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 overall percentage of PwDs was 12.72% (+.29) from prior FY 21. GS-1 to GS-10 (PWD) Analysis shows GS08 9.55% and GS10 8.29% are both below the benchmark of 12%. No triggers were identified for the GS 11-SES cluster.

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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   Yes

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

The overall percentage of PwTDs was 2.24 which was -.02 from the prior FY. GS-1 to GS-10 (PWTD) Analysis shows triggers for GS- GS-8 at 1.79% and the GS-10 at 1.03% both below the 2% benchmark. In the GS-11 through SES grade levels one trigger was identified at the SES level with 1.38% indicating a trigger for PwTD.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	34648	5118	14.77	900	2.60
Grades GS-11 to SES	64596	10984	17.00	1810	2.80

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

The DAF DPM communicated numerical goals to all installation DPMS throughout the year during quarterly DPM All Calls. Sub-components reported communicating through: meetings, briefings, telecoms, supervisory forums, emails, newsletters and Diversity and Inclusion efforts being addressed by the DAF Disability Action Team (DAT); providing information to supervisors when Schedule A application is referred; and communicating to managers/ supervisors during the advisory stage of the recruitment process or via teleconference training or dedicated workshops. In 2022, the DAF again resurveyed the civilian workforce requesting

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employees update their disability status using the new SF-256. Trend analysis reveals that the participation rate of PwDs has significant increased since 2017 and continues an upward trend. In 2021, the DAF again resurveyed the civilian workforce requesting employees update their disability status using the new SF-256. Ten-year trend analysis reveals that the participation rate of PwDs has increased by 7.361% since FY10.

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   No

Air Force Instruction (AFI) 36-2710 encourages installations to establish full-time DPMs. DAF EO Operation teams provide briefings advising of requirement ensure position description addendum were instituted to ensure DPM duties were officially assigned and individuals were rated in performance evaluations on those DPM duties. Appointment letter samples were created and provided and briefings were given on how to ensure appointment letters were instituted. More efforts such as utilizing task management system to mandate appointment of DPMs will be explored along with implementation of a DPM electronic registration to ensure the agency has sufficient staff to support implementation of the disability programs.

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	
Special Emphasis Program for PWD and PWTD	1	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,
Architectural Barriers Act Compliance	1	0	0	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,
Section 508 Compliance	0	0	1	Mia Day, Force Information Collections Officer and Section 508 Compliance Coordinator, SAF/CIO
Processing reasonable accommodation requests from applicants and employees	3	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra. shock@us.af.mil Employee Relations Specialists, Civilian Personnel Sections

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	2	0	85	Tiffany Durnell, Air Force Selective Placement Program Coordinator, AFPC/EO AEPMs, Civilian Personnel Sections
Processing applications from PWD and PWTD	0	0	85	Tiffany Durnell, Air Force Selective Placement Program Coordinator, AFPC/E AEPMs, Civilian Personnel Sections

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

DAF engaged in activities to increase the knowledge and skills of DPMs throughout FY22. The DAF DPM conducted Monthly AEPM/DPM All Calls to disseminate information regarding reasonable accommodation (RA) procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring authority. Additional in-person training was provided upon request. The DAF DPM also updated a SharePoint site to distribute training materials, templates and resources. DPMs were required to submit completed RA tracking spreadsheets on a quarterly basis. In FY22 18 DPMs attended the Disability Program Managers Course at DEOMI.

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   No

DAF continues to reinforce the obligation to fund Reasonable Accommodations for employees with disabilities to installation commanders, managers and supervisors. The DAF DPM provided training outlining procedures for tracking expenses related to providing RAs and reiterating that funding shortfalls at the unit-level are not a valid basis for denial of RA. In FY22 DAF continued to provide centralized funding for reasonable accommodations to any individual with a disability attending DAF sponsored training and development courses to ensure DAF reaches its goals for the hiring and retention of highly skilled and valuable disabled employees including disabled veterans. The DAF DPM continues to engage with AF leadership to expand centralized funding for all RAs. The centralized funding initiative was taken on as a line of effort to be addressed and remedied by the DAF Disability Action Team. Sub- components reported difficulty or inability to perform DPM duties due to limited number of DEOMI DPM quotas.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Reiterate Installation Commanders' roles and responsibilities with regard to Installation Equal Opportunity Director		
Target Date	Dec 30, 2022		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Dec 30, 2023		Communicate Installation Commanders' roles and responsibilities to ensure that adequate facilities, office support equipment, and financial resources are provided to the Installation Equal Opportunity Director to effectively operate and manage the Equal Opportunity Program in accordance with applicable laws, directives, and policy. (DAFI 36-2710, Para 1.3.25.1)
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	Submit manpower requirements for MAJCOM/FLDCOM AEP/SEP billets in FY24 POM		
Target Date	Feb 17, 2023		
Completion Date	Feb 17, 2022		
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jan 31, 2021	February 17, 2022	Submit manpower requirements for MAJCOM/FLDCOM AEP/SEP billets in FY24 POM
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2017	AF EO program undergoes Business Process Reengineering (BPR) to review, analyze, redesign, and execute improved capabilities to better support the AF. Initiatives include alignment of the AEP/SEP under EO at the tactical level (installation) to bring AF in-line with regulatory requirements.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	

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 Air Force Personnel Center (AFPC) utilizes "Civilian Onelink" to provide managers and organizations with updated information on hiring authorities to include Schedule A, 30% Disabled Veteran and Veterans Recruitment Authority (VRA). AFPC has Knowledge Articles on the AF MyPers website regarding PWD: "Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement"; "Employment of Individuals with Disabilities"; "Workforce Recruitment Program for College Students with Disabilities"; "Air Force Wounded Warrior Program"; and "Job Accommodation Procedures". DAF is currently migrating the knowledge base and anticipate full migration summer of 2023. In FY22, DAF received centralized funding form DMOC to participate in the Workforce Recruitment Program (WRP) for college students and recent graduates with disabilities. DAF selected and employed 26 interns. Lastly, in FY22, the DAF continued to implement the MyPers Schedule A Hiring Tool. The MyPers Tool enables Individuals with Disabilities eligible under Schedule A to submit their application package directly for review and referral to hiring managers. The Civilian Personnel Offices at the installations are able to retrieve lists of candidates, based on their selection criteria, as well as retrieve resumes to forward to hiring officials for consideration. When an PWD is identified via utilization of the repository and referred to the hiring manager they must interview at least one PWD. This automated process streamlined the application process for Individuals with Disabilities agency-wide. The agency streamlined Schedule A language on the Air Force Civilian Careers Sites to assist individuals with obtaining knowledge about how to apply to the agency schedule A repository and provided information on how to write a federal resume. AF coordinated tracking procedures towards the end of the FY within USA Staffing by utilizing hiring tags to identify the hires that are sourced from the repository and subsequently hired. DAF created and distributed awareness flyers across the agency for use in attracting talent who are eligible as Schedule A. This was done by emphasizing what PWDs bring to the table by capitalizing abilities vs. disabilities via flyers.

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

DAF uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD. The AF Civilian Careers website at https://afciviliancareers.com/careers/ #careerLastAnchor provides disability information, and access to the Schedule A repository. Individuals eligible for employment under Schedule A 5 CFR 213.3102(u) may be considered for employment by applying to positions on USAJOBs and/ or by requesting assistance from local DPMs on how to apply utilizing the Schedule A repository. The agency hired 210 individuals utilizing Schedule A 213. 3102 (u) of which 81.1% identified they were IWD/IWTD.

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.

Applicants seeking consideration under Schedule A can access information via the following link:https://myfss.us.af.mil/ USAFCommunity/s/knowledge- detail?pid=kA0t0000000oNL3CAM. Individuals will be directed to submit their resume for review by the installation civilian personnel office (CPOs). The CPOs review the repository for eligible qualified candidates and forward resumes to hiring managers for consideration for current and/or anticipated vacancies. CPOs' routinely review vacancy lists to determine if there is a match for referral. Referrals for Schedule A candidates under this process are separate from vacancies announced on USA jobs. The applicant's package is posted to the Schedule A repository for six months. CPSs and DPMs have access to the repository to view, retrieve, and refer candidates to hiring managers. Once the 6 months passes the individuals resume is removed and the individual is notified so that they may resubmit their Schedule A documents.

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

DAF relies solely on local DPMs to provide training to hiring managers on the use of Schedule A hiring authority. Additional information is provided via management advisory by the civilian personnel section. The Civilian recruitment division sent updated guidance regarding use of the Schedule A hiring authority to the civilian personnel office which automatically triggered MyPers

notifications to the DAF community. In addition, MyPers/ MyFSS Knowledge Articles are available to provide information to managers and supervisors regarding the benefits of using the Schedule A hiring authority and employment of PWD: "Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement"; and "Employment of Individuals with Disabilities". Air Force Personnel Center offered multiple training session throughout the year to assist disability program managers with educating managers on use of the schedule a repository and the benefits. Air Force personnel center made updates to the operational polices to provide additional details and guidance on how to utilize the repository and authority. A communication plan will be formulated to ensure training is provided to educate on the following available resources: Use of Schedule A, 30 DAV and VRA appointing 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.

In FY22, DAF received centralized funding from DMOC to participate in the Workforce Recruitment Program (WRP) for college students and recent graduates with disabilities. DAF selected and employed 24 interns. Multiple subcomponents reported limited to no contact with organizations due to lack of full-time DPMs. MAJCOMs with authorized full-time DPMs, reported constant communication with installation-level AEPMs; conducting various outreach events; establishing contacts via career fairs and disability inclusion organizations; and maintaining relationships with Vocational Rehabilitation. AFPC/TA implemented its innovative and successful virtual recruiting strategies; these efforts allowed the Air Force to recruit the most highly qualified candidates leveraging Expedited Hiring Authorities and Direct Hiring Authorities which included Schedule A. As a result, the Air Force was able to compete with corporate America, be more agile and flexible; and attract, recruit and hire candidates for mission critical occupations.

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   Yes

   b. New Hires for Permanent Workforce (PWTD)   Answer   Yes

In FY22 the percentage of new hires in the permanent workforce for PWD which was 11.83% which was -.17% below the bench mark. PWTD is 1.94%, and is -.06 below respective benchmark.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	13497	7.96	0.04	4.00	0.02
% of Qualified Applicants	11558	8.04	0.05	4.01	0.03
% of New Hires	245	4.08	0.41	1.22	0.41

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

Selection rates for PWDs and PWTDs were lower than those without disabilities. MCO 0018 6.85% PWD were qualified and 2.70% were selected; 3.16% were PWTD and none were selected. MCO 0080-7.52% were qualified and 6.45% were selected. MCO 0130- 13.64% were qualified PWD and 0% were selected; 6.82% were PWTD and none were selected. MCO 131- 8.93% were PWD and 0% were selected; 3.57% were PWTD and 0% were selected. MCO 0201 12.54% were qualified and 9.86 were selected; PWTD and 5.67% were PWTD and 4.64 were selected. MCO 346 - PWTD 3.99% were qualified and 1.97% were selected. MCO 391 PWD 7.58% were qualified and 6.06% were selected; 4.99% were PWTD and 3.03% were selected. MCO 510- 7.24% were PWD and none were selected; 3.95% were PWTD and none were selected. MCO 511- 3.26% were PWD and none were selected; 1.09 were PWTD and none were selected. MCO 603- 16.67% were qualified but none were selected. MCO 0801 6.55% were qualified PWD and 5.56% were selected; 4.36% were PWTD and 2.78% were selected. MCO 850 8.82% were PWD and 0% were selected; 5.88% were PWTD and 0% were selected. MCO 1515 3.13% were PWD and 0% were selected. MCO 1701 1.59% were PWTD and none were selected. Data tables errored out and did not provide data for MCO 0800, 1701, 1702, 1102, 810, 819,850, 2181, 2210, 2606 and 2810.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability New Hires (%)
Numerical Goal	--	12%	2%
0018 SAFETY & OCCUPATIONAL HEALTH MANAGEMENT	1	0.00	0.00
0080 SECURITY ADMINISTRATION	30	0.00	0.00
0130 FOREIGN AFFAIRS	0	0.00	0.00
0131 INTERNATIONAL RELATIONS	1	0.00	0.00
0185 SOCIAL WORK	0	0.00	0.00
0201 HUMAN RESOURCES MANAGEMENT	2	0.00	0.00
0346 LOGISTICS MANAGEMENT	12	8.33	0.00
0391 TELECOMMUNICATIONS	3	0.00	0.00
0510 ACCOUNTING	0	0.00	0.00
0801 GENERAL ENGINEER	2	0.00	0.00
1102 CONTRACTING	6	33.33	0.00
1515 OPERATIONS RESEARCH	0	0.00	0.00
1701 GENERAL EDUCATION AND TRAINING	15	6.67	0.00
2152 AIR TRAFFIC CONTROLLER	1	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	56	7.14	3.57

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   Yes

      b. Qualified Applicants for MCO (PWTD)   Answer   Yes

Selection rates for PWDs and PWTDs were lower than those without disabilities. MCO 0017 PWD 9.09 were qualified but none selected; PWTD 4.90% were qualified but none selected. MCO 0080 6.43% were qualified PWD and non were selected. 2.91% were PWTD and none were selected. MCO 130 6.21% were PWTD but 5.26% were selected. MCO 131 14.93 were PWD and none were selected; 8.96 were PWTD and none were selected. MCO 180 8.0% were PWD and PWTD and none were selected. MCO 201 10.40% were PWD and 4.0% were PWTD and none were selected. MCO 346 3.29% were PWTD and none were selected. MCO 391 PWD and PWTD were 4% none were selected. MCO 510 15.79% were PWD and 10.53% were PWTD and none were selected.

MCO 610 7.48% were PWD and .93% were PWTD and none were selected. MCO 801 7.35% were PWD and 4.41 were PWTD and none were selected. MCO 1102 3.24% were PWTD and none were selected. MCO 1701 1.59 were PWTD and none were selected. MCO 2210 10.29% were PWD and 7.14% were selected; 6.00% were PWTD and 3.57 were selected. No data available for the following MCOs 510, 603, 808, 819, 850, 1515, 1702, 2152, 2181, 2606, 2810.

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

MCO 0017 Qualified Applicants PWD9.09% PWTD 4.90% none selected; Trigger Exists MCO 0080 Qualified Applicants PWD 6.43% PWTD 2.91% none selected: Trigger Exists MCO 131 Qualified Applicants PWD 14.93% PWTD 8.96% none selected: Triggers Exists MCO 180 Qualified Applicants PWD 8.00% PWTD 8.00% none selected; Triggers Exists MCO 201 Qualified Applicants PWD 10.40% PWTD 4.00% none selected; Triggers Exists MCO 346 Qualified Applicants PWTD 3.51% None selected Triggers Exists MCO 391 Qualified Applicants PWD 4.00% PWTD 4.00% none selected; Triggers Exists MCO 610 Qualified Applicants PWD 7..48% PWTD .93 none selected; Triggers Exists

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 agency continues to advocate for use of the 30% Disabled Veterans and Schedule A hiring authorities which enables individuals to apply for and be considered without having to apply for federal positions without needing to meet time in grade requirements to be considered. The agency ensures consideration of Schedule A eligibles for all positions that are announced via utilization of USA Jobs. Schedule A eligibles are non-competitively referred to hiring managers for consideration. Schedule A eligibles whether internal or external employees who are registered on the Schedule A repository receive priority consideration for any vacancy that is routed through the civilian personnel office. Individuals who are current federal employees may also receive consideration by uploading documents for consideration for any series grade and location. Managers must interview Schedule A eligible applicant(s) if one is identified. The agency also utilizes the workforce recruitment program to provide internship opportunities to students and recent grades with disabilities. This program connects employers with highly qualified student or recent graduates who are interested in an internship in public service. DAF has been one of the key users of the program. The agency executed well over 400k in DOL funds and employed 24 individuals. Individuals with disabilities are also considered for Palace Acquire Positions PAQ across the DAF. The PAQ program provides developmental/promotion opportunities for current or recent graduates. Upon completion of the program participants are afforded non-competitive permanent placement and are promoted each year they complete development goals and training benchmarks while in the program. These program are all open to PWD. The Racial Disparity Review identified DAF is not demographically diverse and has low representation rates at the senior grade levels for PWD and PWDs. An applicant pool goal was established to achieve an annual increase in representation by PWD/ PWTD at the GS13-SES grades. This program was created to ensure employees with disabilities are afforded the opportunity to participate in professional development programs. The Department continues to promote use of an enterprise-wide mentoring tool called "MyVector." This dynamic mentoring and development IT platform delivers diverse mentoring opportunities for all Airmen and Guardians, military and civilian, to include disabled veterans. Historically, MyVector mentoring tracked both historical and active profiles and mentoring matches. The MyVector Mentoring module underwent an upgrade in July of 2021 to include new capabilities such as: additional search filters for race, ethnicity, EFMP, and more; track status of mentor requests; share and send documents and messages to your mentor; updated resources; available to all CAC holders—Since the upgrade, mentors must go into

MyVector and either opt-in or opt-out of the MyVECTOR Mentoring module in order to be visible in the mentees' search--regardless if they had previously registered as a mentor. With over 83K mentoring profiles, the MyVector system allows unique matching preferences for a mentee to seek a mentor using specific qualities such as "civilian with prior military service" and/or self-identified "disabled." This construct enables individualized mentor matching. The MyVector platform facilitates one-on-one mentor interaction, functional guidance delivery, and development team execution, expanding developmental opportunities across the Total Force. The MyVector registration process was revamped to incorporate the establishment of a mentoring profile while refreshing the Mentoring splash page to entice Airmen into a mentoring relationship. This resulted in an increase of 350,084 (or 165%) in new MyVector registrations, 55,468 (or 165%) in new mentoring profiles, and 24,944 (or 252%) in new mentoring relationships since FY 2018. It also contributed to an increase in rated mentoring profiles by 154 (or 18%), rated mentee profiles by 462 (or 114%), and rated mentoring pairs by 264 (or 45%) since FY 2018. The work also aided in establishing gender mentoring pairs resulting in 3,503 (or 258%) in new female to female pairs, 6,564 (or 232%) in female to male or male to female pairs, and 14,095 (or 234%) in male-to-male pairs since FY 2018. The agency also instituted steady state vectoring to engage DAF members to proactively self nominate for career development opportunities which assist with enabling individuals to be proactive and remain competitive when applying for promotion opportunities. AY23 - DAF offered 36 programs with 1354 primary slots and 237 alternate slots - There were 2490 total applicants; 55 of those applicants were PWTD AY22 - DAF offered 38 programs with 1199 primary slots and 174 alternate slots - There were 2213 total applicants; 45 of those applicants were PWTD

B. CAREER DEVELOPMENT OPPORTUNITES

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

All civilian developmental/experiential programs are open to PWD. This includes: AF Civilian Development Education, tuition assistance, mentoring, career broadening, internship, and leadership development courses. DAF continues to participate in the Govt. wide recruitment and referral programs that connect federal employers with qualified candidate PWD & PWTD for temp/term & perm positions. Workforce Recruitment Program (WRP) is another program utilized by DAF to provide pathways to federal service for PWD/PWTD. Air Force employs individuals selected for a minimum of 14 weeks and typically extends the initial appointment to allow the individual to gain valuable experience beyond the 14 weeks. Air Force employed 24 WRP interns in FY 22 and executed over $400k utilizing the WRP In 2022. The agency instituted a mandatory requirement that all civilian employees create an individual development plan which will Record employee short-term and long-term professional goals. Record employee annual training and development plan to assist in meeting the employee's professional goals. Align employee training and development efforts with organizational core values, mission, and vision. Acquire an understanding of employee strengths and developmental needs.

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	NoData	NoData	NoData	NoData	NoData	NoData
Internship Programs	NoData	NoData	NoData	NoData	NoData	NoData
Fellowship Programs	NoData	NoData	NoData	NoData	NoData	NoData
Mentoring Programs	NoData	NoData	NoData	NoData	NoData	NoData
Coaching Programs	NoData	NoData	NoData	NoData	NoData	NoData
Training Programs	NoData	NoData	NoData	NoData	NoData	NoData
Detail Programs	NoData	NoData	NoData	NoData	NoData	NoData

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

   a. Applicants (PWD)   Answer   N/A

    b. Selections (PWD)   Answer   Yes

> With the establishment of centralized funding for RA PWD are eligible to be considered for all development opportunities. Applicant data for career development programs not available. DAF is currently exploring opportunities to obtain this information through the enterprise applications to conduct analysis.

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   Yes

        b. Selections (PWTD)   Answer   Yes

> Applicant data for career development programs not available. DAF is currently exploring opportunities to obtain this information through the enterprise applications to conduct analysis.

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

> The percentage of awards for PWD and PWTD has significantly increased from FY22 Time-Off Awards - 1-10 hours: PWD = 7.66%; PWTD = 7.66% No Trigger Time-Off Awards – 11-20 hours: PWD = 6.75%; PWTD =7.13% No Trigger Time-Off Awards – 21-30 hours: PWD = 7.06%; PWTD = 6.07% No Trigger Time-Off Awards – 31-40 hours: PWD = 20.85%; PWTD =20.98% No Trigger Time-Off Awards – 41 or more hours: PWD = .07%; PWTD = .05% Trigger Exists Cash Awards - $500 and under: PWD = 20.75% PWTD = 21.31% No Trigger Cash Awards - $501-$999 PWD = 10.56% PWTD = 11.95% No Trigger Cash Awards - $1000 - $1999:PWD = 34.91% PWTD = 35.07% No Trigger Cash Awards - $2000 -$2999: PWD = 20.36% PWTD = 19.58% No Trigger Cash Awards - $3000 - $3999: PWD = 6.76% PWTD = 6.07% No Trigger Cash Awards - $4000 - $4999: PWD = 1.83% PWTD = 1.68% Trigger Exists Cash Awards -$5000 or more: PWD = 1.35% PWTD = 1.66% No Trigger Quality Step Increases (QSIs): PWD = 1.85% PWTD = 1.43% Trigger Exists

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	11411	7.66	6.67	7.66	7.66
Time-Off Awards 1 - 10 Hours: Total Hours	162167	109.72	94.28	112.00	109.25
Time-Off Awards 1 - 10 Hours: Average Hours	14	0.06	0.01	0.35	0.00
Time-Off Awards 11 - 20 hours: Awards Given	10026	6.75	5.85	7.13	6.68
Time-Off Awards 11 - 20 Hours: Total Hours	302626	202.53	176.87	210.74	200.81
Time-Off Awards 11 - 20 Hours: Average Hours	30	0.13	0.02	0.73	0.00
Time-Off Awards 21 - 30 hours: Awards Given	10403	7.06	6.12	6.07	7.27
Time-Off Awards 21 - 30 Hours: Total Hours	469330	317.30	277.25	276.18	325.95

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 21 - 30 Hours: Average Hours	45	0.19	0.04	1.13	-0.01
Time-Off Awards 31 - 40 hours: Awards Given	29388	20.85	17.06	20.98	20.82
Time-Off Awards 31 - 40 Hours: Total Hours	1999484	1419.70	1160.38	1436.09	1416.25
Time-Off Awards 31 - 40 Hours: Average Hours	68	0.30	0.05	1.71	0.00
Time-Off Awards 41 or more Hours: Awards Given	243	0.07	0.16	0.05	0.08
Time-Off Awards 41 or more Hours: Total Hours	26283	7.64	17.29	6.02	7.98
Time-Off Awards 41 or more Hours: Average Hours	108	0.45	0.09	3.01	-0.09

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	15957	10.56	9.25	11.95	10.27
Cash Awards: $501 - $999: Total Amount	12137554	8154.32	7017.10	9244.40	7925.13
Cash Awards: $501 - $999: Average Amount	760	3.37	0.61	19.40	-0.01
Cash Awards: $1000 - $1999: Awards Given	51602	34.91	30.15	35.07	34.88
Cash Awards: $1000 - $1999: Total Amount	74344974	50356.42	43489.12	50690.79	50286.12
Cash Awards: $1000 - $1999: Average Amount	1440	6.29	1.17	36.27	-0.02
Cash Awards: $2000 - $2999: Awards Given	26776	20.36	15.41	19.58	20.52
Cash Awards: $2000 - $2999: Total Amount	63566072	48493.07	36630.27	46356.25	48942.33
Cash Awards: $2000 - $2999: Average Amount	2373	10.38	1.92	59.41	0.07
Cash Awards: $3000 - $3999: Awards Given	9780	6.76	5.90	6.07	6.90
Cash Awards: $3000 - $3999: Total Amount	32539986	22382.96	19633.99	20139.48	22854.65
Cash Awards: $3000 - $3999: Average Amount	3327	14.44	2.69	83.21	-0.02
Cash Awards: $4000 - $4999: Awards Given	3169	1.83	2.02	1.68	1.86
Cash Awards: $4000 - $4999: Total Amount	13697120	7885.59	8716.83	7214.33	8026.72
Cash Awards: $4000 - $4999: Average Amount	4322	18.82	3.49	107.66	0.14
Cash Awards: $5000 or more: Awards Given	2753	1.35	1.82	1.66	1.28
Cash Awards: $5000 or more: Total Amount	20336097	8993.45	13658.11	10700.73	8634.50
Cash Awards: $5000 or more: Average Amount	7386	29.10	6.08	162.12	1.13

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

a. Pay Increases (PWD)   Answer   No

b. Pay Increases (PWTD)   Answer   No

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

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   Yes

b. Other Types of Recognition (PWTD)   Answer   Yes

The agency provided qualify step increases. The percentage of PWD that received awards was 16. 34%. The percentage of PWTD was 2.19%. Individual with disabilities received awards at a disproportional rate compared those who did not.

D. PROMOTIONS

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

a. SES

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

ii. Internal Selections (PWD)   Answer   N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)   Answer   Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)   Answer   Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)   Answer   Yes

SES - Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. GS-15 Internal Applications (PWD) - 7.72% GS-15 Qualified Internal Applicants (PWD) - 7. 05% GS-15 Internal Selection (PWD) - 4.76% Trigger GS-14 Internal Applications (PWD) - 9.02% GS-14 Qualified Internal Applicants (PWD) - 8.51% GS-14 Internal Selections (PWD) - 5.48% Trigger GS-13 Internal Applications (PWD) - 8.38% GS 13 Qualified Internal Applicants (PWD) - 7.85% GS-13 Internal Selections (PWD) - 6.05% Trigger

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

      a. SES

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

           ii. Internal Selections (PWTD)   Answer   N/A

      b. Grade GS-15

           i. Qualified Internal Applicants (PWTD)   Answer   Yes

           ii. Internal Selections (PWTD)   Answer   Yes

      c. Grade GS-14

           i. Qualified Internal Applicants (PWTD)   Answer   Yes

           ii. Internal Selections (PWTD)   Answer   Yes

      d. Grade GS-13

           i. Qualified Internal Applicants (PWTD)   Answer   Yes

           ii. Internal Selections (PWTD)   Answer   Yes

SES Triggers unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. GS-15 Internal Applications (PWTD) - 4.25% GS-15 Qualified Internal Applicants (PWTD) - 3.84% Trigger Exist GS-15 Internal Selection (PWTD) - 1.59% GS-14 Internal Applications (PWD) - 4.90% GS-14 Qualified Internal Applicants (PWTD) - 4.49% GS-14 Internal Selections (PWTD) - 2.90% Triggers Exist GS-13 Internal Applications (PWD) - 3.99% GS 13 Qualified Internal Applicants (PWTD) - 3.53% GS-13 Internal Selections (PWTD) - 2.28% Triggers Exist

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

      a. New Hires to SES (PWD)   Answer   N/A

      b. New Hires to GS-15 (PWD)   Answer   Yes

      c. New Hires to GS-14 (PWD)   Answer   Yes

      d. New Hires to GS-13 (PWD)   Answer   Yes

SES Triggers Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. GS-15 Qualified Internal Applicants (PWD) - 6.67% GS-15 Internal Selection (PWD) - 3.13% Trigger Exists GS-14 Qualified Internal Applicants (PWD) -6.93 % GS-14 Internal Selections (PWD) - 5.15% Trigger Exists GS 13 Qualified Internal Applicants (PWD) - 8.53% GS-13 Internal Selections (PWD) -3.63 % Trigger Exists

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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe

the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	N/A
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	Yes

SES Triggers Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. GS-15 Qualified Internal Applicants (PWTD) - 2.95% GS-15 Internal Selection (PWTD) - 0% Trigger Exists GS-14 Qualified Internal Applicants (PWTD) - 3.90% GS-14 Internal Selections (PWTD) - 2.06% Trigger Exists GS 13 Qualified Internal Applicants (PWTD) - 4.27% GS-13 Internal Selections (PWTD) - 2.17% Triggers Exists

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	Yes
ii. Internal Selections (PWD)	Answer	Yes

b. Managers

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

Triggers Exist for all levels for PWD for selection for promotions Executives Qualified Internal Applicants (PWD) - 7.15% Executives Internal Selection (PWD) - 2.13% Trigger Exists Managers Qualified Internal Applicants (PWD) -7.60 % Managers Internal Selections (PWD) - 4.79% Trigger Exists Supervisors Qualified Internal Applicants (PWD) - 10.45% Supervisors Internal Selections (PWD) -0 % Trigger Exists

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	Yes
ii. Internal Selections (PWTD)	Answer	Yes

b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

c. Supervisors

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

> Triggers exist for all PWTD Executives Qualified Internal Applicants (PWTD) 3.93 % Executives Internal Selection (PWTD) 2.13% Managers Qualified Internal Applicants (PWTD) 3.47% Managers Internal Selections (PWTD) 1.83% Supervisors Qualified Internal Applicants (PWTD) 5.97% Supervisors Internal Selections (PWTD) 0%

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   Yes

    b. New Hires for Managers (PWD)   Answer   Yes

    c. New Hires for Supervisors (PWD)   Answer   Yes

> Triggers Exist for all levels. Executives Qualified Internal Applicants (PWD) - 7.46% Executives Internal Selection (PWD) - 5,26% Managers Qualified Internal Applicants (PWD) -7.56% Managers Internal Selections (PWD) -6.98 % Supervisors Qualified Internal Applicants (PWD) - 10.45% Supervisors Internal Selections (PWD) -0 %

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   Yes

    b. New Hires for Managers (PWTD)   Answer   Yes

    c. New Hires for Supervisors (PWTD)   Answer   Yes

> Triggers exist for all levels for PWD for new hire selections for PWTD Executives Qualified Internal Applicants (PWTD) 2.99% Executives Internal Selection (PWTD) 0% Managers Qualified Internal Applicants (PWTD) 4.12% Managers Internal Selections (PWTD) 0% Supervisors Qualified Internal Applicants (PWTD) 5.97% Supervisors Internal Selections (PWTD) 0%

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   No

DAF has identified that additional trainings need to be provided to the subcomponents to ensure conversions are occurring. This will include a communication plan and education on how to pull suspense action reports that will capture any Schedule A eligible due for conversion coming due within 30 days. Knowledge articles are posted for CPOs explaining how to check suspense action reports. DAF also participates in DoD working groups that are working to strategies to create a remedy to ensure all conversion are done timely. Exploring potential of creating policy guidance for conversion prior completion of two trail period and updates to operational processing guidance.

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

Voluntary Separations (PWD) = PWD 5.22 No Disability 6.93 Involuntary Separations (PWD) = PWD .33 No Disability .59 No triggers exist separations did not exceed that of persons without disabilities

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	762	0.29	0.40
Permanent Workforce: Resignation	3843	1.60	1.99
Permanent Workforce: Retirement	3100	3.06	1.34
Permanent Workforce: Other Separations	4576	3.30	2.16
Permanent Workforce: Total Separations	12274	8.25	5.89

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   Yes

Voluntary Separations (PWTD) = PWTD .34 No Disability 6.93 No Trigger Involuntary Separations (PWTD) = PWTD 8.72 No Disability .59 Trigger Exists

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	762	0.29	0.39
Permanent Workforce: Resignation	3843	1.82	1.94
Permanent Workforce: Retirement	3100	3.45	1.52
Permanent Workforce: Other Separations	4576	2.95	2.29
Permanent Workforce: Total Separations	12274	8.51	6.14

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.

Four potential retention barriers: lack of reasonable accommodation; no career growth opportunities; pay higher at other federal agencies and environmental factors like not feeling valued, leadership, workload stress, and government bureaucracy. Inability to accommodate RA requests thus resulting in medical/ disability retirement. Due to COVID 19 restrictions being lifted more individuals are finding it difficult to adapt to commuting into the office as part of return-to- work policies are being developed. Individuals became accustomed to working from home and have now sought other full time remote positions resulting in higher

separations. There is currently a DoD wide effort to standardize the exit survey which will yield valuable results on separations. DAF does not currently have a standard way of conducting exit surveys or collecting data to conduct an agency wide analysis of the data surveys that are currently being produced.

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.

DoD Section 508 website, https://dodcio.defense.gov/DoDSection508/Std_Stmt/. The site includes an on-line fillable form for individuals who are experiencing difficulties obtaining assistive technology to properly interface with DoD Electronic and Information Technology (EIT). Issues regarding Section 508 compliance are directed to the AF Disability Program Manager.

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.

Individuals can file ABA related complaints using the on-line fillable complaint form at hhttps://www.access-board.gov/ enforcement/. Air Force Specific website containing this information can be found via the following link: https://www.af.mil/Equal-Opportunity/. The agency has posted all of the accessibility links to the Air Force EO Ops site.

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.

During FY22, the Department of the Air Force (DAF) continued its commitment toward modernizing policies and practices to promote a more inclusive culture, respectful of all facets of a diverse workforce. The Secretariat of the Air Force Office of Diversity and Inclusion is responsible for oversight of special emphasis programs on behalf of the Air Force. The office was established on 11 January 2021, setting the foundation for continued prioritization and growth of Diversity, Equity, Inclusion, and Accessibility (DEIA) efforts. Since 2021 SAF/DI has overtaken efforts to ensure an agency wide Disability Action Team (DAT) and active members are identified identify triggers, while working to eliminate barriers for PWDs and PWTDs. This team is incredibly active and has over 90 members from across the agency currently working in various segments of the world. Membership is not restricted to any specific office or grade level. Current lines of effort include but are not limited to; Obtaining Centralized Funding for RA request, Creating a simple tool that can be used to conduct barrier analysis, creation of a tool that enables workforce analysis to be easily accessible and usable to complete the MD715, accessibility physical and virtual workplace issues, ensuring equal access to training opportunities and efforts to eliminate stigmas associated with self-identification. The team has several schedule events throughout the year to ensure disability awareness and inclusion. In addition, the AF DPM also continues to collaborate with SAF/ CIO to develop a solution to "fast track" RA software through the approval process for certification to the Department of the Air Force Evaluated Product List (AF EPL) and create a "508 Suite" of software for easy deployment on AF desktops. This effort is ongoing and additional efforts to create a blanket purchase agreement that allows for indefinite quantity indefinite use which will help streamline obtaining assistive technologies. The AF DPM continues to assist all subcomponents when needed to address complaints arising from inaccessible facilities, helps with RA processing and request and ensures issues are addressed in a timely manner.

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 RA requests in FY22 was approximately 35 days. This does not meet the 30-day period required by DAF RA procedures. The delay in processing RA requests is attributed to manager/supervisor lack of awareness of DAF RA procedures and the complexity of many RA requests. In addition, the time to complete the reassignment process often exceeds the 60 day time period allowed by DAF RA procedures. Knowledge Articles were produced to be released in MyFSS on the Disability and Reasonable Accommodations and an electronic submission process to assist with tracking is being explored along with dedicated funding for RA requests.

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.

DAFI 36-2710 encourages installations to establish full-time DPMs to assist managers and supervisors to comply with updated RA procedures. DAF engaged in activities to increase the knowledge and skills of installation DPMs and CPSs, who in turn provide training to managers and supervisors at the local level. All DPMs and CPSs are encouraged to complete OPM's Special Placement Program Coordinator training. The DAF DPM conducted 2 DPM All Calls to disseminate information regarding RA procedures and timelines, reporting and tracking accommodation requests, and use of the Schedule A hiring authority. Additional training was provided upon request and at the DAF Civilian Personnel Summit. Air Force equal opportunity operations division established monthly meetings to facilitate two way communications regarding disability programs. Messaging includes reminders to submit quarterly reasonable accommodations trackers. Agency intends to secure additional training allocations to implement the program effectively.

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.

Updated instructions for providing PAS are included in new DAFI 36-2710 as well as DAF Implementing Instructions for Providing Personal Assistance Services in Chapter 12 of the DAFI. In addition, a Personal Assistant Services (PAS) Tool Kit is available on the Internal AEP/SEP SharePoint site that provides instructions and templates for requesting and providing PAS to qualified employees with disabilities. Throughout FY22, the AF DPM provided training to managers, supervisors and installation DPMs on implementing PAS.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer   No

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

Answer   No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

Managers are provided supplemental training on DAF's policy and procedures for reasonable accommodation and nondiscrimination. The DAFI 36-2710 addresses the rights of the individuals to file a complaint if necessary.

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.

Managers are provided supplemental training on DAF's policy and procedures for reasonable accommodation and nondiscrimination. The DAFI 36-2710 addresses the rights of the individuals to file a complaint if necessary.

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="right">Answer   Yes</div>

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

<div align="right">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 - B4
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?	Representation of PWD and PWTD below the benchmark of 12% and 2% for the following areas: PWD Cluster 1-10 and GS-11 through SES
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	Y
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**
	Self Identification of PWD and PWTD	11.82 % of the total workforce chose to not self-identify if they have a disability. Decreasing the number of individuals who chose not to identify a disability would assist with the barrier identification and analysis process and help shape the over all representation across the grade clusters.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Disability Program Manager	Tiffany Durnell	Yes
Kathryn Hill	Disability Action Team	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
05/01/2023	Reiterate importance of and benefits of self-identification via DAT Newsletter and Mass Communications via	Yes		
07/01/2023	Send reminder of requirements for Schedule A hires to self - identify to the civilian personnel offices	Yes		
09/01/2023	Explore automatic notifications be sent to federal employees via use of DCPDS	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2022	Developed Self Identification Flyer for Distribution.

Source of the Trigger:	Other
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?	Lack of Sufficient Qualified Personnel to Effectively Implement the Disability Program.
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	Y
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**
	Lack of understanding of the DAF process for funding RA. Accommodations denied due to unit funding.	Lack of understanding of the DAF process for funding Reasonable Accommodations denied due to unit funding.

				Objective(s) and Dates for EEO Plan	
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
10/01/2022	10/01/2023	Yes			Improve understanding of the DAF process for processing and funding RA Accommodations and reduce the number of accommodations denied due to unit funding and lack of knowledge by DPM and requestors.

	Responsible Official(s)	
Title	**Name**	**Standards Address The Plan?**
Air Force Disability Program Manager	Tiffany Durnell	Yes

	Planned Activities Toward Completion of Objective			
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
12/01/2022	DAF obtain approval of Dedicated Funding in the amt of 500K	Yes		
04/01/2023	Conduct training for installation DPMs on the use of ESP codes and the availability of RA funding	Yes		

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/01/2023	SAF/FM will disseminate update fiscal guidance regarding reimbursable process.	Yes		
02/01/2023	Issue Policy Memo Reimbursable Process via A1C numbered message.	Yes		
12/01/2022	Establish DPM registration and issue TMT requiring appointment of DPMs	Yes		
12/01/2022	Establish Electronic Reasonable Accommodation Request form to track RA progress.	Yes		
05/01/2023	Obtain additional DPM training from EEOC and DEOMI for FY 24 and FY 25.	Yes		
05/01/2023	Create inclusiveness campaign and factsheets for managers	Yes		
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B7
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?	Low number of applicants internal and external being selected for positions.

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

Barrier Analysis Process Completed?:	Y
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**
	Lack of Awareness	Lack of communication and education i.e., some supervisors and managers are not aware of their roles and responsibilities regarding affirmative employment of individuals with disabilities.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2022	09/01/2023	Yes			Increase knowledge of direct hire via utilization of Schedule A, VRA and 30 DAV appointing authorities and source other mechanisms like agency talent portal on USA jobs to increase overall number of schedule a hires.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Air Force Disability Program Manager	Tiffany Durnell	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2023	Create and distribute flyers on Schedule A hiring and advocate for use of 30 DAV and VRA to increase overall PWD and PWTD numbers.	Yes		

	Planned Activities Toward Completion of Objective			
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/01/2023	Streamline AFCS language and ensure it is easily understood and post guidance on accessibility with the Schedule A guidance. Link to electronic request form.	Yes		
05/01/2023	Ensure migration and posting of all knowledge articles pertaining to use of Schedule A, 30 DAV and VRA.	Yes		
07/01/2023	Update and reissue Schedule A guidance to DAF community via MyFSS messaging gear to target military and civilian employees.	Yes		
08/01/2023	Issue guidance on used of Agency Talent Portal to Source PWD for Schedule A hiring.	Yes		
	Report of Accomplishments			
Fiscal Year	**Accomplishment**			
2022	Schedule A guidance review and posted to AFCS site along with guidance on how to write a federal resume			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B7
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?	Lack of career development opportunities that allow advancement into supervisory or senior grade levels.

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

Barrier Analysis Process Completed?:	Y
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**
	Lack of Accessibility and Inclusion	Individuals who are PWDs and PWTDs are not being promoted to the senior grade levels commensurate to those without disabilities.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
09/01/2023	05/01/2024	Yes			Ensure PWD and PWTDs are all completing IDP as prescribed in DAF 36-142. Advertise the ability to non-competitively promote via in-service placement and devise plan to capture career development opportunities.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
DAF Disability Program Manager	Tiffany Durnell	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
08/01/2023	Ensure guidance from DAFMAN 36-142 is provided to disability program managers regarding IDP requirements	Yes		

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
08/01/2023	Obtain A1C guidance on use of Schedule A for in-service placement and distribute fact sheet on hiring panel exceptions identified in DAFMAN 36-203 for Schedule A and 30 DAV at the GS-13 level and above.	Yes		
01/01/2023	Coordinate guidance release to HR Communities on requirements to convert individuals with disabilities within two years to bring them out of the trial period.	Yes		
08/01/2023	Issue supplemental guidance on COVID-19 return to work and ensure RA polices are reiterated allowing those with RA to remain teleworking.	Yes		
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

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

1) Lack of full time sufficiently training DPMs at the DAF and local level which impacted AF's ability to efficiently and effectively manage the program and utilize the Schedule A Hiring authority and failure to appropriately advertise implementation of ESP codes for RA funding 2) Lack of knowledge by managers and supervisors regarding AF RA procedures. 3) Continued use of manual process of RA request to track RA request which hampered the ability to report and track RA costs and funding at the appropriate level.

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

The DAF DPM continued to improve communication by increasing knowledge and skills of installation DPMs: Multiple AEPM/ SEPM all calls were conducted to advise on RA procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring Authority; training provided to managers and supervisors; RA factsheets were distributed; and DPMs were briefed on the use of the new automated Schedule A process and repository. Reasonable Accommodation Tracking Spreadsheet provided to capture installation RA request seeking alternative solution due to manual workload required.

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.

DAF will implement requirements for disability program managers to be appointed via utilization of TMT and will require DPMs to register via an online mechanism. This will allow easier identification of DAF DPMS and ensures training needs are easily captured. The DAF will continue efforts to obtain dedicated funding and ensure an electronic mechanism for submission and tracking of RA request is developed. DAF will seek opportunities to obtain career development data and work to create a progress dashboard for easier and more timely data and metrics as it pertains to PWD and PWTDs. The agency will continue advocating for accessibility in the workplace by providing briefings to widespread communities in an effort to educate managers and supervisors about ADA and requirements within the law to provide RA thus resulting in greater accessibility and inclusion in the workforce.