

MD-715 – Part J

Special Program 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 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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: Yes

b. Cluster GS-11 to SES (PWD)

Answer: Yes

When the Commission falls below the Commission's target of 2% PWD, all hiring managers are required to search the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment through the Schedule A hiring authority, for eligible candidates for the open position. The Commission's PWD target is set to 2%, as the Commission is a very small agency with less than 80 employees.

* 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

When the Commission falls below the Commission's target of 2% PWTD, all hiring managers are required to search the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment

through the Schedule A hiring authority, for eligible candidates for the open position.

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

The Commission has included the numerical goals for disability hiring in its strategic action plan. This plan is reviewed quarterly with the Chairman and the senior leaders of the agency. Each senior leader communicates the information to his or her hiring managers, and the Secretary communicates the information to the HR Specialists, who serve as recruiters for the Commission. The Commission is a very flat organization, with 10 hiring managers in the entire agency.

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 DISABILITY PROGRAM

- 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

- 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	
Processing applications from PWD and PWTD	1	0	0	Sherri Proctor HR Specialist Office of Secretary and Administration sherri.proctor@prc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Sherri Proctor HR Specialist Office of Secretary and Administration sherri.proctor@prc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	1	Ruth Ann Abrams Deputy Secretary Office of Secretary and Administration ruth.a.abrams@prc.gov

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	0	0	1	Ruth Ann Abrams Deputy Secretary Office of Secretary and Administration ruth.a.abrams@prc.gov
Architectural Barriers Act Compliance	0	0	1	Ruth Ann Abrams Deputy Secretary Office of Secretary and Administration ruth.a.abrams@prc.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Ruth Ann Abrams Deputy Secretary Office of Secretary and Administration ruth.a.abrams@prc.gov

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

Answer: Yes

FY 2017 was the first year that the Commission had a specific disability program. The Deputy Secretary was given the disability program director position as a collateral duty. During the reporting period, the Deputy Secretary did not receive specific training. The human resources team, as part of their annual training requirements, did receive training in Schedule A hiring and the processing of reasonable accommodation requests.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer: Yes

Section III: 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 APPLICANTS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The Commission uses the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment through the Schedule A hiring authority, to seek eligible candidates. The Chairman of the Commission routinely encourages senior leadership to maximize the use of special hiring authorities targeting veterans and targeted disabilities when positions open within their departments.

Posting vacancy announcements on the Commission's public website and OPM's USAJobs website. We believe that both of these sites are suitable vehicles to reach the greatest number of qualified applicants, and provide individuals with targeted disabilities the opportunity to learn about Commission vacancy announcements. For senior level positions, the Commission contracts with an executive search firm, and directs that firm to ensure that equal opportunity is given to individuals with targeted disabilities.

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

The Commission uses the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment through the Schedule A hiring authority, to seek eligible candidates for open positions within the Commission's workforce.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The Human Resources team does not currently make a determination of eligibility for candidates who apply to an open position. During FY2018, the Deputy Secretary will work with the HR team to refine the process to include a determination of eligibility and a mechanism to forward the application to the relevant hiring official, along with the explanation of how and when the individual may be appointed.

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: No

The Commission plans to include the use of disability hiring authorities in the biennial Equal Employment Opportunity training, scheduled for FY 2018. This training will then be provided biennially to existing managers, and upon appointment to new managers.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Commission does not currently have contacts with organizations that assist PWD/PWTD in securing and maintaining employment. In forward going years, the Human Resources team will work to establish and maintain these contacts. The Commission would appreciate any assistance from the EEOC in identifying and establishing contact with known organizations.

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

When the Commission falls below the Commission's target of 2% PWD, all hiring managers are required to search the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment through the Schedule A hiring authority, for eligible candidates for the open position. The Commission's PWD target is set to 2%, as the Commission is a very small agency with less than 80 employees.

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.
 - a. New Hires for MCO (PWD) Answer: Yes
 - b. New Hires for MCO (PWTD) Answer: Yes

When the Commission falls below the Commission's target of 2% PWD, all hiring managers are required to search the OPM Shared List of People with Disabilities, a database of candidates with disabilities who are eligible to apply for employment through the Schedule A hiring authority, for eligible candidates for the open position. The Commission's PWD target is set to 2%, as the Commission is a very small agency with less than 80 employees.

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.
 - a. Qualified Applicants for MCO (PWD) Answer: No
 - b. Qualified Applicants for MCO (PWTD) Answer: No

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. Promotions for MCO (PWD) Answer: No

b. Promotions for MCO (PWTD) Answer: No

Section IV: 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 Commission is a very small agency (less than 80 employees), with a flat structure. As a result, there are very limited opportunities for advancement. In FY 2016 and 2017, the Commission worked to update its performance management and compensation policies and processes to allow for more promotional opportunities for all Commission employees. The Deputy Secretary monitors the progress of these new processes for trends. In this reporting year, there are PWD at the senior executive, managerial, and professional staff levels of the Commission.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The Commission does not have a formal career development program. However the Commission's strategic human capital goal is to "enhance a system that fosters recruitment, development, and retention of a talented, skilled, diverse and adaptable workforce." In FY 2016, as part of the updates to the performance management system, the Commission required all employees and managers meet to discuss and complete an Individual Development Plan, which:

- enables employees to acquire knowledge and improve skills relevant to their current positions, to prepare them for greater responsibilities, and to advance their careers while meeting the specialized needs of the Commission
- ensures that employees maintain and improve proficiency by keeping them informed of professional, technical, and management developments – both internal to the government and in the private sector
- ensures a talented pool of succession candidates for critical leadership positions

2. 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 applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

The Commission does not have a formal career development program.

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)

Answer: No

b. Selections (PWTD)

Answer: No

The Commission does not have a formal career development program.

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

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

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.

a. SES

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

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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.

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.

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.

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

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

b. Managers

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer: N/A

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.

The Commission had zero separations of PWD during the reporting period.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151 – 4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.prc.gov/accessibility>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The Commission was not aware of this requirement and will ensure that such information is placed on its public website during FY 2018.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The Commission leases space in a privately-owned commercial building in Washington, D.C. The building management is responsible for compliance with all accessibility laws and regulations. The Commission works closely with building management, and notifies them of any issues which may arise, including accessibility issues. There were no reported issues in the reporting period.

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.)

During the reporting period, the average processing time for initial requests was within the statutory 30 day time period. The Commission averages 2 days from receipt of request to approval.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The Commission has a robust and effective reasonable accommodation program. In FY 2017, the Commission's Reasonable Accommodation policy was updated. The EEOC reviewed the update and approved. This policy is scheduled to be reviewed every five years to ensure that it reflects all current laws and regulations. The Commission was timely in processing all requests and providing approved accommodations. The Deputy Secretary monitored the requests for any trends.

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

Pursuant to 29 C.F.R. § 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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Commission updated its Reasonable Accommodation policy in FY 2017, and included specific language regarding the provision of personal services. This policy was reviewed and approved by the EEOC. The policy was provided to all employees.

Section VI: 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 government-wide average?

Answer: N/A

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: N/A

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 Commission had zero EEO complaints filed in 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: N/A

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: N/A

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 Commission had zero EEO complaints filed in the last fiscal year.

Section VII: 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: Yes

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

Answer: Yes

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.

Trigger 1	Less than 2% PWTD	
Barrier(s)	There is a lack of knowledge regarding the use of Schedule A hiring authority; there is a lack of suitable, technically-qualified candidates on the OPM Shared List of People with Disabilities.	
Objective(s)	Increase knowledge of hiring authorities related to the hiring of persons with disabilities/persons with targeted disabilities.	
Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)	
Deputy Secretary	No	
Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)	

Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Yes		Yes		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes	Under 2% PWTD		
Complaint Data (Trends)	Yes	No complaints		
Grievance Data (Trends)	Yes	No grievances		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	N/A		
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS		
Exit Interview Data	Yes			
Focus Groups	No	N/A		
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	EEOC report reviewed to revisit the barrier analysis		
Other (Please Describe)	No	N/A		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
01/01/2019	The Human Resources staff and hiring managers will receive training specific to an understanding and use of Schedule A hiring authority. The Human Resources staff will update the internal hiring process to reflect the use of Schedule A.	Yes		
Fiscal Year	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.

The Commission plans to provide training on hiring authorities during its biennial EEO training. The Commission will continue to review the targets and planned activities during the strategic action plan review meetings with the Chairman and senior leaders.