

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 |

At this time the AKNG has 129 Title 5 GS employees in the permanent workforce. The permanent workforce number is 357 for fiscal year 2024; however, 220 were Title 32 dual status technicians. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result the dual status technicians should not be included when calculating the 12% benchmark. Thus, the 12% goal was examined against the Title 5 employee data only. There were 129 Title 5 General Schedule (GS) employees in the permanent workforce, 27 personnel were in the cluster GS-1 to GS-10 and 102 were in the cluster GS-11 to SES. However, there were no employees in the permanent workforce in GS positions 1-6, 10 and SES. Of the 27 employees in GS-7 to GS-10 positions, 10 personnel self disclosed a disability or marked "not identified" via the SF 256 or input the data into Mybiz. The percentage of personnel with disabilities in the GS-1 to GS-10 cluster was 43.47%. If the "not identified" were not included in the calculation the percentage was 30.43%. The benchmark of 12% has been met for cluster 1a. For the GS-11 to GS-15 cluster there are a total of 102 employees. Of the 102 employees, 36 self disclosed a disability or marked "not identified" via the SF 256 or entered the data into Mybiz. The percentage of permanent workforce personnel in the GS-11 to SES cluster with disabilities was 44.72%. If the "not identified" were not included in the calculation the percentage is 30.69%. Thus, the benchmark of 12% has been met for cluster 1b. as well.

*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 | Yes |

At this time the AKNG has 129 Title 5 GS employees in the permanent workforce. The permanent workforce number is 357 for fiscal year 2024; however, 220 were Title 32 dual status technicians. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result the dual status technicians should not be included when calculating the 2% benchmark. Thus, the 2% goal was examined against the Title 5 employee data only. There were 129 Title 5 employees in the permanent workforce, 27 personnel were in the cluster GS-1 to GS-10 and 102 in the cluster GS-11 to SES. However, there were no employees in the permanent workforce

in GS positions 1-6, 10 and SES. Of the 27 employees in GS-7 to GS-10 positions, 1 individual self disclosed a targeted disability via the SF 256 or input the data into Mybiz. The percentage of personnel with targeted disabilities in the GS-1 to GS-10 cluster was 4.35%. The benchmark of 2% has been met for cluster 1a. For the GS-11 to SES cluster there are a total of 102 employees. Of the 102 employees, 0 self disclosed a targeted disability via the SF 256 or entered the data into Mybiz. The benchmark of 2% has not been met for cluster 1b. In fiscal year 2024 the SF 256 form and MyBiz information was provided during personnel new hire in-processing. New personnel were informed that disclosure is voluntary. The agency will continue providing the SF 256 form and the Mybiz information during new hire in-processing as a method to increase reporting and will continue monitoring in fiscal year 2025.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	143	22	15.38	1	0.70
Grades GS-1 to GS-10	56	9	16.07	2	3.57

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

The numerical goals have been briefed to the agency head in the State of the Agency briefing and have been briefed to the Human Resources Director and the Human Resources Office section supervisors during weekly Monday/Tuesday meetings.

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

At the present time the agency has staff to implement the disability program during the hiring process. Staff have been sufficiently trained to process reasonable accommodation requests from employees and applicants.

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	
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Lucy Dieterich Human Resources Specialist (Staffing) lucy.m.dieterich.mil@army.mil
Section 508 Compliance	1	0	0	Joshua Hicks Facilities Branch Chief joshua.p.hicks4.civ@army.mil
Architectural Barriers Act Compliance	1	0	0	Joshua Hicks Facilities Branch Chief joshua.p.hicks4.civ@army.mil

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	2	0	0	Lucy Dieterich Human Resources Specialist (Staffing) lucy.m.dieterich.mil@army.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Janie Ramos State Equal Employment Manager janie.r.amos.civ@army.mil
Special Emphasis Program for PWD and PWTD	0	0	0	

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

Answer Yes

The individuals that work in the staffing section in HRO receive on the job training from their supervisor and attend training classes offered in state and out of state related to their positions and carrying out their responsibilities. The HRO Director ensures that all employees are able to attend 2 trainings courses or workshops per year. Training for processing reasonable accommodation requests was received by on the job training, guidance and training from National Guard Bureau, guidance and training from a subject matter expert, and attending training at the Federal Dispute Resolution (FDR) training workshop that contained multiple training tracks on reasonable accommodation. The SEPMs for FY 24 were staffed and fully trained. Due to the recent Executive Orders published in fiscal year 2025 this data is not reported.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

All open positions are posted on USA Jobs. The USA Jobs application process allows applicants to self identify if they have a disability. The applicant can upload their VA Disability Letter and SF 15 Application for Veteran's Preference and applicants under Schedule A can upload their disability letter.

- 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

Schedule A and Veteran Preference are included sections on all Title 5 position advertisements that are posted on USA Jobs. There is information on the VA Disability Letter and the SF 15 for Veteran's Preference applicants. With the addition of the Schedule A hiring authority being implemented the employment rates of PWD's and PWTD's within the agency should increase.

- 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.

When the agency receives an application under Schedule A and the associated disability letter, the personnel in the staffing section first determine if the individual is qualified for the position that they applied for and if so, the application is then forwarded to the hiring official with information explaining how and when the applicant may be appointed. In fiscal year 2024, two Schedule A applications were received and one employee that was qualified was directly hired by the hiring official. For Veteran's Preference the personnel in the staffing section first determines if the individual is eligible by verifying the VA Disability Letter and the SF 15 Application. If it is determined that the the applicant is qualified for the position the application would then be sent to the hiring official.

- 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

Yes, training is provided to all hiring managers. It is provided during supervisor training (Federal Employee Management Course) that takes place annually for all new supervisors and also during the refresher course that is required for all hiring managers every 3 years. Also, the Merit Placement Plan is included in all referrals to supervisors from USA Jobs and includes information on hiring authorities (Schedule A).

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 agency established contact with Project SEARCH. Project SEARCH is a program that is available to adult interns between the ages of 18-22. To qualify for Project SEARCH, the intern must have a disability and be enrolled in the school district and have an Individualized Education Program (IEP). The interns participate in 3 different departments throughout the school year to gain work experience and have the opportunity for job exploration. The agency plans to conduct further research into programs in the local and surrounding communities.

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 Yes

The Title 5 workforce new hires for fiscal year 2024 was 14 individuals for the permanent workforce. Of the 14 Title 5 new hires, 4 self disclosed a disability via the SF 256 or by inputting the data into Mybiz. Therefore, the resulting percentage for the permanent

workforce was 21.43% for PWD's and 0% for PWTD's. Therefore, the new hire data does not indicate that a trigger exists for PWD's. The agency has made changes over the last couple years to encourage personnel to self disclose. The SF 256 form and Mybiz information is provided to new hire personnel during in-processing that occurs bi-weekly.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	26	0.00	0.00	0.00	0.00
% of Qualified Applicants	16	0.00	0.00	0.00	0.00
% of New Hires	6	0.00	0.00	0.00	0.00

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

The MCO applicant flow data indicates that for MCOs the qualified applicant pool for new hires was 16 individuals. Six individuals were hired. However, the 6 new hires were for Title 32 dual status technician positions. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result, the dual status technicians should not be included when calculating the 12% and 2% benchmarks. Thus, this question is non-applicable for this fiscal year.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
2181 AIRCRAFT OPERATIONS	0	0.00	0.00
8852 AIRCRAFT MECHANIC	2	0.00	0.00

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

a. Qualified Applicants for MCO (PWD) Answer No

b. Qualified Applicants for MCO (PWTD) Answer No

The MCO applicant flow data indicates that for MCOs the qualified internal applicant pool was 12 individuals. Of the 12 qualified applicants, 4 individuals were hired. However, 2 of the new hires were for Title 32 dual status technician positions. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result, the dual status technicians should not be included when calculating the 12% and 2% benchmarks. Of the remaining 2 new hires, 1 marked no disability and 1 did not self identify. Therefore, a trigger cannot be determined due to the nondisclosure and small number of Title 5 internal hires . All applicants that claim Veterans Preference or Schedule A are sent forward for selection prior to other applicants.

4.

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

The MCO applicant flow data indicates that for MCO promotions 2 Title 5 employees were promoted during the reporting period at the GS-13 level. Of the internal promotions for MCOs 5 applicants were considered qualified. Out of the 5 qualified applicants 2 individuals were selected for the positions. Both applicants data was recorded as Disability Omitted. Therefore, a trigger cannot be determined due to the nondisclosure and the small number of Title 5 internal promotions .

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.

All employees of the Alaska National Guard are provided training and education opportunities in their respective career field. Employees and supervisors are encouraged to create individual training plans to ensure training resources are provided for employees in their current positions and to assist with career advancement. The agency ensures that all personnel have sufficient opportunities through the Merit System Promotion Plan.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Employees are provided career development opportunities by both in-state, out-of-state, or online/virtual training that is needed for career progression as funding allows. The National Guard Bureau (NGB) Advisory Council Sub-Committee members are assigned mentees as part of the mentoring program; however, it is not managed at the state level. The NGB Advisory Council manages the training program and it is not at the state level as well.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

At the present time data is not available on career development opportunities. The Mentorship and Training Program are managed by the NGB Advisory Council and are not managed at the state level. Also, based upon the military nature of most of the positions it would be difficult to implement some of the listed career development programs. Essentially, positions have to be filled to maintain operations.

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

At the present time data is not available on career development opportunities. The Mentorship and Training Program are managed by the NGB Advisory Council and are not managed at the state level. Also, based upon the military nature of most of the positions it would be difficult to implement some of the listed career development programs. Essentially, positions have to be filled to maintain operations.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer No

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	17.00	17.6471	82.3529	0.0000	100.0000
Time-Off Awards 1 - 10 Hours: Total Hours	155.00	17.4194	82.5806	0.0000	100.0000
Time-Off Awards 1 - 10 Hours: Average Hours	9.12	9.0000	9.1429	0.0000	9.1176
Time-Off Awards 11 - 20 hours: Awards Given	12.00	8.3333	91.6667	8.3333	91.6667
Time-Off Awards 11 - 20 Hours: Total Hours	222.00	9.0090	90.9910	9.0090	90.9910
Time-Off Awards 11 - 20 Hours: Average Hours	18.50	20.0000	18.3636	20.0000	18.3636
Time-Off Awards 21 - 30 hours: Awards Given	8.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 21 - 30 Hours: Total Hours	224.00	0.0000	100.0000	0.0000	100.0000

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 21 - 30 Hours: Average Hours	28.00	0.0000	28.0000	0.0000	28.0000
Time-Off Awards 31 - 40 hours: Awards Given	83.00	7.2289	92.7711	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Total Hours	3291.00	7.2926	92.7074	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Average Hours	39.65	40.0000	39.6234	0.0000	39.6506
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	42.00	16.6667	83.3333	0.0000	100.0000
Cash Awards \$500 and Under: Total Amount	7500.00	0.0000	100.0000	0.0000	100.0000
Cash Awards \$500 and Under: Average Amount	178.57	0.0000	214.2857	0.0000	178.5714
Cash Awards: \$501 - \$999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Awards Given	19.00	21.0526	78.9474	0.0000	100.0000
Cash Awards: \$1000 - \$1999: Total Amount	23750.00	20.0000	80.0000	0.0000	100.0000
Cash Awards: \$1000 - \$1999: Average Amount	1250.00	1187.5000	1266.6667	0.0000	1250.0000
Cash Awards: \$2000 - \$2999: Awards Given	31.00	12.9032	87.0968	3.2258	96.7742
Cash Awards: \$2000 - \$2999: Total Amount	73000.00	13.0137	86.9863	2.7397	97.2603
Cash Awards: \$2000 - \$2999: Average Amount	2354.84	2375.0000	2351.8519	2000.0000	2366.6667
Cash Awards: \$3000 - \$3999: Awards Given	33.00	15.1515	84.8485	0.0000	100.0000
Cash Awards: \$3000 - \$3999: Total Amount	108856.00	14.2390	85.7610	0.0000	100.0000
Cash Awards: \$3000 - \$3999: Average Amount	3298.67	3100.0000	3334.1429	0.0000	3298.6667
Cash Awards: \$4000 - \$4999: Awards Given	11.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$4000 - \$4999: Total Amount	44500.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$4000 - \$4999: Average Amount	4045.45	0.0000	4045.4545	0.0000	4045.4545
Cash Awards: \$5000 or more: Awards Given	42.00	11.9048	88.0952	0.0000	100.0000
Cash Awards: \$5000 or more: Total Amount	270400.00	13.8683	86.1317	0.0000	100.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Average Amount	6438.10	7500.0000	6294.5946	0.0000	6438.0952

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 Yes

For fiscal year 2024, 18 individuals received quality step increases. Quality step increases were received by 5 (17.24%) PWD's in fiscal year 2024. A trigger does not exist for PWD's. All PWTD's did receive awards during fiscal year 2024 but 0 received a quality step increase. The benchmark was not met for PWTD's.

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 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 N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

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

ii. Internal Selections (PWD) Answer N/A

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

There were no GS-15 and SES positions hired in FY 2024. Only 2 positions were advertised as internal competitive promotion positions at the GS-13 (2 positions) and GS-14 (1 position) for FY 24. At the GS-13 level there were 18 applicants, and 6 qualified for the 2 positions. Two applicants were hired. The majority of applicants marked no disability or did not identify at the GS-13 level. Therefore, a trigger cannot be determined. At the GS-14 level there were 5 applicants and 1 qualified applicant that was hired. The applicant did not self disclose a disability. However, with only one applicant at the GS-14 level a trigger does not exist.

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 N/A

ii. Internal Selections (PWTD) Answer N/A

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

There were no GS-15 and SES positions hired in FY 2024. Only 2 positions were advertised as internal competitive promotion positions at the GS-13 (2 positions) and GS-14 (1 position) for FY 24. At the GS-13 level there 18 applicants and 6 were qualified for the 2 positions. Two applicants were hired. The majority of applicants marked no disability or did not identify at the GS-13 level. Therefore, a trigger cannot be determined. At the GS-14 level there were 5 applicants and 1 qualified applicant that was hired. The applicant did not self disclose a disability. However, with only one applicant at the GS-14 level a trigger does not exist.

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 N/A

c. New Hires to GS-14 (PWD) Answer N/A

d. New Hires to GS-13 (PWD) Answer No

There were no GS-14, GS-15 and SES positions hired in FY 2024. Only 1 positions was advertised at the GS-13 for FY 24. At the GS-13 level there was 1 applicant, and 0 qualified for the position. Therefore, with no qualified applicants at the GS-13 level a

trigger does not exist.

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 N/A
- c. New Hires to GS-14 (PWTD) Answer N/A
- d. New Hires to GS-13 (PWTD) Answer No

There were no GS-14, GS-15 and SES positions hired in FY 2024. Only 1 positions was advertised at the GS-13 for FY 24. At the GS-13 level there was 1 applicant, and 0 qualified for the position. Therefore, with no qualified applicants at the GS-13 level a trigger does not exist.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer No

- ii. Internal Selections (PWTD) Answer No
 - c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
-

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer No
 - b. New Hires for Managers (PWD) Answer No
 - c. New Hires for Supervisors (PWD) Answer No
-

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer No
 - b. New Hires for Managers (PWTD) Answer No
 - c. New Hires for Supervisors (PWTD) Answer No
-

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer 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
-

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	4.65	1.26
Permanent Workforce: Resignation	6	0.00	1.26
Permanent Workforce: Retirement	4	4.65	0.42
Permanent Workforce: Other Separations	8	2.33	1.47
Permanent Workforce: Total Separations	26	11.63	4.41

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.00	1.55
Permanent Workforce: Resignation	6	0.00	1.17
Permanent Workforce: Retirement	4	0.00	0.78
Permanent Workforce: Other Separations	8	0.00	1.55
Permanent Workforce: Total Separations	26	0.00	5.05

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.

A trigger does not exist.

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://ak.ng.mil/Resources/Equal-Employment-Opportunity/>

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://ak.ng.mil/Resources/Equal-Employment-Opportunity/>

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 Reasonable Accommodation Policy which includes Personal Assistance Services includes resources available to improve accessibility and technology.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

- 1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The agency had three reasonable accommodation request in fiscal year 2024. The reasonable accommodations were processed and provided within 30 days.

- 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 agency had three reasonable accommodation requests in fiscal year 2024 and the RA's were processed timely. At this time there have not been enough reasonable accommodation requests to monitor trend data. The Reasonable Accommodation Policy was revised to be in compliance with EEOC guidelines and submitted to the EEOC for review on 1/11/19. Training is conducted on the Reasonable Accommodation Program during new employee in-processing and is covered during the Federal Employee Management Course and booklets that contain information on the Reasonable Accommodation Program are available in several locations throughout the agency.

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 agency did not have any Personal Assistance Services requests in fiscal year 2024. The Reasonable Accommodation Policy which includes Personal Assistance Services was revised to be in compliance with EEOC guidelines and was submitted to EEOC for review on 1/11/19. Training is conducted on Reasonable Accommodation and the Personal Assistance Services program during new employee in-processing and is covered briefly during the Federal Employee Management Course. There are also booklets that contain the information available in several locations throughout the agency.

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 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.
-

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.
-

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

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?	For the GS-1 to GS-10 cluster the current number of personnel that self disclosed a targeted disability was 0 in fiscal year 2023. Thus, the goal of 2% was not met. The total number of Title 5 personnel in the GS-1 to GS-10 cluster was 16, which represents 14.03% of the permanent Title 5 workforce. It is also important to note that there were no GS-1 to GS-6 employees in the permanent workforce in fiscal year 2023. With the small number of employees in this cluster it is difficult to determine if a barrier exists for PWTB's.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	N				
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		
	PWTB benchmark of 2% was not attained in the cluster GS-1 to GS-10 in fiscal year 2023.		A specific policy, procedure, or practice has not been determined to be the cause of the barrier. It is important to note that there are only 16 employees in the GS-1 to GS-10 cluster (no employees were employed at the GS-1 to GS-6 levels), which represents 14.03% of the permanent Title 5 workforce. Therefore, due to the small number of employees at this cluster it is difficult to determine if a barrier exists.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2018	09/30/2019	Yes	09/30/2024	09/30/2024	To continue monitoring and providing education on the importance of completing the SF 256 or inputting the data into Mybiz. As more Title 5 employees become knowledgeable about the importance and benefits available and with the addition of the Schedule A hiring authority it is anticipated that the number of PWTB's employed by the agency will increase.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
State Equal Employment Manager		Janie Ramos		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	The SF 256 and Mybiz information will continue to be distributed to all newly hired personnel during in-processing to allow personnel to voluntarily self disclose disability data. The agency added disability information on all Title 5 advertisements in 2019. The agency is also now working with an organization that provides job training and assistance with job placement for PWD/PWTD. Thus, the activities will be monitored and evaluated in fiscal year 2023-2024 to determine if the potential barrier has been eliminated or if positive progress has been made. The agency is also interested in implementing the Workplace Recruitment Program. At this time training needs to be completed for implementation.	Yes	09/30/2024	09/30/2024
Report of Accomplishments				
Fiscal Year	Accomplishment			
2024	For the GS-1 to GS-10 cluster the current number of personnel that self disclosed a targeted disability was 4.35% in fiscal year 2024. Thus, the goal of 2% was met. The total number of Title 5 personnel in the GS-1 to GS-10 cluster was 27, which represents 20.43% of the permanent Title 5 workforce. It is also important to note that there were no GS 1-6, and GS 8 employees in the permanent workforce in fiscal year 2024. With the small number of employees in this cluster it is difficult to determine if a barrier exists for PWTD's.			

Source of the Trigger:	Workforce Data (if so identify the table)				
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?	For the GS-11 to SES cluster there are a total of 102 employees. Of the 102 employees, 0 self disclosed a targeted disability via the SF 256 or entered the data into Mybiz. The benchmark of 2% has not been met for cluster 1b. In fiscal year 2024 the SF 256 form and MyBiz information was provided during personnel new hire in-processing. New personnel were informed that disclosure is voluntary. The agency will continue providing the SF 256 form and the Mybiz information during new hire in-processing as a method to increase reporting and will continue monitoring in fiscal year 2025.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	N				
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		
	PWTD benchmark of 2% was not attained in the cluster GS-11 to SES in fiscal year 2024.		A specific policy, procedure, or practice has not been determined to be the cause of the barrier.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2024	09/30/2026	Yes			To continue monitoring and providing education on the importance of completing the SF 256 or inputting the data into Mybiz. As more Title 5 employees become knowledgeable about the importance and benefits available and with the addition of the Schedule A hiring authority it is anticipated that the number of PWTD's employed by the agency will increase.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
State Equal Employment Manager		Janie Ramos		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2026	The SF 256 and Mybiz information will continue to be distributed to all newly hired personnel during in-processing to allow personnel to voluntarily self disclose disability data. The agency added disability information on all Title 5 advertisements in 2019. Activities will be monitored and evaluated in fiscal year 2025-2026 to determine if the potential barrier has been eliminated or if positive progress has been made. The agency is also interested in implementing the Workplace Recruitment Program. Further training is needed in the implementation of the program.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2024	Education will continue during in-processing for all new employees on the importance of completing the SF 256 or inputting the data into Mybiz. The SF 256 is included in the packet that new employees receive as well. As more Title 5 employees become knowledgeable about the importance and benefits available and with the addition of the Schedule A hiring authority it is anticipated that the number of PWTDS employed by the agency will increase.			

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

No factors at this time have prevented the agency from completing planned activities.

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

The planned activities from fiscal year 2018 are still ongoing. However, as a result of the email that was sent out to personnel in the latter part of 2018 regarding the importance of self disclosure of a disability and the distribution of the SF 256 and instructions for entering data into Mybiz during new employee in-processing the numbers of personnel that have self disclosed a disability over the last few years has increased significantly. For fiscal year 2022 the percentage of personnel in GS-1 to 10 that self disclosed a disability was 20% and personnel in GS-11 to SES was 14.9%. Therefore, the benchmark of 12% has been met for both GS clusters. The benchmark of 2% for PWTDS has not been met at this time for GS-1 to 10 cluster but has been met for the GS-11 to SES cluster (2.3%). Therefore, meaningful progress has been made in the last year and planned activities are ongoing. The data will be re-evaluated in FY 23 to determine if significant progress has been made or if additional/other activities should be implemented.

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 planned activities are on-going. Therefore, at the end of fiscal year 2023 the activities will be examined to determine if the trigger/barrier has been corrected or if positive progress has been made towards correcting the trigger/barrier or if other activities should be implemented.