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

AmeriCorps is below the 12% benchmark for the representation of PWD in this cluster.

*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

AmeriCorps currently exceeds the 2% benchmark for PWTD at 2.68% of the workforce.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	0	0	0.00	0	0.00
Grades GS-1 to GS-10	0	0	0.00	0	0.00

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

During management meetings, hiring managers are told the percentage of our workforce which is comprised of PWTD, and reminded of the efficacy of using Schedule A to interview and select PWD.

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>

Our Reasonable Accommodation Program Manager has staff to assist with this task.

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	
Architectural Barriers Act Compliance	0	0	0	
Processing applications from PWD and PWTD	3	0	0	Anthony J. Hynes, Civil Rights Director Amelia Ryba, Disability Program Manager ReasonableAccommodation@americorps.gov
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Anthony J. Hynes, Civil Rights Director Amelia Ryba, Disability Program Manager ReasonableAccommodation@americorps.gov
Processing reasonable accommodation requests from applicants and employees	2	0	0	Anthony J. Hynes, Civil Rights Director Amelia Ryba, Disability Program Manager
Section 508 Compliance	1	0	0	Otis Winters, Web Services owinters@americorps.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Amelia Ryba aryba@americorps.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 staff will attend annual EEO refresher training, attend self-guided classes on DEIA initiatives, and take several online classes on disability and reasonable accommodation.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

funding and other resources.

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

A disability Program Manager was identified as a necessity in FY 2023, and has been hired for FY 2024. Further resources are being identified and developed.

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.

Each announcement on USAJobs allows for applicants to identify themselves demographically. The postings also include the contact information for requesting a reasonable accommodation during the application process. See Section IV (A) below for addtional plans.

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

Every job and every internship posted for hiring includes Schedule A hiring authorities and PWD are encouraged to apply.

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.

To determine whether an applicant is eligible, AmeriCorps reviews the documentation provided at the time of application. Once the applicant's eligibility under Schedule A is determined, the information is forwarded to the hiring manager along with an explanation of Schedule A, and our process for hiring candidates under this authority.

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.

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

Training on disability and reasonable accommodation is part of the annual training cycle for all managers and supervisors at AmeriCorps. Managers and employees are required to complete the annual training cycle each calendar year.

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.

We will continue our participation in the Workforce Recruitment Program which is jointly administered by U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense's Defense Human Resources Activity's (DHRA) Diversity Management Operations Center (DMOC). We will continue to look for additional ways to connect organizations which assist PWD in finding employment. See Section IV (A) below.

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

AmeriCorps is slightly higher than the benchmark for PWTD. We believe the workforce may be hesitant to self-identify as having a disability.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants					
% of Qualified Applicants					
% of New Hires					

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

   a. New Hires for MCO (PWD)   Answer   No

   b. New Hires for MCO (PWTD)   Answer   No

N/A

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

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

   a. Qualified Applicants for MCO (PWD)   Answer   No

   b. Qualified Applicants for MCO (PWTD)   Answer   No

N/A

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

N/A

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.

AFFIRMATIVE ACTION PLAN FOR HIRING AND RETENTION OF VETERANS AND PERSONS WITH DISABILITIES - FY 2022 Introduction AmeriCorps is committed to supporting hiring and retention of a diverse and high-performing workforce to meet mission needs. AmeriCorps will assess the baseline data related to hiring and retention of Veterans and Persons with Disabilities and review this data. Assess Determine what baseline data we have related to hiring and retention of Veterans and Persons with Disabilities and review this data. For example (not all-inclusive): Hiring • Applicants applying under Schedule A; • Reasonable accommodations requested by applicants/employees; • Number of applicants hired under veterans' preference; and • Number of staff identifying as having a disability. Campaign AmeriCorps is planning a campaign to encourage the workforce to disclose disability status called "It's as Easy as My EPP." In this campaign, we will educate the workforce as to why it is important to self-identify disabilities. The title of the campaign comes from the ease of going in their workforce profiles in NFC's Employee Personnel Page and updating their status. In the campaign, the agency will include facts on the confidentiality of data, who has access to it, and how it is used. Additionally, the agency now ensures that reasonable accommodation language is included in its job offer letters. Create and Refine the Culture Staff may need additional guidance on how to request things including accommodations; this starts with supervisor training as well as staff onboarding and then there needs to be a mechanism to ensure regular and consistent communication. Reasonable accommodations language and guidance is included in every AmeriCorps offer letter. Recruit and Hire AmeriCorps will renew its commitment to participation in the Workforce Recruitment Program (WRP) by conducting its own internal recruitment drive for the workforce to participate, and by advertising its internship opportunities on the WRP website. The WRP is a recruitment and referral program that connects federal and private-sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer or permanent jobs. AmeriCorps will advertise the availability of internship programs across many colleges and universities that cater to targeted populations. Additionally, the Federal Pathways Program will advertise AmeriCorps internship opportunities through job preparedness programs for the disabled. Some examples include organizations such as Melwood, The Arc, Ardmore, EasterSeals, National Organization on Disability, and local school districts that have transition programs for students. AmeriCorps will pilot its HR for Supervisors course, which covers hiring flexibilities, to include Schedule A, hiring Veterans, etc. This will support the lack of training as a noted deficiency by the EEOC. AmeriCorps is actively working to incorporate practices that will ensure hiring managers understand all options for filling positions. One example of a strategy under consideration is a checklist for staffing specialists to support hiring managers with Schedule A and veterans' hiring authorities for those applicants with a service-connected disability of 30% or more. AmeriCorps is considering strategies that will support hiring managers in considering qualified Schedule A candidates for positions in advance of advertising or posting the position announcements. To support AmeriCorps managers and supervisors, the agency will provide reasonable accommodations training to supervisors/managers as well as offering sessions to the staff. This is a part of the agency's DEIA Learning & Development Strategy which targets quarterly engagement sessions for these populations. AmeriCorps supports their disability community through its affinity groups. One of the eight affinity groups, Disability Action Group (DAG) began in 2021 and now is a well-known and respected affinity group with the department with established goals and a budget to support its activities. For onboarding, it is recommended that the agency support new staff with a questionnaire related to their needs which could include,

additional equipment requests with OIT upfront such as screen reader support, bluescreen, etc. AmeriCorps will develop additional questions new employee orientation (NEO) survey. These questions will relate to the accessibility and formatting of NEO and the documentation new employees need to submit as a part of the onboarding process, to see what can be improved for PWD. It is recommended that the agency conducts an annual disability survey to continue to have a pulse on disability needs including staff with disabilities as well as staff who are supporting family members with disabilities. AmeriCorps supervisors will be encouraged to set calendar reminders to check-in with their employees who have new reasonable accommodations within 30-45 days of the effective date of the change. This will help make sure the accommodation is effective and allowing the employee to perform their job duties successfully. The purpose is to encourage employees to seek needed adjustments and identify problems before performance issues arise. OHC will use Human Centered Design to examine the overall employee experience and gather information on notable wins and opportunities for improvement. As a result, we will piloting different programmatic approaches and strategies, testing and monitor them, and gather feedback. The methods of this plan are designed to support persons with disabilities (targeted) to ensure they have the necessary environment and requisite skillsets to advance within the organization. Retain, Resources, Support, Connections For staff who are new hires who have a disability and/or are Veterans, having access to leave and other benefits and flexibilities during their first year when they may not have access to FMLA or have accrued leave time, is crucial. It is recommended that the agency identify what resources might support someone during their first year including maxiflex, credit hours, the voluntary leave bank, Veteran specific leave, etc. AmeriCorps supports an affinity group for PWD. This group began in the Summer of 2021 and is called the Disability Action Group (DAG). This group can help us identify barriers to access and to full participation at AmeriCorps. It will help with retention because PWD will have a space to share successes and difficulties as they negotiate our workspace. This affinity group will also help educate the workforce on matters such as disability etiquette and how to be an ally. DAG is an avenue for support, and it is also all volunteer-led. As part of the multi-faceted approach to hiring and retaining staff identifying with disabilities, it will be crucial to simultaneously develop a way to build capacity within affinity groups. This includes leadership development, training, budgets, resources, inclusion in work groups, and input into recommendations for persons experiencing disabilities. For onboarding, it is recommended that the agency support new staff with a questionnaire related to their needs which could include, additional equipment requests with OIT upfront such as screen reader support, bluescreen, etc.

B. CAREER DEVELOPMENT OPPORTUNITES

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

AmeriCorps continues to support a learning culture as part of its commitment to becoming a best in class learning organization. In FY 2022, AmeriCorps continued its contract with Management Concepts (launched in October 2019) to offer staff unlimited access to online and in-person training. This resource continues to increase its training and developmental opportunities, offering 275+ courses in 8 certificate and accreditation programs with coursework that qualifies through the American College of Education and the Defense Acquisition University for Continuing Education Unit (CEU), Continuous Professional Education (CPE), and Continuous Learning Points (CLP). Many of the classes are open enrollment, only requiring approval of an employee's immediate supervisor. This streamlined process makes access to training easier for the entire workforce. Employees continue to have access to AmeriCorps University, an online resource which offers a wide range of on-demand courses.

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						
Other Career Development Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail 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

AmeriCorps does not currently have any formal career development programs for employees, besides the opportunity for the Federal Executive Institute.

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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

AmeriCorps does not currently have any formal career development programs for employees.

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

N/A

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	25	3.39	4.80	0.00	4.00
Time-Off Awards 1 - 10 Hours: Total Hours	208	27.12	40.84	0.00	32.00
Time-Off Awards 1 - 10 Hours: Average Hours	8	13.56	2.40	0.00	16.00
Time-Off Awards 11 - 20 hours: Awards Given	17	3.39	3.00	0.00	4.00
Time-Off Awards 11 - 20 Hours: Total Hours	344	54.24	55.26	0.00	64.00
Time-Off Awards 11 - 20 Hours: Average Hours	20	27.12	5.41	0.00	32.00
Time-Off Awards 21 - 30 hours: Awards Given	73	23.73	13.21	11.11	26.00
Time-Off Awards 21 - 30 Hours: Total Hours	1776	610.17	317.12	266.67	672.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	42.37	7.21	266.67	2.00
Time-Off Awards 31 - 40 hours: Awards Given	92	16.95	20.72	0.00	20.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Total Hours	3680	677.97	828.83	0.00	800.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	67.80	12.01	0.00	80.00
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	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	271	64.41	54.65	55.56	66.00
Cash Awards: $1000 - $1999: Total Amount	331460	82718.64	66724.62	72222.22	84608.00
Cash Awards: $1000 - $1999: Average Amount	1223	2176.27	366.37	14444.44	-32.00
Cash Awards: $2000 - $2999: Awards Given	171	28.81	38.74	55.56	24.00
Cash Awards: $2000 - $2999: Total Amount	348926	58474.58	78678.68	116666.67	48000.00
Cash Awards: $2000 - $2999: Average Amount	2040	3438.98	609.91	23333.33	-142.00
Cash Awards: $3000 - $3999: Awards Given	44	5.08	11.11	0.00	6.00
Cash Awards: $3000 - $3999: Total Amount	143314	16367.80	36186.19	0.00	19314.00
Cash Awards: $3000 - $3999: Average Amount	3257	5455.93	977.78	0.00	6438.00
Cash Awards: $4000 - $4999: Awards Given	60	10.17	13.21	11.11	10.00
Cash Awards: $4000 - $4999: Total Amount	256778	43032.20	56723.42	50000.00	41778.00
Cash Awards: $4000 - $4999: Average Amount	4279	7171.19	1288.89	50000.00	-538.00
Cash Awards: $5000 or more: Awards Given	7	1.69	1.20	0.00	2.00
Cash Awards: $5000 or more: Total Amount	65482	9918.64	12707.21	0.00	11704.00
Cash Awards: $5000 or more: Average Amount	9354	9918.64	3176.58	0.00	11704.00

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", please describe the trigger(s) in the text box.

        a. Pay Increases (PWD)   Answer   No

        b. Pay Increases (PWTD)   Answer   No

N/A

		Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Other Awards	Total (#)				

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

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 No

            ii. Internal Selections (PWD)   Answer No

        b. Grade GS-15

            i. Qualified Internal Applicants (PWD)   Answer No

            ii. Internal Selections (PWD)   Answer No

        c. Grade GS-14

            i. Qualified Internal Applicants (PWD)   Answer No

            ii. Internal Selections (PWD)   Answer No

        d. Grade GS-13

            i. Qualified Internal Applicants (PWD)   Answer No

            ii. Internal Selections (PWD)   Answer No

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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   N/A

N/A

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

N/A

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	6	1.04	0.70
Permanent Workforce: Resignation	20	3.13	2.36
Permanent Workforce: Retirement	4	3.13	0.14
Permanent Workforce: Other Separations	38	6.25	4.45
Permanent Workforce: Total Separations	68	13.54	7.65

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

N/A

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	6	0.00	0.75
Permanent Workforce: Resignation	20	0.00	2.50
Permanent Workforce: Retirement	4	6.67	0.38
Permanent Workforce: Other Separations	38	13.33	4.50
Permanent Workforce: Total Separations	68	20.00	8.13

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.

https://www.americorps.gov/about/agency-overview/disability-accessibility

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.americorps.gov/about/agency-overview/disability-accessibility; eo@americorps.gov

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.

AmeriCorps has plans to conduct a workforce analysis which will include an examination of workforces needs regarding accessibility of facilities and technology.

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 time frame for processing initial requests for reasonable accommodation is 10 business days, with most requiring less time. Our policy allows up to 30 days. If the requested accommodation is going to require more time, such as when there is a need to order special equipment, an interim accommodation is offered when possible.

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 average time frame for processing initial requests for reasonable accommodation is 10 business days, with most requiring less time. Our policy allows up to 30 days. If the requested accommodation is going to require more time, such as when there is a need to order special equipment, an interim accommodation is offered when possible. Managers also receive training on reasonable accommodation as a part of the agency's annual training cycle.

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 average time frame for processing initial requests for reasonable accommodation and personal assistance services, is 10 business days, with most requiring less time. If the requested service requires the initiation of a new contract, it may require additional time . The requesting employee is notified, and the agency looks for alternatives until the service can be provided. When the need is intermittent, the agency works with the employee to establish lead times for requesting the service to make sure it is timely delivered.

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="center">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="center">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.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable
accommodation, as compared to the government-wide average?

<div align="center">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="center">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.

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.

N/A

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

N/A

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

N/A