Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

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

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

In FY2020, the percentage of PWD in the GS-1 to GS-10 cluster was 38%, which exceeds the goal of 12%.The percentage of PWD in the GS-11 to SES cluster was 15% in FY2020, which exceeds the goal of 12%.

*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

The percentage of PWTD in the GS-1 to GS-10 cluster was 7.7% in FY2020, which exceeds the goal of 2%. The percentage of PWTD in the GS-11 to SES cluster was 2.9% in FY2020, which exceeds the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	13	4	30.77	1	7.69
Grades GS-11 to SES	379	35	9.23	11	2.90

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

Every year, the Director of EEODI communicates to Agency leadership, including hiring managers and recruiters, the numerical disability hiring goals when debriefing senior leadership on the State of the Agency in compliance with the EEOC MD-715 reporting requirements.

Section II: Model Disability Program

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

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

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

                                                                    Answer   Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov
Processing applications from PWD and PWTD	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov
Special Emphasis Program for PWD and PWTD	1	0	1	Shannon.wilson@ntsb.gov sindprp@ntsb.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Shannon Wilson Disability Employment Program Manager Shannon.wilson@ntsb.gov
Section 508 Compliance	0	0	1	Shamicka Fulson Strategic Planner Shamicka.fulson@ntsb.gov
Architectural Barriers Act Compliance	0	0	1	Frank Perla Chief of Facilities frank.perla@ntsb.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

In FY2020, the Disability Program Staff received a variety of training to carry out their responsibilities during the reporting period. Various staff members received a refresher on Special Hiring Authorities, which provided information concerning hiring PWD and PWTD. Additionally, EEO Specialists and the Disability Employment Program Manager attended special employment related conferences that specifically addressed topics that are related to the Agency's Disability Program. Conferences that were attended in FY2020 include EXCEL, FDR, and National Employment Law Institute (NELI). Lastly, all Disability Program Staff consistently receive informal training while carrying out their responsibilities. These informal opportunities to learn are conducted internally by the Director of EEODI, General Counsel, and/or other members of the Disability Program Staff.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer   Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The NTSB has a full-time Disability Employment Program Manager (DEPM), who is responsible for serving as agency Point of Contact (POC) for the Workforce Recruitment Program (WRP) and the DoD Computer/Electronic Accommodations Program (CAP). Currently, outreach and targeted recruitment occurs only when Human Resources Division (HRD) notifies EEODI staff of potential vacancies. Current and planned efforts include these: • Maintaining a list and a network of disability recruitment sources. • Using shared registers (for example, the OPM Shared Register) and databases (WRP) to identify candidates for NTSB vacancies. • Increasing outreach through professional organizations and publications, state vocational rehabilitation and disability service agencies, the Internet, and social media. • Posting vacancies nationwide on www.USAJobs.gov. • Expanding use of the Pathways Program to hire student interns and targeting outreach to students with disabilities.

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

NTSB may use the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: • 30 percent or More Disabled Veteran (5 U.S.C. § 3112; 5 C.F.R. § 316.302, 316.402, and 315.707) • Schedule A Appointing Authority (5C.F.R. § 213.3102(u))

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.

Applications are submitted via USAJobs. Applicants can upload their Schedule A letter, and/or their Disabled Veteran documentation, to be considered under one of the special hiring authorities. HRD reviews the applicants resume to determine if they meet the minimum qualifications of the position for which they applied. If they are determined to meet the minimum qualifications of the position, they are referred to the hiring authority on a Schedule A/non-competitive cert, and/or Disabled Veteran 30% or more cert, for their consideration. Once the hiring official makes a selection, the applicant is notified and provided instructions for completing the pre-employment requirements as outlined in the tentative job offer. Once the applicant has completed and passed all pre-employment requirements, they are provided an appointment letter.

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

The Agency continued to strengthen its Disability Employment Program by informing and educating HRD and all supervisors and managers on the Schedule A Hiring Authority. On September 16, 2020, the Office of EEODI sent out guidance explaining the benefits of utilizing Schedule A.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The DEPM served as the Agency's point of contact for the WRP and the DoD CAP and also served as the point of contact for a vocational rehabilitation counselor to assist an employee with exploring career options, occupational interests, strengths, and developmental needs, and alternate accommodations. Additionally, the DEPM conducted research and identified valuable tools and recruitment options and worked with HRD to conduct training on recruitment options and special hiring authorities. Additionally, the Office of EEODI visits the CAP center annually to further maintain the relationship.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

   a. New Hires for Permanent Workforce (PWD)   Answer   No

   b. New Hires for Permanent Workforce (PWTD)   Answer   No

The percentage of New Hire PWD was X% in FY2020, which exceeds the goal of 12%. The percentage of New Hire PWTD was X% in FY2020, which also exceeds the goal of 2%.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	116	7.76	0.00	4.31	0.00
% of Qualified Applicants	31	6.45	0.00	6.45	0.00
% of New Hires	5	0.00	0.00	0.00	0.00

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

   a. New Hires for MCO (PWD)   Answer   No

   b. New Hires for MCO (PWTD)   Answer   No

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
1083 TECHNICAL WRITER	4	0.00	0.00

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
2121 RAILROAD ACCIDENT INVESTIGATOR	1	0.00	0.00

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

        a. Qualified Applicants for MCO (PWD)   Answer No

        b. Qualified Applicants for MCO (PWTD)   Answer Yes

Please see answer to Section IV question C.3. in Part J Supporting Document.

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

        a. Promotions for MCO (PWD)   Answer No

        b. Promotions for MCO (PWTD)   Answer No

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.

• Continuing the use of telework and alternative work schedules as workplace flexibilities. • Developed exit interview surveys in FY2019 and began administering them in FY2020 to identify retention tools for individuals with disabilities. • Conducting workshops on reasonable accommodations, to include the resources available for people with disabilities and targeted disabilities, to educate all NTSB hiring managers and HRD staff officials. • Developing relationships with organizations and groups both internal and external to the Agency that can provide resources for the advancement of employees who are disabled.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NTSB offers a variety of career development opportunities to its employees. Career development opportunities include the following: • The NTSB Leadership Development Program, which is open to permanent staff in grades GS-13 through GS-15. It is based on OPM's Executive Core Qualifications and will focus on developing individuals who have high potential for serving as future senior leaders of the NTSB. • The NTSB Shadow Program is open to all NTSB employees and provides employees the opportunity to observe NTSB colleagues in their day to day setting. • The NTSB Connected Across the Board Agency Internal

Assignment Program Pilot (CAB) is an innovative career development program that was developed and implemented in FY2018. Selected CAB employees are temporarily assigned to an office to support special tasks or projects, and to gain exposure to the office mission and functions. The program is designed to enhance and develop the knowledge, skills, and abilities of the NTSB CAB participants. Additionally, every year the Agency offers employees the opportunity to apply to various detail assignments throughout the agency. • However, most of the career development programs, did not require competition and/or supervisor approval to participate in FY20. Many onsite programs were suspended in 2020 due to the pandemic.

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 (%)
Other Career Development Programs	18	4	5.6%	0%	0%	0%
Internship 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   Yes

      b. Selections (PWD)   Answer   No

Given that the Agency has over 12% of PWD in the Agency, and only 5.6% of the applicants identify as a PWD, a slight trigger exists as we would expect more persons with disabilities among the applicant pool.

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   Yes

      b. Selections (PWTD)   Answer   No

Given that the Agency has over 2% of PWTD in the Agency, and 0% of the applicants identify as a PWTD, a slight trigger exists as we would expect more persons with targeted disabilities among the applicant pool.

C. AWARDS

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

      a. Awards, Bonuses, & Incentives (PWD)   Answer   Yes

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

For time off awards, the PWD Inclusion Rate (IR) is 3.3% (2/61), PWTD is 0% (0/12) and Persons Without Disabilities (PWOD) IR (11/330) is 3.3%. PWTD are not represented at all in this category when compared to PWOD. For cash bonuses, the PWD IR is (63/61) 103%, PWTD is 83% (10/12) and PWOD IR is approximately 134% (443/330). PWD are underrepresented in this category by 23%, and PWTD are underrepresented by 38% in this category when compared to PWOD.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	6	0.00	1.81	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	48	0.00	14.50	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	8	0.00	2.42	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	6	0.00	1.51	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	100	0.00	24.17	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	16.67	0.00	4.83	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	1	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	24	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	36	7.89	9.37	20.00	6.06
Cash Awards: $501 - $999: Total Amount	92891	30005.26	23486.10	51000.00	26824.24
Cash Awards: $501 - $999: Average Amount	2580.31	10001.76	757.62	51000.00	3789.91
Cash Awards: $1000 - $1999: Awards Given	394	89.47	104.23	180.00	75.76
Cash Awards: $1000 - $1999: Total Amount	924810	190184.21	248063.44	51000.00	211272.73
Cash Awards: $1000 - $1999: Average Amount	2347.23	5593.66	719.02	5666.60	5582.61
Cash Awards: $2000 - $2999: Awards Given	4	0.00	1.21	0.00	0.00
Cash Awards: $2000 - $2999: Total Amount	25642	0.00	7746.83	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $2000 - $2999: Average Amount	6410.5	0.00	1936.71	0.00	0.00
Cash Awards: $3000 - $3999: Awards Given	2	2.63	0.30	0.00	3.03
Cash Awards: $3000 - $3999: Total Amount	10602	15268.42	1450.15	0.00	17581.82
Cash Awards: $3000 - $3999: Average Amount	5301	15268.42	1450.15	0.00	17581.82
Cash Awards: $4000 - $4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Awards Given	5	2.63	1.21	0.00	3.03
Cash Awards: $5000 or more: Total Amount	47749	19268.42	12213.60	0.00	22187.88
Cash Awards: $5000 or more: Average Amount	9549.8	19268.42	3053.40	0.00	22187.88

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   Yes
>
> b. Pay Increases (PWTD)   Answer   Yes

For quality step increases, the PWD IR is 3.3% (2/61), PWTD is 0 (0/12), and PWOD IR is 5.2% (17/330). Relative to PWOD, PWD was 37% underrepresented in the QSI category and PWTD are not represented at all in the QSI category.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	19	2.63	5.14	0.00	3.03

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

not applicable

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	No
ii. Internal Selections (PWD)	Answer	No

c. Grade GS-14

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

d. Grade GS-13

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

no triggers exist

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

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

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	No

d. Grade GS-13

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

Please see answer to Section V question D.2. in Part J Supporting Document.

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	Yes
b. New Hires to GS-15 (PWD)	Answer	No
c. New Hires to GS-14 (PWD)	Answer	No
d. New Hires to GS-13 (PWD)	Answer	No

Please see answer to Section V question D.3. in Part J Supporting Document.

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

The data in chart B! for new hires in this area is very limited . For instance the agency hired three new hires and only one would not disclose their identify.

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	No
ii. Internal Selections (PWD)	Answer	No

c. Supervisors

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

no trigger exists

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	Yes
ii. Internal Selections (PWTD)	Answer	No

c. Supervisors

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

Please see answer to Section V question D.6. in Part J Supporting Document.

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	Yes
b. New Hires for Managers (PWD)	Answer	No
c. New Hires for Supervisors (PWD)	Answer	N/A

Please see answer to Section V question D.7. in Part J Supporting Document.

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

a. New Hires for Executives (PWTD)	Answer	No
b. New Hires for Managers (PWTD)	Answer	No
c. New Hires for Supervisors (PWTD)	Answer	N/A

the agency hired 2 senior leaders at the GS-15 and above, None of which identifies as having a disability

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   Yes

       b.Involuntary Separations (PWD)   Answer   No

For voluntary separations, the PWD IR is X% (5/54) and the PWOD IR is 7.5% (25/333). PWD are overrepresented in this category by approximately 24% when compared to PWOD. A trigger therefore exists. There were no involuntary separations involving PWD.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	3	5.26	0.27
Permanent Workforce: Retirement	14	7.89	2.98
Permanent Workforce: Other Separations	6	2.63	1.36
Permanent Workforce: Total Separations	23	15.79	4.61

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

There were no voluntary or involuntary separations involving PWTD.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	3	0.00	0.75
Permanent Workforce: Retirement	14	0.00	3.48
Permanent Workforce: Other Separations	6	0.00	1.49
Permanent Workforce: Total Separations	23	0.00	5.72

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.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.ntsb.gov/about/Policies/Pages/accessibility.aspx

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

https://www.ntsb.gov/about/Policies/Pages/accessibility.aspx

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.

In the past, the Agency has updated wheelchair accessibility maps indicating signage and routes to various NTSB facilities within L'Enfant Plaza. Additionally, the Disability Employment Program Manager implemented an action plan to provide a handicap-accessible restroom door at the Training Center facility in Ashburn, VA. Due to the pandemic, the Agency has been on maxi telework status for the past year and intends to remain in this status for the near future. Accordingly, the Agency has no current plans to improve accessibility of Agency facilities. However, the Office of EEODI has worked hard during the pandemic to ensure that persons with disabilities technological needs are met. For example, in 2020, EEODI led the Agency's efforts in obtaining a new interpreter service contract to assist the Agency's hard of hearing employees engage in virtual meetings.

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 processing initial requests for reasonable accommodations in FY2020 was 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.

Adhering to the completion of reasonable accommodation requests within a 30-day timeframe, this allows for individuals with time sensitive requests to receive the assistance they need to be effective and productive as employees in the workplace. Implementing the practice of tracking reasonable accommodation using a spreadsheet, we've been able to effectively update the status of each request and this coordination helps limit the processing time. Additionally, beginning in FY2018, the Agency required all managers and supervisors to receive EEO Compliance training that included an extensive module on reasonable accommodation. The objectives were to: (a) enhance managers and supervisors understanding of the interactive process and emphasize the requirement for prompt action; and (b) clarify the need to provide reasonable accommodation, thereby reducing delays due to deciding officials' need to seek guidance. EEO Compliance training was conducted in FY2020, and we expect that this training will continue to assist in reducing processing delays and eliminate improper denials that could result in formal complaints.

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.

To date, the Agency has not received any requests for PAS services. However, in FY2020, EEODI conducted training informing supervisors and managers of the Agency's obligation to provide PAS.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

   Answer   No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

   Answer   No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable
   accommodation, as compared to the government-wide average?

   Answer   N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

   Answer   N/A

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

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   N/A

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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	There is a trigger involving PWD and PWTD for time-off awards, cash bonuses, and quality step increases as the rates of inclusion for PWTD and PWD are less than the rate of inclusion for PWOD in these three award categories.
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	None Identified	Have yet to identify or determine whether there is a barrier.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
07/31/2020	12/30/2021	Yes			Conduct barrier analysis to identify and eliminate any potential barriers to equal participation in the area of performance awards.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEODI Director	Fara Guest	Yes
Disability Employment Program Manager	Shannon L. Wilson	Yes
Diversity & Inclusion Officer	Yvette Delgado	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/31/2020	Create Barrier Analysis Working Group	Yes		07/31/2020

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
11/30/2020	Train Barrier Analysis Working Group on identifying triggers and conducting investigations to pinpoint actual barriers.	Yes	05/01/2022	
08/01/2021	Complete investigation for barrier analysis process and identify any potential barriers.	Yes	05/01/2023	
12/31/2021	Establish and implement plan of action to resolve identified barriers.	Yes	07/01/2023	
Report of Accomplishments				
Fiscal Year	**Accomplishment**			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Slight trigger among the qualified internal applicants for promotions to GS-14, GS-15, Manager, and Mission Critical Occupation positions as the participation rates of PWTD in the qualified applicant pools for these positions are slightly lower than the participation rates in the relevant applicant pools.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Not applicable	Have yet to identify or determine whether there is a barrier.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
07/31/2020	12/31/2021	Yes			Conduct barrier analysis to identify and eliminate any potential barriers in promotion and career enhancement opportunities for Agency employees who identify as PWTD.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
EEODI Director	Fara Guest	Yes
Diversity and Inclusion Officer	Yvette Delgaldo	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
07/31/2020	Establish quarterly meetings with HRD to obtain more comprehensive applicant flow data in order to monitor the participation rates of PWTD in the actual applicant pool and relevant applicant pool.	Yes		07/31/2020
07/31/2020	Create Barrier Analysis Working Group	Yes		07/31/2020

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
10/15/2020	Examine FEVS data	Yes	05/01/2022	
11/15/2020	Examine Career Trajectories of PWTD in the Agency	Yes	05/01/2022	
11/30/2020	Train Barrier Analysis Working Group on identifying triggers and conducting investigation to pinpoint actual barriers.	Yes	05/01/2022	
03/01/2021	Complete investigation for barrier analysis process and identify any potential barriers	Yes	05/01/2023	
06/01/2021	Establish and Implement plan of action to resolve identified barriers.	Yes	07/01/2023	
Report of Accomplishments				
Fiscal Year	**Accomplishment**			
2020	NTSB has made great efforts to systematically examine its employment policies, procedures and practices to identify and remove barriers to equal employment opportunity through the barrier analysis process. Much of the Agencies efforts in this regard has been to increase our capabilities to capture data to better identify triggers and determine barriers. In the past couple of years, EEODI has partnered with the Human Resource Division to address the lack of complete accurate applicant flow data. Additionally, the Office of EEODI created an exit interview survey. The survey was fully incorporated into the Agency's offboarding process in FY2021.			
2020	Given both the complexity and time demands of the barrier analysis process, for FY2020, EEODI partnered with DIAC to develop recommendations to correct perceived deficiencies and barriers to EEO in the areas of recruitment, career development, and retention. EEODI anticipates those recommendations will be fully implemented for FY2021.			
2020	For FY2020, EEODI informed senior leadership that the data indicated there were triggers in several areas of the workforce demographic, including among major occupational categories, senior graded positions, and promotional opportunities. Some specific examples include low participation of Asian females in the Executive/ Senior, Official, and Managers level, and low participation of black females in senior grade positions in mission critical occupations and senior leadership positions that track toward upward mobility and career advancement. In light of these observations, EEODI informed senior leadership of its plan to hire a contractor for FY2021 to aid the Agency in completing the barrier analysis process.			
2020	On September 16, 2020, the EEODI Director/DEPM contacted the workforce to ask employees with disabilities and targeted disabilities to self-identify in Employee Express. Participation in this re-survey was voluntary, and some employees elected not to provide the requested information. However, as a result of the resurvey campaign, the Agency increased its workforce representation of employees with disabilities by more than 10%.			
2019	In FY19, the Office of EEODI revised NTSB's policy on reasonable accommodation to include provisions for personal assistant services. EEODI also trained supervisors and managers on the revised reasonable accommodation procedures.			
2019	In FY19, the Agency continued to strengthen its Disability Employment Program by educating HRD and supervisors and managers pm the Schedule A Hiring Authority. On September 17, 2019, EEODI sent out guidance explaining the benefits of utilizing Schedule A. As a result of this guidance, the Agency hired at least one PWD for FY2020.			
2019	In 2019, EEODI created a barrier analysis working group to assist in identifying and eliminating barriers to equal employment opportunity. The work of the barrier analysis group is ongoing.			
2019	In 2019, EEODI established quarterly meetings with HRD to obtain more comprehensive applicant flow data. Although the applicant flow data had not improved in time for completion of the 2019 MD-715 Report, EEODI expects significant improvement for the FY2020 Report.			

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

N/A

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

The planned activities that were completed enabled the Agency to begin the barrier analysis process. The Agency intends to hire a contractor to complete the barrier analysis process by the end of FY2021.

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 resurvey activity improved the data and profile of people with disabilities significantly