

## 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 |

During fiscal year 2018 the Alaska National Guard (AKNG) began the conversion process of converting certain positions as determined by the agency and at the request of National Guard Bureau into Title 5 positions. The conversion process continued in fiscal year 2019 as well. At this time the AKNG has 100 Title 5 employees. The permanent workforce number is 385 for fiscal year 2019; however, 285 were Title 32 dual status technicians. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result the dual status technicians should not be included when calculating the 12% benchmark. Thus, the 12% goal was examined against the Title 5 employee data only. There were 79 Title 5 employees in the permanent workforce, 16 personnel were in the cluster GS-1 to GS-10 and 63 were in the cluster GS-11 to SES. However, there were no employees in the permanent workforce in GS positions 1-6. Of the 16 employees in GS-7 to GS-10 positions, 2 personnel self disclosed a disability via the SF 256 or input the data into Mybiz. The percentage of personnel with disabilities in the GS-1 to GS-10 cluster was 12.5%. The benchmark of 12% has been met for cluster 1a. For the GS-11 to SES cluster there are a total of 63 employees. Of the 63 employees, 11 self disclosed a disability via the SF 256 or entered the data into Mybiz. The percentage of permanent workforce personnel in the GS-11 to SES cluster with disabilities was 17.5%. Thus, the benchmark of 12% has been met for cluster 1b as well.

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

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

- |                                 |        |     |
|---------------------------------|--------|-----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | Yes |
| b. Cluster GS-11 to SES (PWTD)  | Answer | Yes |

During fiscal year 2018 the Alaska National Guard (AKNG) began the conversion process of converting certain positions as determined by the agency at the request of National Guard Bureau into Title 5 positions. The conversion process continued in fiscal year 2019 as well. At this time the AKNG has 100 Title 5 employees. The permanent workforce number is 385 for fiscal year 2019; however, 285 were Title 32 dual status technicians. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result the dual status technicians should not be included when calculating the 2% benchmark. Thus, the 2% goal was examined against the Title 5 employee data only. There were 79 Title 5 employees in the permanent workforce, 16 personnel were in the cluster GS-1 to GS-10

and 63 in the cluster GS-11 to SES. However, there were no employees in the permanent workforce in GS positions 1-6. Of the 16 employees in GS-7 to GS-10 positions, 0 personnel self disclosed a targeted disability via the SF 256 or input the data into Mybiz. The percentage of personnel with targeted disabilities in the GS-1 to GS-10 cluster was 0%. The benchmark of 2% has not been met for cluster 1a. For the GS-11 to SES cluster there are a total of 63 employees. Of the 63 employees, 1 self disclosed a targeted disability via the SF 256 or entered the data into Mybiz. The percentage of permanent workforce personnel in the GS-11 to SES cluster with targeted disabilities was 1.6%. Thus, the benchmark of 2% has not been met for cluster 1b. In the latter part of fiscal year 2018 and continuing in fiscal year 2019 the SF 256 form and MyBiz information was provided during personnel new hire in-processing. New personnel are informed that disclosure is voluntary. The data reveals that the number of personnel self disclosing disabilities and targeted disabilities via SF 256 or through Mybiz has increased in the last fiscal year. The agency will continue providing the SF 256 form and the Mybiz information during new hire in-processing as an increase in reporting has occurred and will continue to be monitored in fiscal year 2020.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

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

## Section II: Model Disability Program

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

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

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

Answer No

At the present time the agency has staff to implement the disability program during the hiring process. Staff have been sufficiently trained to process reasonable accommodation requests from employees and applicants. The Special Emphasis Program (SEP) is sufficiently staffed; however training is needed for 2 of the Special Emphasis Program Managers. Both should receive training in September 2020 or early fiscal year 2021.

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 applications from PWD and PWTD	2	0	0	lucy.m.dieterich.mil@mail.
Answering questions from the public about hiring authorities that take disability into account	2	0	0	paul.j.anderson.civ@mail.n

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	2	0	0	janie.r.amos.mil@mail.mil
Section 508 Compliance	1	0	0	joshua.p.hicks4.civ@mail.n
Architectural Barriers Act Compliance	1	0	0	joshua.p.hicks4.civ@mail.n
Special Emphasis Program for PWD and PWTD	1	0	0	janie.r.amos.mil@mail.mil

- 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 No

The individuals that work in the staffing section in HRO receive on the job training from their supervisor and attend training classes offered in state and out of state related to their positions and carrying out their responsibilities. The HRO Director ensures that all employees are able to attend 2 trainings courses or conferences per year. Training for processing reasonable accommodation requests was received by on the job training, guidance and training from National Guard Bureau, guidance and training from a subject matter expert, and attending training at the Defense Equal Opportunity Management Institute (DEOMI). Training for the Special Emphasis was provided by DEOMI as well. The majority of program staff have received sufficient training to carry out their responsibilities. However, due to changes in personnel, training is needed for 2 of the Special Emphasis Program (SEP) Managers. Both should receive training in September 2020 or early fiscal year 2021. Once training has been completed all disability program staff will have received sufficient training.

**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**

<b>Brief Description of Program Deficiency</b>	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)]		
<b>Objective</b>	Presently, exit interviews primarily cover the reason why the individual is leaving the agency. If the reason is not positive the agency looks into the issue/concern. The current goal is to create and implement a more robust and thorough exit survey that can be easily accessed. The HR office is supportive of implementing a new exit survey.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		To collaborate with the HR office to add additional EEO related questions to the exit interview, primarily to include questions regarding recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities. Also, to ensure that the survey is in an easily accessible format to encourage personnel to complete the survey.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	An exit interview is currently being distributed to personnel leaving the agency and when negative reasons are input in the interview the agency does review and address the issue/concern. This next fiscal year the focus is on adding disability related questions to the survey and ensuring it is easy to access to encourage participation.	

## 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 PWTDD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

All open positions are posted on USA Jobs. The USA Jobs application process allows applicants to self identify if they have a disability. The applicant can upload their VA Disability Letter and SF 15 Application for Veteran's Preference and applicants under Schedule A can upload their disability letter. The agency has also been working with an organization in the community that provides career training for interns with disabilities and provides assistance with job placement as well.

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 PWTDD for positions in the permanent workforce

Schedule A and Veteran Preference are included sections on all Title 5 position advertisements that are posted on USA Jobs. There is information on the VA Disability Letter and the SF 15 for Veteran's Preference applicants. Schedule A information was added during fiscal year 2019 and includes information on the disability letter that is required for Schedule A appointments. With the addition of the Schedule A hiring authority being implemented this fiscal year the employment rates of PWD's and PWTDD's within the agency should increase.

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

At the present time the agency has not received any applications for personnel under Schedule A. It is important to note that the use of the Schedule A hiring authority went into effect in the latter part of fiscal year 2019. However, if the agency receives an application under Schedule A and the associated disability letter, the personnel in the staffing section would determine if the individual is qualified for the position that they applied for and if so, the application would be forwarded to the hiring official with information explaining how and when the applicant may be appointed. For Veteran's Preference the personnel in the staffing section first determine if the individual is eligible by verifying the VA Disability Letter and the SF 15 Application. If it is determined that the the applicant is qualified for the position the application would then be sent to the hiring official.

- 4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer Yes

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

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

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

The agency established and maintains contact with Project SEARCH. Project SEARCH is a program that is available to adult interns between the ages of 18-22. To qualify for Project SEARCH, the intern must have a disability and be enrolled in the school district and have an Individualized Education Program (IEP). The interns participate in 3 different departments throughout the school year to gain work experience and have the opportunity for job exploration. The agency plans to continue working with Project SEARCH and to notify the program manager when jobs are posted. In fiscal year 20/21 the agency will conduct further research and begin working with other agencies as well.

**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

During fiscal year 2018 the Alaska National Guard (AKNG) began the conversion process of converting certain positions as determined by the agency at the request of National Guard Bureau into Title 5 positions. The conversion process continued in fiscal year 2019 as well. At this time the AKNG has 100 Title 5 employees. The permanent workforce hires for fiscal year 2019 was 40. However, 24 of the new hires were Title 32 dual status technicians. The Title 32 dual status technicians are military members. Their civilian job is tied to their military membership. Therefore, dual status technicians have to pass fitness and medical related tests to maintain their military membership. If a dual status technician loses their military membership they also lose their civilian job. As a result the dual status technicians should not be included when calculating the benchmarks for PWD and PWTD for new hires. Of the 16 Title 5 new hires, 2 self disclosed a disability via the SF 256 or by inputting the data into Mybiz. Therefore, the resulting percentage for permanent workforce was 12.5% for PWD's and 0% for PWTD's. With the small number of new hires in fiscal year 2019 and the ongoing conversion process it is difficult to determine if a trigger exists. The agency has made changes over the last year to encourage personnel to self disclose. In 2018, an email was sent out to all Title 5 employees informing them of the importance of self-disclosure via the SF 256 or through Mybiz. Also, the SF 256 form and Mybiz information is provided to new hire personnel during in-processing. Thus, more personnel have opted to self-disclose over the last fiscal year.

New Hires	Total	Reportable Disability	Targeted Disability
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	(#)	Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data. However, applicants that claim Veteran's Preference or Schedule A will be sent forward for selection prior to other applicants.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the Human Resources Office (HRO) to determine an effective method for capturing this data.

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the Human Resources Office (HRO) to determine an effective method for capturing this data.

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

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

**A. ADVANCEMENT PROGRAM PLAN**

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

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

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

Employees are provided career development opportunities by both in-state and out-of-state training that is needed for career progression as funding allows. Informal mentorship programs are in place to assist employees with career progression and training.

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

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

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

a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

At the present time data is not available on career development opportunities. Next fiscal year it will be discussed with the Human Resources Office to determine if there is an appropriate and efficient way to capture this data. Also, based upon the military nature of most of the positions it would be difficult to implement some of the listed career development programs. Essentially, positions have to be filled to maintain operations.

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

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

At the present time data is not available on career development opportunities. Next fiscal year it will be discussed with the Human Resources Office to determine if there is an appropriate and efficient way to capture this data.

**C. AWARDS**

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.
  - a. Awards, Bonuses, & Incentives (PWD) Answer No
  - b. Awards, Bonuses, & Incentives (PWTD) Answer No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards					

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

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	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 No
  - b. Other Types of Recognition (PWTD) Answer No

**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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

2. Does your agency have a trigger involving PWTB 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 (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

- 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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

- 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

This data is currently not available by the agency. It will be discussed in fiscal year 20/21 with the human resources office to determine an effective method for capturing this data.

## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

- 1.

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

Answer N/A

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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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 %
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4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

<https://dmva.alaska.gov/HRO/EEO>

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://dmva.alaska.gov/HRO/EEO>

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

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

**C. REASONABLE ACCOMMODATION PROGRAM**

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

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

The agency had one reasonable accommodation request in fiscal year 2019. The reasonable accommodation was processed and provided in less than 30 days.

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

The agency had one reasonable accommodation request in fiscal year 2019 and it was processed timely. At this time there have not been enough reasonable accommodation requests to monitor trend data. The Reasonable Accommodation Policy was revised to be in compliance with EEOC guidelines and submitted to the EEOC for review on 1/11/19. Training is conducted on the Reasonable Accommodation during new employee in-processing and is covered during the Technician Personnel Management Course and booklets that contain information on the Reasonable Accommodation Program are available in several locations throughout the agency and are distributed to personnel during in-processing.

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

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

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

The agency did not have any Personal Assistance Services requests in fiscal year 2019. The Reasonable Accommodation Policy which includes Personal Assistance Services was revised to be in compliance with EEOC guidelines and was submitted to EEOC for review on 1/11/19. Training is conducted on Reasonable Accommodation and the Personal Assistance Services program during new employee in-processing and is covered briefly during the Technician Personnel Management Course. There are also booklets that contain the information available in several locations throughout the agency. The booklets are distributed to personnel during in-processing.

**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.
- 

## 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.
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## 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 Yes

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>		<p>For the GS-1 to GS-10 cluster the current number of personnel that self disclosed a targeted disability was 0 in fiscal year 2019. Thus, the goal of 2% was not met. The total number of Title 5 personnel in the GS-1 to GS-10 cluster was 16, which represents 20% of the permanent Title 5 workforce. It is also important to note that there were no GS-1 to GS-6 employees in the permanent workforce in fiscal year 2019. With the small number of employees in this cluster it is difficult to determine if a barrier exists for PWTDD's.</p>						
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>		<p><i>Barrier Group</i></p> <p>People with Targeted Disabilities</p>						
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>		<p>A specific policy, procedure, or practice has not been determined to be the cause of the barrier. It is important to note that there are only 16 employees in the GS-1 to GS-10 cluster (no employees were employed at the GS-1 to GS-6 levels), which represents 20% of the permanent Title 5 workforce. Therefore, due to the small number of employees at this cluster it is difficult to determine if a barrier exists.</p>						
<p><b>Objective</b></p>		<p>To continue monitoring and providing education on the importance of completing the SF 256 or inputting the data into Mybiz. As more Title 5 employees become knowledgeable about the importance and benefits available and with the addition of the Schedule A hiring authority it is anticipated that the number of PWTDD's will increase in fiscal year 2020.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Date Objective Initiated</b></td> <td>Sep 30, 2018</td> </tr> <tr> <td><b>Target Date For Completion Of Objective</b></td> <td>Sep 30, 2019</td> </tr> </table>			<b>Date Objective Initiated</b>	Sep 30, 2018	<b>Target Date For Completion Of Objective</b>	Sep 30, 2019
<b>Date Objective Initiated</b>	Sep 30, 2018							
<b>Target Date For Completion Of Objective</b>	Sep 30, 2019							
<p><b>Responsible Officials</b></p>		<p>Janie Ramos State Equal Employment Manager</p>						
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)				
09/30/2019	The SF 256 and Mybiz information will continue to be distributed to all newly hired personnel during in-processing to allow personnel to voluntarily self disclose disability data. The agency added disability information on all Title 5 advertisements in 2019. The agency is also now working with an organization that provides job training and assistance with job placement for PWD/PWTDD. Thus, the activities will be monitored and evaluated in fiscal year 2020 to determine if the potential barrier has been eliminated or if positive progress has been made.	Yes	09/30/2020					
Fiscal Year	Accomplishments							
2019	The number of Title 5 personnel in the permanent workforce cluster GS-1 to GS-10 and GS-11 to SES that disclosed a disability or targeted disability have significantly increased in the last fiscal year. The percentages of PWD's in the clusters were 12.5% and 17.5%, respectively. The percentages in fiscal year 2018 were 0% and 3.15%, respectively. Thus, significant improvements have been made in the last fiscal year. The number of Title 5 personnel in the workforce cluster GS-1 to GS-10 and GS-11 to SES that disclosed a targeted disability was 0% and 1.6%, respectively. The percentages for both clusters were 0 in fiscal year 2018. Therefore, the planned activities that have been implemented thus far will continue to be monitored to ensure that positive progress is being made.							

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

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

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

The planned activities from fiscal year 2018 are still ongoing. However, as a result of the email that was sent out to personnel in the latter part of 2018 regarding the importance of self disclosure of a disability and the distribution of the SF 256 and instructions for entering data into Mybiz during new employee in-processing the numbers of personnel that have self disclosed a disability over the last year have increased significantly. For fiscal year 2019 the percentage of personnel in GS-1 to 10 that self disclosed a disability was 12.5% and personnel in GS-11 to SES was 17.5%. Therefore, the benchmark of 12% has been met for both GS clusters. The benchmark of 2% for PWTDS has not been met at this time, however, meaningful progress has been made in the last year and planned activities are ongoing. The data will be re-evaluated in FY 20 to determine if significant progress has been made or if additional/other activities should be implemented.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

The planned activities are on-going. Therefore, at the end of fiscal year 2020 the activities will be examined to determine if the trigger/barrier has been corrected or if positive progress has been made towards correcting the trigger/barrier or if other activities should be implemented.