enrollment in the National Defense University, EEOC Training Institute, the Defense Acquisition University, and additional courses requested. Each Commission staff person has an AgLearn training account, which includes SkillSoft training programs, providing them the opportunity to select the direction they seek to grow their career. Each staff person can take an unlimited number of courses to support their own individual development and advancement of their career. This training platform is completely accessible and gives all staff equitable access to training, certifications, and personal career advancement.

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 Applicants (Percentage) | Total Participants Selectees (Percentage) | PWD Applicants (Percentage) | PWD Selectees (Percentage) | PWTD Applicants (Percentage) | PWTD Selectees (Percentage) |
|---|---|---|---|---|---|---|
| Training Programs | 33 | 33 | 57.58 | 100 | 9.09 | 100 |
| Internship Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Fellowship Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Detail Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Mentoring Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Coaching Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Career Development 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

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: No

b. Awards, Bonuses, & Incentives (PWTD) Answer: No

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

| Cash Awards | Total (Number) | Reportable Disability (Percentage) | Without Reportable Disability (Percentage) | Targeted Disability (Percentage) | Without Targeted Disability (Percentage) |
|---|---|---|---|---|---|
| Cash Awards $500 and Under: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards $500 and Under: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards $500 and Under: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $501 - $999: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $501 - $999: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $501 - $999: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $1000 - $1999: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $1000 - $1999: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $1000 - $1999: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $2000 - $2999: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $2000 - $2999: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $2000 - $2999: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Awards Given | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Total Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Average Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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", describe the trigger(s) below.

   a. Awards, Bonuses, & Incentives (PWTD) Answer: No

   b. Pay Increases (PWTD) Answer: No

| Other Awards | Total (Number) | Reportable Disability (Percentage) | Without Reportable Disability (Percentage) | Targeted Disability (Percentage) | Without Targeted Disability (Percentage) |
|---|---|---|---|---|---|
| Total Performance Based Pay Increases Awarded | 0.00 | 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: No

    b. Other Types of Recognition (PWTD) Answer: No

## 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 (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

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: No

        ii. Internal Selections (PWTD) Answer: No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

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

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

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

# 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

| Separations | Total (Number) | Reportable Disabilities (Percentage) | Without Reportable Disabilities (Percentage) |
|---|---|---|---|
| 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(s) in the text box.

   a.Voluntary Separations (PWTD) Answer: No

   b.Involuntary Separations (PWTD) Answer: No

| Separations | Total (Number) | Targeted Disabilities (Percentage) | Without Targeted Disabilities (Percentage) |
|---|---|---|---|
| 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.

   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 o the Rehabilitation Act, including a description of how to file a complaint.

   https://www.abilityone.gov/accessibility.html

   The Commission shall apply the complaint procedures outlined in 43 CFR Part 17, Subpart E, which are established to implement Section 504 for resolving allegations of discrimination in a Federally conducted program or activity. Complaints must be submitted in writing to the Commission at the following address:

   U.S. AbilityOne Commission
   ATTN: Chief Information Officer
   355 E. Street, SW.
   Suite 325
   Washington, DC 20024

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.abilityone.gov/commission/eeo.html

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 agency is moving to a new location in FY 2026 and will ensure the facility meets all current accessibility requirements.

## 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 timeframe to process reasonable accommodations is 7 business days. This timeframe includes receiving the request and implementing change to support the 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 Commission worked to proactively support the staff who have reasonable accommodations ensuring all PowerPoint presentations were sent out prior to meetings, and American Sign Language Interpreters along with enable captions were used during public meetings. The agency created a streamlined application process to make requesting accommodation simple and effortless. We provided training to all staff and managers/supervisors/executive leadership on running an effective reasonable accommodation program. The Commission completed its reasonable accommodation policy to strengthen the effectiveness of the program.

## 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.

1. 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 Commission effectively executed all aspect of the PAS requirement which is included in the Commissions Reasonable Accommodations Policy

# 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 describ 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 accommodatior 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: 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. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

   The agency was successful in completing all planned activities for FY 25.

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

   While there were no identified barriers the Commission is proactive. The Commission's implementation of its training programs and other activities increased digital accessibility and inclusion, increasing the likelihood of retaining staff with disabilities.

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.

   U.S. AbilityOne did not have any triggers tor employment during FY25.