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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer No
   b. Cluster GS-11 to SES (PWD) Answer No

Analyses are not currently available; see Section VII below

*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

<table>
<thead>
<tr>
<th>Grade Level Cluster (GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>#</td>
<td>%</td>
<td>#</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>50</td>
<td>6</td>
<td>12.00</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>243</td>
<td>11</td>
<td>4.53</td>
</tr>
</tbody>
</table>

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

Although numerical goals for hiring (12% PWD; 2% PWTD) were not officially communicated during FY’18, the EEO and HR Offices plan to take meaningful steps in the next fiscal year to communicate the agency’s goals and also utilize targeted recruitment of staff as a means of achieving them. The Selective Placement Coordinator position was re-established at the beginning of FY’19 in the HR office. The agency’s accommodation program has remained effective in addressing the needs of the agency’s existing employees and any identified needs of those applying for employment. The EEO Office has initiated collaborative efforts to work with new HR staff regarding the recruitment of persons with disabilities, but this effort has not yet been realized.

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

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

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

   Answer  Yes

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office, Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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

For several years, the agency’s DPM has attended the frequent disability-related training offered in the Washington, DC area and is an active member of the Federal Exchange on Employment & Disability (FEED) group. The DPM attends at least one national conference and many seminars and webinars each year.

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.
Section III: Program Deficiencies In The Disability Program

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>The agency’s anti-harassment policy training materials will incorporate examples of disability-based harassment in future training. OPTIONAL H &lt;500 employees</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2019</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td>Accomplishments</td>
<td><strong>Fiscal Year</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Establish a maximum amount of time for processing (e.g., 20 business days) in accommodation procedures that matches time frames established by the agency's affirmative action plan. OPTIONAL H &lt;500 employees</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2019</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td>Accomplishments</td>
<td><strong>Fiscal Year</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>The EEO office and the HR office will collaborate to implement and further develop the Affirmative Action Plan for Individuals with Disabilities. OPTIONAL H &lt;500 employees</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2020</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td>Accomplishments</td>
<td><strong>Fiscal Year</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>The agency will begin to conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities. OPTIONAL H &lt;500 employees</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2020</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td>Accomplishments</td>
<td><strong>Fiscal Year</strong></td>
</tr>
</tbody>
</table>
## 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.

   Currently, the agency considers various hiring authorities along with Veteran’s preference in making its general hiring choices. During FY’19, the EEO Office hopes to establish an ongoing collaboration with the HR office regarding implementation of an updated recruitment plan for PWD and PWTD.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

   The current HR staff are developing a policy for using Schedule A to enhance hiring practices.

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.

   Please see the response immediately above. Specific procedures TBD with policy completion and dissemination (estimated to occur by end of FY’19)
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

The HR Office provided training to management at the FEC from November 26-30, 2018 - “Supervisory Development 1: Fundamentals” – which contained a module on Schedule A hiring.

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.

Due to a combination of factors (e.g. short-staffed HR office, lack of uniform hiring policy agency-wide), specific efforts cannot be highlighted at this time. However, the DPM does maintain informational contacts with the key members of the disability community (via ODEF, CAP, JAN, EARN etc.), in order to provide collaborative assistance to HR staff, hiring managers and other decision makers when vacancies need to be filled. During FY ’19, the DPM plans to coordinate/expand these efforts and involve the new Selective Placement Coordinator to improve agency responsiveness in this area.

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

The agency will adopt the numerical goals of 12% for PWD and 2% for PWTD (per 1614.203(d)(7)) and develop an implementation plan accordingly, however, at this time, these analyses are not currently available.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   a. New Hires for MCO (PWD)  
      Answer N/A

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

Analyses are not currently available; see Section VII answer below. The EEO Office will collaborate with existing HR staff and/or IT staff to obtain applicant flow data by FY ’21.
Federal Election Commission

New Hires to Mission-Critical Occupations

<table>
<thead>
<tr>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Qualified Applicants</td>
</tr>
<tr>
<td>(#)</td>
<td>(#)</td>
<td>(%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
</tr>
</tbody>
</table>

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

   a. Qualified Applicants for MCO (PWD)  
      Answer: N/A

   b. Qualified Applicants for MCO (PWTD)  
      Answer: N/A

Analyses are not currently available; see Section VII answer below. The EEO Office will collaborate with existing HR staff and/or IT staff to obtain applicant data by FY’21.

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

   a. Promotions for MCO (PWD)  
      Answer: N/A

   b. Promotions for MCO (PWTD)  
      Answer: N/A

Analyses are not currently available; see Section VII answer below. The EEO Office will collaborate with existing HR staff and/or IT staff to obtain applicant data by FY’21.

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.

Currently, no finalized plan exists that ensures PWD/PWTD opportunities for advancement.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Generally speaking, employees are encouraged and sometimes required to pursue work-related training in each of the FEC’s offices and divisions. However, the details about how training is encouraged, the specific training programs that are available and how employees are approved to participate is limited to each specific office or division and not available in an agency-wide database. The HR Office is working on establishing procedures to implement an agency-wide training program in the near future (perhaps by FY’21).

2. In the table below, please provide the data for career development opportunities that require competition and/or
supervisory recommendation/approval to participate.

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaching Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   a. Applicants (PWD) Answer N/A
   b. Selections (PWD) Answer N/A

Analyses are not currently available; see Section VII answer below. The EEO Office will collaborate with existing HR staff and/or IT staff to obtain applicant data by FY'21.

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

   a. Applicants (PWTD) Answer N/A
   b. Selections (PWTD) Answer N/A

Analyses are not currently available; see Section VII answer below. The EEO Office will collaborate with existing HR staff and/or IT staff to obtain applicant data by FY'21.

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

Analyses are not currently available; see Section VII answer below.
Federal Election Commission FY 2018

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards: 9+ hours : Total Time-Off Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $100 - $500: Total Cash Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $501+: Total Cash Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Analyses are not currently available; see Section VII answer below.

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Step Increases (QSI): Total QSIs Awarded</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Performance Based Pay Increase</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

D. PROMOTIONS

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

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

   a. SES
      i. Qualified Internal Applicants (PWTD)
         Answer  No
      ii. Internal Selections (PWTD)
         Answer  No

   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD)
         Answer  No
      ii. Internal Selections (PWTD)
         Answer  No

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD)
         Answer  No
      ii. Internal Selections (PWTD)
         Answer  No

   d. Grade GS-13
      i. Qualified Internal Applicants (PWTD)
         Answer  No
      ii. Internal Selections (PWTD)
         Answer  No

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

   a. New Hires to SES (PWD)
      Answer  No
   b. New Hires to GS-15 (PWD)
      Answer  No
   c. New Hires to GS-14 (PWD)
      Answer  No
   d. New Hires to GS-13 (PWD)
      Answer  No

4.
Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer No
b. New Hires to GS-15 (PWTD) Answer No
c. New Hires to GS-14 (PWTD) Answer No
d. New Hires to GS-13 (PWTD) Answer No

These specific analyses are not currently available; see Section VII answer below

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

These specific analyses are not currently available; see Section VII answer below

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

These specific analyses are not currently available; see Section VII answer below

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

These specific analyses are not currently available; see Section VII answer below

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

These specific analyses are not currently available; see Section VII answer below

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

The agency does not have any employees that were hired under the Schedule A authority.

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
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

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.

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://transition.fec.gov/eeo/eeo.shtml

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://transition.fec.gov/eeo/eeo.shtml

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.
In March 2018, the FEC moved into a new building that is fully Architectural Barriers Act (ABA) accessible and has state of the art electronic capabilities. The website also underwent redesign in FY’18 (which is ongoing) to ensure greater usability and accessibility to members of the public.

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.)

   Same day whenever possible; the next day if necessary. This agency has 302 employees.

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 FEC has an effective accommodation program that adheres to all of the examples listed in the question for an effective program. It is notable that due, in part, to our agency's small size, we have not currently identified any trends in accommodation requests. The agency’s current Accommodation plan is under revision based on EEOC Technical Feedback. It is anticipated that those revisions will be completed by the end of the current fiscal year.

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

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

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

   The PAS notice was posted timely and the procedures for PAS have been incorporated in the agency’s Accommodation Policy. To date, no employee or applicant has requested 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.
The agency did not have one or more findings of discrimination alleging harassment based on disability status during the last fiscal year.

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

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

   Answer: No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

   Answer: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

   The agency did not have one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year.

**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