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   Yes

    b. Cluster GS-11 to SES (PWD)   Answer   No

PWD are underrepresented in Cluster GS-1 to GS-10 at 4.84% vs 12%.

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*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

    a. Cluster GS-1 to GS-10 (PWTD)   Answer   Yes

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

PWTD are underrepresented in Cluster GS-1 to GS-10 at 1.04% vs 2%. PWTD are underrepresented in Cluster GS-11 to SES at 1.04% vs 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	245	21	8.57	3	1.22
Grades GS-1 to GS-10	44	7	15.91	3	6.82

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

Due to the small size of the agency, the FEC does not have a formal recruitment program staffed by full-time recruitment personnel. Currently, the FEC's primary workforce outreach consists of posting on USAJOBS, LinkedIn, Traverse Jobs, GovDelivery subscription service to new vacancy announcements and supplemental informal networks established by staff. Managers may elect to utilize other targeted recruitment methods when they submit recruitment requests for a particular vacancy. The numerical goals of 12% PWD and 2% PWTD are communicated by the EEO Director to all staff annually as part of the agency's resurvey of the workforce efforts, led by the Office of Human Resources. The HR Director and Staff continue to explore ways to attract PWD and PWTD to the FEC's workforce.

Section II: Model Disability Program

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

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

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

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

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	
Section 508 Compliance	1	0	0	Patcharee Phongsvirajati Web Manager & Section 508 Coordinator 508coordinator@fec.gov
Architectural Barriers Act Compliance	1	0	0	India Robinson Physical Security Officer & Admin. Services Mgr.
Processing reasonable accommodation requests from applicants and employees	1	0	0	Cheryl Painter (RAC) (DPM) Disability Program Manager cpainter@fec.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Cheryl Painter (RAC) (DPM) Disability Program Manager cpainter@fec.gov
Processing applications from PWD and PWTD	1	0	0	OPM's HR Solutions (through the Office of Human Resources) llien@fec.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	same as above

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

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

The agency's DPM remains current on disability-related law and federal sector training, taking applicable training as it becomes available and in accordance with budget constraints. The DPM is an active member of the Federal Exchange on Employment & Disability (FEED) group and participates in other disability-related networks (e.g. Job Accommodation Network [JAN]; Employer Assistance and Resource Network [EARN]). The DPM coordinates with /informs the Selective Placement Coordinator and other HR staff (as appropriate) of supplemental training opportunities to enhance agency efforts in assisting PWD and PWTD.

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.

Currently, the agency advertises positions under the USAJOBS label "individuals with disabilities" to attract Schedule A candidates, individuals with veterans' preference and other applicants (as appropriate) to recruit PWD and PWTD for positions in the permanent workforce. Applicants may self-identify as PWD or PWTD by requesting accommodation during the early stages (e.g., application, interview) of the hiring process. The HR and EEO Offices work together to support those identified during the process, as they are onboarded, and thereafter. Both offices maintain an ongoing collaboration to enhance the agency's outreach efforts informally using their respective networks and resources to identify/recruit PWD and PWTD applicants. Both the HR and EEO offices continue to find innovative ways to build a robust recruitment pipeline and build relationships with external groups that support PWD.

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

As mentioned previously, the agency advertises positions under the USAJOBS label "individuals with disabilities" to attract Schedule A candidates, individuals with veterans' preference and other applicants (as appropriate) to recruit PWD and PWTD for positions in the permanent workforce. Additionally, OHR continues to develop operating procedures and training for hiring managers to advise them regarding the rules and flexibilities available with Schedule A hiring, as well as other special hiring authorities, as resources permit.

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.

In general, the agency focuses on seeking individuals who qualify under hiring authorities as a part of the merit promotion process, and less so on direct hiring from a Schedule A list of applicants. During minimum qualification review, applicants who qualify for status based on Schedule A or another preference are reviewed based on the vacancy announcement requirements to ensure necessary documentation is present. An OHR specialist will walk the hiring officials through the hiring possibilities, if needed. Since FY20, the FEC has continued to focus on seeking individuals who may qualify via multiple hiring authorities as part of the merit promotion process to be as inclusive as possible.

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

OHR provides introductory training regarding available hiring authorities during the three-year supervisory training requirement, and to new managers as they are appointed. This training contains a module on Schedule A hiring and other hiring preferences. As previously mentioned, OHR plans to offer further targeted Schedule A training for hiring managers in the future, as resources permit.

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 DPM maintains informational contacts with the key members of the disability community (via ODEP, CAP, JAN, EARN, FEED etc.), in order to provide collaborative assistance to OHR staff, hiring managers and other decision makers when vacancies need to be filled. When possible, the DPM coordinates these efforts with the Selective Placement Coordinator (or other HR staff fulfilling this role) 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

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

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

    a. New Hires for MCO (PWD)   Answer   Yes

    b. New Hires for MCO (PWTD)   Answer   Yes

New Hires for MCO were underrepresented at 7.69% (19 of 247 applicants) vs 12% (PWD). New Hires for MCO were underrepresented at 11.11% (1 of 9 applicants) vs 12% (PWTD).

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

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

         a. Qualified Applicants for MCO (PWD)   Answer   Yes

         b. Qualified Applicants for MCO (PWTD)   Answer   Yes

The MCO Misc Administration & Program (0301) was underrepresented at 3.39% (2 of 59 applicants) vs 12% (PWD). The MCO Attorney (0905) position was underrepresented at 8.51% (8 of 94 applicants) vs 12% (PWD). The MCO Information Technology Specialist (2210) position was underrepresented at 1.06% (1 of 94 applicants) vs 12% (PWD).

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

         a. Promotions for MCO (PWD)   Answer   Yes

         b. Promotions for MCO (PWTD)   Answer   Yes

The MCO Misc Administration & Program (0301) was underrepresented at 3.23% (1 of 31 applicants) vs 12% (PWD). The MCO Misc Administration & Program (0301) was underrepresented at 0% (0 of 1 applicant) vs 2% (PWTD).

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.

An Advancement Program plan has not yet been developed that targets PWD/PWTD to ensure sufficient opportunities for advancement. However, the OHR continues to explore, promote and offer professional development opportunities for Agency staff as they become available, in accordance with budget constraints.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Each agency office maintains a training budget for its staff. Both position-specific needs and professional development training needs are assessed and offered at the office level. OHR assists managers by recommending additional training to satisfy OPM requirements, enhance professional development and assist with identifying vendors to address specific staff needs, when requested. Supervisors are trained at least every three (3) years in the core competencies as required by OPM regulations.

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

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

        a. Applicants (PWD)   Answer   N/A

        b. Selections (PWD)   Answer   N/A

> N/A - Career development program applicant pool data was not available to conduct this analysis as the agency does not currently have a centralized career development program in place. This section will be updated accordingly should such a program be developed and implemented.

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

> N/A - Career development program applicant pool data was not available to conduct this analysis (see #3 directly above).

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   Yes

        b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

> In the category of Time-Off Awards (1-9 hours) the PWD inclusion rate demonstrated underrepresentation at 23.64% vs 30.77% for persons with no disability. In the category of Time-Off Awards (9+ hours), the PWD inclusion rate demonstrated underrepresentation at 5.45% vs 7.26% for persons with no disability. In the category of Cash Awards ($100 - $500), the PWD inclusion rate demonstrated underrepresentation at 70.91% vs 86.32% for persons with no disability. In the category of Cash Awards ($100 - $500), the PWTD inclusion rate demonstrated underrepresentation at 83.33% vs 86.32% for persons with no disability. In the category of Cash Awards ($500+), the PWD inclusion rate demonstrated underrepresentation at 70.91% vs 91.03%

for persons with no disability. In the category of Cash Awards ($500+), the PWTD inclusion rate demonstrated underrepresentation at 83.33% vs 91.03% for persons with no disability.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	65	25.00	23.50	16.67	27.27
Time-Off Awards 1 - 10 Hours: Total Hours	542	221.43	196.58	266.67	209.09
Time-Off Awards 1 - 10 Hours: Average Hours	8	28.57	3.42	266.67	-36.36
Time-Off Awards 11 - 20 hours: Awards Given	20	7.14	7.26	16.67	4.55
Time-Off Awards 11 - 20 Hours: Total Hours	324	114.29	117.95	266.67	72.73
Time-Off Awards 11 - 20 Hours: Average Hours	16	57.14	6.84	266.67	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	1	0.00	0.43	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	40	0.00	17.09	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	0.00	17.09	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	28	3.57	11.11	0.00	4.55
Cash Awards: $501 - $999: Total Amount	21948	2225.00	8847.01	0.00	2831.82
Cash Awards: $501 - $999: Average Amount	783	2225.00	340.17	0.00	2831.82
Cash Awards: $1000 - $1999: Awards Given	64	35.71	22.22	66.67	27.27
Cash Awards: $1000 - $1999: Total Amount	94246	52632.14	32871.37	85416.67	43690.91
Cash Awards: $1000 - $1999: Average Amount	1472	5260.71	632.05	21350.00	872.73
Cash Awards: $2000 - $2999: Awards Given	82	28.57	28.63	16.67	31.82
Cash Awards: $2000 - $2999: Total Amount	211791	74392.86	74233.33	49266.67	81245.45
Cash Awards: $2000 - $2999: Average Amount	2582	9296.43	1107.69	49266.67	-1604.55

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Awards Given	39	17.86	14.53	0.00	22.73
Cash Awards: $3000 - $3999: Total Amount	136361	61807.14	50878.21	0.00	78663.64
Cash Awards: $3000 - $3999: Average Amount	3496	12360.71	1496.15	0.00	15731.82
Cash Awards: $4000 - $4999: Awards Given	48	3.57	17.09	0.00	4.55
Cash Awards: $4000 - $4999: Total Amount	203891	17264.29	72564.10	0.00	21972.73
Cash Awards: $4000 - $4999: Average Amount	4247	17264.29	1814.10	0.00	21972.73
Cash Awards: $5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

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

       a. Pay Increases (PWD)   Answer   No

       b. Pay Increases (PWTD)   Answer   Yes

> In the category of QSIs, the PWTD inclusion rate demonstrated underrepresentation at 0.00% vs 1.23% for persons with no disability. Please note that five (5) QSIs were awarded agency-wide.

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   Yes

           ii. Internal Selections (PWD)   Answer   Yes

       b. Grade GS-15

      i. Qualified Internal Applicants (PWD)   Answer   Yes

      ii. Internal Selections (PWD)   Answer   Yes

c. Grade GS-14

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

      ii. Internal Selections (PWD)   Answer   N/A

d. Grade GS-13

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

      ii. Internal Selections (PWD)   Answer   N/A

During this period, the Agency hired one position at the SL level. For that hiring, 3 of 31 qualified internal applicants (9.6%) identified as PWD, which is below the goal of 12% PWD. It is important to note that 18 of 31 qualified internal applicants (58.1%), including applicants identified as CPS veterans, omitted the disability indicator in their application package. Regarding internal selections at the SL level for PWD, there are not enough hires in this category to anonymize the data and protect the disability disclosure status of identifiable individuals. During this time period, the FEC hired 5 positions at the GS 15 level. The Agency received 47 qualified internal applicants and 5 (10.6%) identified as PWD, which is below the goal of 12% PWD. It is important to note that 35 of 47 qualified internal applicants (74.5%), including applicants identified as CPS veterans, omitted thei disability indicator in their application package. Regarding internal selections at the GS 15 level for PWD, there are not enough hires in this category to anonymize the data and protect the disability disclosure status of identifiable individuals. Regarding GS-14 and GS-13 positions, applicant pool data was not identified in time to conduct an accurate analysis for PWD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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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. 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   N/A

            ii. Internal Selections (PWTD)   Answer   N/A

      d. Grade GS-13

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

            ii. Internal Selections (PWTD)   Answer   N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension

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deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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	N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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	N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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	N/A
ii. Internal Selections (PWD)	Answer	N/A

b. Managers

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

c. Supervisors

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

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

      b. Managers

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

          ii. Internal Selections (PWTD)   Answer   N/A

      c. Supervisors

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

          ii. Internal Selections (PWTD)   Answer   N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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   N/A

          b. New Hires for Managers (PWD)   Answer   N/A

          c. New Hires for Supervisors (PWD)   Answer   N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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   N/A

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

          c. New Hires for Supervisors (PWTD)   Answer   N/A

Applicant pool data was not identified in time to conduct an accurate analysis for PWTD in these categories by the extension deadline. Any addendum to this section will be uploaded to FEDSEP before FY23 system closure on 8/1/24.

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 did not have any employees that were hired specifically under Schedule A authority and were eligible for conversion to the competitive service. All positions at the FEC are within the excepted service.

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	0	0.00	0.00
Permanent Workforce: Resignation	5	0.00	1.78
Permanent Workforce: Retirement	5	0.00	1.78
Permanent Workforce: Other Separations	13	7.14	3.91
Permanent Workforce: Total Separations	23	7.14	7.47

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	0	0.00	0.00
Permanent Workforce: Resignation	5	0.00	1.65
Permanent Workforce: Retirement	5	0.00	1.65
Permanent Workforce: Other Separations	13	0.00	4.29
Permanent Workforce: Total Separations	23	0.00	7.59

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.

Exit interview data was not available for use in a causal analysis regarding PWD and PWTD separations.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.fec.gov/about/equal-employment-opportunity/#accessibility

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

https://www.fec.gov/about/equal-employment-opportunity/#accessibility

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 Office of the Chief Information Officer has initiated an ongoing agency-wide program to train staff to make documents 508 compliant for staff and members of the public. This was also done to help the agency comply with federal laws requiring that all content posted on the agency website be accessible, especially to those using assistive 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.)

Within two (2) business 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 FEC has maintains an effective accommodation program that processes accommodation requests and facilitates accommodation plan development in a timely manner. Disability awareness and accommodation-related training are offered at various times throughout the year; mandatory review of the Accommodation Policy is required of all staff biennially and new staff receive training during onboarding.

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 had zero (0) 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 had zero (0) 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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B7
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	LACK OF APPLICANT POOL DATA -- In the course of the barrier analysis process, it was determined that certain analyses could not be conducted due to lack of appropriate applicant pool data. This has affected the analysis for the following sections of Part J: • Section III C. Progression towards Goals (Recruitment and Hiring) - items 3 & 4 • Section IV B. Career Development Opportunities - items 2 & 3 • Section IV D. Promotions - items 1-8 During FY'20, the EEO Office will collaborate further with the Office of Human Resources, Information Technology (and/or other offices as appropriate) to enhance the quality and quantity of data provided for analysis and examine any deficiencies in capturing the appropriate data. WORKFORCE DATA TABLES: B7, B9, B11, B12 UPDATE -Previously it was determined that certain analyses could not be conducted due to lack of appropriate applicant pool data, which may be noted for several sections of Part J. However, greater access to this data was obtained during FY23. The EEO Office will continue to collaborate with the Office of Human Resources, Information Technology (and/or other offices as appropriate) to examine applicant flow data sources and formatting to enhance the quality of our analysis and identify any deficiencies in capturing the appropriate data. These efforts will continue as an ongoing process until the applicant flow data obtained can be adapted to be properly responsive to EEOC's reporting requirements and fully support our workforce diversification strategies as a small agency
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
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**

		Objective(s) and Dates for EEO Plan			
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
10/01/2020	09/30/2024	Yes			Take steps to ensure that applicant pool data is captured by the agency and made available for barrier analysis process. Partner with Office of Human Resource and Information Technology to address deficiencies.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
EEO Director	Kevin R. Salley	Yes
HR Director	Lauren Lien	No

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2023	Collaboration with Human Resources and/or IT staff to gain access to existing data and or determine whether essential data is currently being collected by the agency. Collaborate with these offices to correct or enhance data collection processes if appropriate data is not being captured. ONGOING ACTIVITY	Yes		
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

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

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