# 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　　Yes

> 1.a. Yes, a trigger exists as the participation rate is 9.64%. This is an increase from the 2021 staff percentage. 1.b. Yes, a trigger exists as the participation rate is 9.26%, this is also an increase from the 2021 percentage.

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

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

    a. Cluster GS-1 to GS-10 (PWTD)　　　　　　　　　　Answer　　No

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

> 2a. No, a trigger does not exist as the participation rate is 2.37%. 2b. No, a trigger does not exist as the participation rate is 2.17%.

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
|---|---|---|---|---|---|
| | # | # | % | # | % |
| Numerical Goal | -- | 12% | | 2% | |
| Grades GS-1 to GS-10 | 11088 | 1036 | 9.34 | 143 | 1.29 |
| Grades GS-11 to SES | 56181 | 4980 | 8.86 | 656 | 1.17 |

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

> Although this responsibility rests with the individual OpDiv HR and EEO offices, HHS is developing a multi-year national strategy to improve the hiring, upward mobility, training, development, and retention of persons with disabilities and persons with targeted disabilities beginning in FY 2022.

## Section II: Model Disability Program

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

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

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

                                                                                    Answer    No

To assist the OpDivs with designating sufficient qualified personnel to implement their programs, in FY 2022, the Department will develop a minimum staffing policy for all OpDivs EEO offices.

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 | |
| Processing reasonable accommodation requests from applicants and employees | 21 | 0 | 2 | Karen T. Comfort Deputy Asst. Secretary for EDI and Chief Diversity Officer Karen.Comfort@hhs.gov |
| Special Emphasis Program for PWD and PWTD | 9 | 1 | 1 | Karen T. Comfort Deputy Asst. Secretary for EDI and Chief Diversity Officer Karen.Comfort@hhs.gov |
| Processing applications from PWD and PWTD | 0 | 0 | 34 | Tisa Tolliver Director tisa.tolliver@hhs.gov |
| Answering questions from the public about hiring authorities that take disability into account | 0 | 2 | 0 | Tisa Tolliver Director Tisa.Tolliver@hhs.gov |
| Architectural Barriers Act Compliance | 12 | 1 | 0 | See the OpDiv reports for specific information. |
| Section 508 Compliance | 14 | 2 | 133 | Cammie Truesdell OS Section 508 Program Manager cammie.truesdell@hhs.gov |

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

                                                                                    Answer    Yes

While HHS does not have a distinct RA program at the national level, sub-agency RA training is provided via multiple training platforms and training delivery methods and collaborative efforts. Refer to individual OpDiv reports for details.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer     No

This responsibility rests with the individual OpDiv HR and EEO offices. See the OpDiv reports for specific information. EEODI has requested an additional position in FY 2023 to fulfill this responsibility at the Departmental level in collaboration with the Office of Human Resources (OHR).

## Section III: Program Deficiencies In The Disability Program

| Brief Description of Program Deficiency | B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column. | | |
|---|---|---|---|
| Objective | Obtain sufficient funding and staffing to provide training for all EEO program areas. | | |
| Target Date | Nov 20, 2021 | | |
| Completion Date | | | |
| | *Target Date* | *Completion Date* | *Planned Activity* |
| **Planned Activities** | Oct 1, 2021 | | Initiate a phased approach for all employees to take the online training course every two years beginning in October of 2021. |
| | Nov 20, 2021 | May 20, 2021 | HHS developed an online EEO and No FEAR training course for all employees. |
| | Dec 31, 2021 | | End of the first phased approach for all employees to take the online training course every two years ending. |
| Accomplishments | *Fiscal Year* | *Accomplishment* | |

| Brief Description of Program Deficiency | D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)] | | |
|---|---|---|---|
| Objective | Develop online survey to perform exit surveys and environmental/climate assessments of organizations, as needed | | |
| Target Date | Jan 31, 2022 | | |
| Completion Date | | | |
| | *Target Date* | *Completion Date* | *Planned Activity* |
| **Planned Activities** | Sep 30, 2022 | | Execute DEIA contract addressing training and surveys |
| | Nov 30, 2022 | | Meet with DEIA vendor to initiate development of online exit survey. |
| | Mar 30, 2023 | | Perform user testing of online survey |
| | May 30, 2023 | | Develop communications plan |
| | Aug 30, 2023 | | Negotiate with unions |
| | Nov 1, 2023 | | Launch online survey |
| Accomplishments | *Fiscal Year* | *Accomplishment* | |

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

## A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Agency EEO and HR communities collaborate on initiatives that support equal employment opportunities for employees with disabilities. See the OpDiv reports for specific information. EEODI has requested an additional position in FY 2023 to fulfill this responsibility in collaboration with the OHR.

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

The Agency EEO and HR communities collaborate on initiatives that support equal employment opportunities for employees with disabilities. See the OpDiv reports for specific information. EEODI has requested an additional position in FY 2023 to fulfill this responsibility in collaboration with the OHR. For example, the Department utilizes Schedule A appointments, the Workforce Recruitment Program, and OPM and DOL guidelines.

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.

HHS job announcements include detailed instructions for Schedule A-eligible applicants on how to use the online application portal, www.USAJOBS.gov. If an applicant is unable to apply through this portal, applications can be sent to Recruiter@hhs.gov. A recruiter will then contact the applicant to acknowledge receipt and answer any questions regarding the process. All eligible applicants are then referred to the OHR for review. A list of qualified candidates is shared with hiring managers for consideration. Disability status is determined based initially on application and supporting paperwork provided by the applicant. Upon selection and during the onboarding processing, the selected applicant has the ability to provide and or update the management file with relevant and supporting information.

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.

<div align="center">Answer     N/A</div>

HHS HR offices provide training on how to use non-competitive hiring authorities. The Agency has an internal partnership between employee resource groups (ERGs), EEO representatives, and D&I Councils that provide EEO education to managers, senior leaders, HR professionals and employees. Topics covered include reasonable accommodation, disability and cultural sensitivity awareness, the CAP program, and use of the Schedule A hiring flexibility. Trainings are also offered annually by OPM and/or the HHS OHR and via LMS. The Consulting HR Specialists in SROC routinely provide consultation to the hiring managers, HR liaisons and executives when discussing the use of Schedule A hiring flexibilities.

## 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 Department leveraged internal partnerships with ERGs, EEO and D&I Councils to educate managers, senior leaders, HR professionals and employees on reasonable accommodations, disability and cultural sensitivity awareness the CAP program, Schedule A hiring flexibility, the Non-Paid Work Experience (NPWE) and Operation Warfighter (OWF)/Wounded Warrior Programs. HHS partners with the Workforce Recruitment Program (WRP) to obtain a pool of talented and highly skilled students

with disabilities who seek employment with federal agencies. Moreover, in FY 2020 HHS recruiters continued to provide comprehensive career counseling and resume reviews (one-on-one employment assistance) to candidates with disabilities, including employment guidance on the noncompetitive hiring process, accommodations, and Schedule A eligibility requirements.

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1.  Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

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

1a. Yes, a trigger exists as the participation rate is 8.40%. 1b. Yes, a trigger exists as the participation rate is 1.99%.

| New Hires | Total | Reportable Disability | | Targeted Disability | |
|---|---|---|---|---|---|
| | | Permanent Workforce | Temporary Workforce | Permanent Workforce | Temporary Workforce |
| | (#) | (%) | (%) | (%) | (%) |
| % of Total Applicants | 111458 | 5.48 | 0.82 | 2.49 | 0.34 |
| % of Qualified Applicants | 82172 | 5.68 | 0.89 | 2.59 | 0.39 |
| % of New Hires | 2132 | 4.60 | 0.61 | 1.69 | 0.09 |

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

In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

| New Hires to Mission-Critical Occupations | Total | Reportable Disability | Targetable Disability |
|---|---|---|---|
| | | New Hires | New Hires |
| | (#) | (%) | (%) |
| Numerical Goal | -- | 12% | 2% |
| 0107 HEALTH INSURANCE ADMIN | 78 | 15.38 | 5.13 |
| 0301 MISC ADMIN/PROGRAM | 70 | 5.71 | 1.43 |
| 0343 MGMT ANALYSIS | 264 | 7.58 | 3.79 |
| 0401 GEN BIOLOG SCI | 78 | 0.00 | 0.00 |
| 0601 GEN HLTH SCI | 258 | 5.04 | 1.16 |
| 0602 MEDICAL OFF | 69 | 0.00 | 0.00 |
| 0610 NURSE | 490 | 2.04 | 0.00 |
| 0685 PUB HLTH PROG SPEC | 464 | 8.19 | 3.66 |
| 0696 CONSUMER SAF | 15 | 6.67 | 6.67 |

| New Hires to Mission-Critical Occupations | Total | Reportable Disability | Targetable Disability |
|---|---|---|---|
| | | New Hires | New Hires |
| | (#) | (%) | (%) |
| Numerical Goal | -- | 12% | 2% |
| 2210 INFORMATION TECHNOLOGY SPEC | 68 | 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    N/A

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

IIn FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

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

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

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

. In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

# Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

## A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The National Policy and Programs Division and EEO Directors will collaborate with Special Emphasis Program Coordinators to establish programs intended to retain talented employees and ensure that they advance in their careers. Activities include providing information about reasonable accommodations and assistive technology, establishing ERGs, holding professional development/ career management webinars and workshops, hosting roundtable discussions, offering individual consultations, running informal and formal mentoring programs, and providing online, virtual and classroom training on topics of interest and concern to employees and supervisors (e.g., unconscious bias, cultural awareness, workplace bullying, American Sign Language basics, etc.). Information on ERGs, including those ERGs chartered for employees with disabilities, is disseminated during the new employee orientation process. Additionally, HHS promotes the use of individual development plans as a tool for monitoring and advancing both the personal and professional development of employees.

## B. CAREER DEVELOPMENT OPPORTUNITES

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

HHS recruiters, in collaboration with the Selective Placement Coordinators and D&I and EEO offices, provide employees with frequent professional development/career management webinars and workshops, roundtable discussions, individual consultations, and informal and formal mentoring programs. This collaborative effort also offers online, virtual and classroom training on topics of interest and concern to employees and supervisors (e.g., unconscious bias, cultural awareness, workplace bullying, American Sign Language basics, etc.). HHS recruiters continue to encourage and implement strategic pre-recruitment discussions among hiring officials and HR professionals, including detailed information about available hiring options and available pipelines for applicants with disabilities. Complete data on Career Development programs are not captured throughout HHS. The numbers below represent a sample of all participation in these types of programs and do not always include complete totals for program applicants. Detailed actions specific to the Operating Divisions can be found in sub-element MD-715 reports.

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 | 134 | | | | |
| Fellowship Programs | 2 | 26 | | | | |
| Mentoring Programs | 65 | 150 | | | | |
| Coaching Programs | 334 | 471 | | | | |
| Training Programs | 554 | 890 | | | | |
| Detail Programs | 198 | 151 | | | | |
| Other Career Development Programs | 60 | 263 | | | | |

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

Although we were able to obtain some of the data for Career Development Programs, we are not yet able to determine if triggers exist. For example, for "Internship Programs, we were able to determine the number of selectees for the program, but we were unable to determine the number of applicants for the program. In the future, we will work with the HHS EEO Offices to hone our data collection methods so that we are able to accurately ascertain triggers.

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

Although we were able to obtain some of the data for Career Development Programs, we are not yet able to determine if triggers exist. For example, for "Internship Programs, we were able to determine the number of selectees for the program, but we were unable to determine the number of applicants for the program. In the future, we will work with the HHS EEO Offices to hone our

data collection methods so that we are able to accurately ascertain triggers.

## 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

Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Time-Off Awards 1 - 10 hours: Awards Given | 10244 | 15.48 | 14.40 | 17.58 | 15.16 |
| Time-Off Awards 1 - 10 Hours: Total Hours | 91075 | 137.99 | 127.96 | 155.19 | 135.35 |
| Time-Off Awards 1 - 10 Hours: Average Hours | 8 | 0.13 | 0.01 | 0.98 | 0.00 |
| Time-Off Awards 11 - 20 hours: Awards Given | 11062 | 16.62 | 15.43 | 18.80 | 16.28 |
| Time-Off Awards 11 - 20 Hours: Total Hours | 202612 | 308.43 | 282.19 | 319.05 | 306.80 |
| Time-Off Awards 11 - 20 Hours: Average Hours | 18 | 0.29 | 0.03 | 1.95 | 0.04 |
| Time-Off Awards 21 - 30 hours: Awards Given | 10024 | 13.90 | 14.01 | 13.55 | 13.96 |
| Time-Off Awards 21 - 30 Hours: Total Hours | 276684 | 384.52 | 386.69 | 365.20 | 387.49 |
| Time-Off Awards 21 - 30 Hours: Average Hours | 27 | 0.44 | 0.05 | 3.17 | 0.02 |
| Time-Off Awards 31 - 40 hours: Awards Given | 15437 | 18.63 | 21.92 | 17.70 | 18.77 |
| Time-Off Awards 31 - 40 Hours: Total Hours | 646828 | 763.72 | 921.52 | 740.42 | 767.29 |
| Time-Off Awards 31 - 40 Hours: Average Hours | 41 | 0.65 | 0.07 | 5.01 | -0.02 |
| Time-Off Awards 41 or more Hours: Awards Given | 1 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Total Hours | 48 | 0.00 | 0.08 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Average Hours | 48 | 0.00 | 0.08 | 0.00 | 0.00 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Cash Awards: $501 - $999: Awards Given | 15874 | 25.56 | 21.90 | 22.34 | 26.06 |
| Cash Awards: $501 - $999: Total Amount | 11909978 | 19214.63 | 16419.36 | 16918.07 | 19566.99 |
| Cash Awards: $501 - $999: Average Amount | 750 | 12.20 | 1.27 | 92.43 | -0.11 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Cash Awards: $1000 - $1999: Awards Given | 28572 | 44.53 | 40.07 | 39.68 | 45.28 |
| Cash Awards: $1000 - $1999: Total Amount | 38878505 | 59316.03 | 54696.29 | 52672.28 | 60335.37 |
| Cash Awards: $1000 - $1999: Average Amount | 1360 | 21.62 | 2.32 | 162.03 | 0.07 |
| Cash Awards: $2000 - $2999: Awards Given | 14489 | 18.24 | 21.06 | 18.56 | 18.19 |
| Cash Awards: $2000 - $2999: Total Amount | 35098201 | 44358.58 | 51030.45 | 44704.64 | 44305.49 |
| Cash Awards: $2000 - $2999: Average Amount | 2422 | 39.50 | 4.11 | 294.02 | 0.45 |
| Cash Awards: $3000 - $3999: Awards Given | 9636 | 10.85 | 14.36 | 10.62 | 10.88 |
| Cash Awards: $3000 - $3999: Total Amount | 32922647 | 36966.10 | 49116.28 | 36546.76 | 37030.44 |
| Cash Awards: $3000 - $3999: Average Amount | 3416 | 55.34 | 5.81 | 420.02 | -0.62 |
| Cash Awards: $4000 - $4999: Awards Given | 4994 | 4.63 | 7.61 | 2.93 | 4.89 |
| Cash Awards: $4000 - $4999: Total Amount | 22011612 | 20324.35 | 33569.07 | 12795.97 | 21479.41 |
| Cash Awards: $4000 - $4999: Average Amount | 4407 | 71.30 | 7.49 | 533.09 | 0.45 |
| Cash Awards: $5000 or more: Awards Given | 4427 | 3.20 | 6.85 | 1.95 | 3.39 |
| Cash Awards: $5000 or more: Total Amount | 36351613 | 24925.73 | 56540.80 | 14780.83 | 26482.24 |
| Cash Awards: $5000 or more: Average Amount | 8211 | 126.52 | 14.01 | 923.69 | 4.22 |

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

        a. Pay Increases (PWD)                                     Answer   No

        b. Pay Increases (PWTD)                                 Answer   No

Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

| Other Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Total Performance Based Pay Increases Awarded | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

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

Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this

| question. |
|---|

## 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　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

| In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report. |
|---|

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

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In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

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

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

b. New Hires to GS-15 (PWD)                             Answer    N/A

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

d. New Hires to GS-13 (PWD)                             Answer    N/A

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

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

b. New Hires to GS-15 (PWTD)                            Answer    N/A

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

d. New Hires to GS-13 (PWTD)                            Answer    N/A

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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

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In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

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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

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In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

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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

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In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

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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 |

> In FY 2021, HHS was able to obtain access to Applicant Flow Data through OPM's USA Staffing. We also established the Enterprise Data Analytics Division in EEODI with staff analysts who analyzed this data for the FY 2021 and FY 2022 MD-715 reports. We continue to engage a process to develop and implement a Barrier Analysis process to be used in the FY 2023 report.

# 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.

<div align="right">Answer     N/A</div>

> Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

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 | Yes |
| b. Involuntary Separations (PWD) | Answer | Yes |

> Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

| Seperations | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 23 | 0.00 | 0.03 |
| Permanent Workforce: Removal | 127 | 0.18 | 0.15 |
| Permanent Workforce: Resignation | 2021 | 1.74 | 2.47 |
| Permanent Workforce: Retirement | 1936 | 2.79 | 2.27 |
| Permanent Workforce: Other Separations | 1097 | 1.57 | 1.29 |
| Permanent Workforce: Total Separations | 5202 | 6.27 | 6.20 |

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

Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

| Seperations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 23 | 0.00 | 0.03 |
| Permanent Workforce: Removal | 127 | 0.11 | 0.15 |
| Permanent Workforce: Resignation | 2021 | 2.27 | 2.41 |
| Permanent Workforce: Retirement | 1936 | 2.04 | 2.31 |
| Permanent Workforce: Other Separations | 1097 | 1.13 | 1.31 |
| Permanent Workforce: Total Separations | 5202 | 5.55 | 6.21 |

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.

Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

# 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.

General information on Section 508 – https://www.hhs.gov/web/section-508/index.html Section 508 Complaint Procedures – https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/hhs-policy-section-508-compliance-accessibility-information-communications-technology.html

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.

Information regarding the Architectural Barriers Act (including a description of how to file a complaint) can be found at: https://www.hhs.gov/about/agencies/asa/eeo/index.html

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 HHS and OS Accessibility Program has implemented an enterprise Policy on Section 508 Compliance and the Accessibility of Information and Communication Technology (ICT) which implements the uniformity and conformity of accessibility compliance across all of HHS. In addition, the HHS and OS Accessibility Program is implementing an automated website scanning tool to provide a high-level assessment of the conformance to Section 508 standards on externally facing websites. Furthermore, we have initiated a Accessibility Center of Excellence framework designed to provide a variety of tools and services throughout the department to assist with developing and maintaining accessible content. Additionally, the HHS and OS Accessibility program has purchased a limited amount of licenses to provide a variety of self-paced accessibility training courses for users. Lastly, the HHS and OS Accessibility program is piloting embedded subject matter experts (SMEs) for development projects, business process

alignment, high risk/short turn around tasks, and program remediation requirements. These tasks are in support of providing an accessible workplace and ensure content is accessible to those who rely on information produced by the Department.

## C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average processing time for Reasonable Accommodations varies by OpDiv. Please consult the MD-715 Part J submissions from HHS's Operating Division EEO offices for specific information regarding this question.

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.

HHS has an effective reasonable accommodations program as shown through its commitment to an inclusive workplace by providing reasonable accommodation and assistive technology. Moreover, the Department frequently provides guidance to employees, supervisors, senior leaders and other stakeholder groups on reasonable accommodation policies and procedures, as well as on the provisions of the Rehabilitation Act of 1973, as amended, and other federal regulations governing fair and equitable employment practices.

## 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.

In preparation for potential requests, the Department maintains a firm/fixed contract to provide Personal Assistance Services (PAS), allowing employees to fully participate in the workplace. Through the current contract, sub-element HHS agencies have the ability and access to maximize use of PAS contractual services. The contract is maintained at the headquarters level for Department-wide usage.

# 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.

HHS continues to develop a more proactive and wide-reaching approach. Plans to implement a Department level Anti-Harassment Program is under development for implementation in FY 21. The first step of the plan is to hire staff to implement the program.

## 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.

N/A

# 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    No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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

Data integrity concerns hindered actions to identify triggers and perform barrier analysis.

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