

## 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

The representation of PWD in the overall workforce is 3.06% (Table B4), and below the 12% benchmark goal at every grade level except for the Administrative Band Level 1 where it is 50%.

\*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

The representation of PWTD in the overall workforce is 0.66% (Table B4), and below the 2% benchmark goal at every grade level except for the Administrative Band Level 1 where it is 50%.

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

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

The Postal Service communicated the 12% PWD and 2% PWTD goals to all Officers, Area Vice Presidents, Area Human Resources Managers, all District HR staff, Reasonable Accommodation Committee members, Disability Program staff, District Disability Coordinators, and Diversity and Talent Acquisition staff in memorandum dated January 2018 and was forwarded to the USPS OIG via email. This memorandum also included the revised obligations under section 501 of the Rehabilitation Act.

### 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

- 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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	4	0	0	Trina Harrison Manager, HR tharrison@uspsoig.gov
Special Emphasis Program for PWD and PWTB	1	0	0	Seri Kim HR Director skim@uspsoig.gov
Processing applications from PWD and PWTB	4	0	0	Seri Kim Director, HR skim@uspsoig.gov
Answering questions from the public about hiring authorities that take disability into account	4	0	0	Seri Kim Director, HR skim@uspsoig.gov
Section 508 Compliance	1	0	0	Tara Linne Director, Communications and Digital Reporting tlinne@uspsoig.gov
Architectural Barriers Act Compliance	1	0	0	Toni Mills Director, Facilities, Assets & Physical Security tmills@uspsoig.gov

- 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

All disability program staff, disability-related program staff (disability specialists, disability coordinators, reasonable accommodation committee members) have access to take and complete the following courses: HR: Reasonable Accommodation Committee (RAC) Course description: Educate RAC committees and USPS managers on the reasonable accommodation process and provide guidance on matters of reasonable accommodation that involve applicants and employees with disabilities in order to assist managers and supervisors in meeting our legal and regulatory responsibilities in accordance with the law. Providing Communication Accommodations Course Description: The United States Postal Service has a legal responsibility to ensure that employees and applicants who are deaf or hard of hearing have access to reasonable communication accommodations. Access to such accommodations helps to eliminate workplace barriers that keep such individuals from performing jobs they could otherwise

do with some form of accommodation. This course is designed specifically for managers and supervisors who support staff who are deaf or hard of hearing. After completing this course, learners are able to: - Explain the agency's legal responsibility and its importance to the business. - Recognize and handle requests for communication accommodations. - Engage in the interactive process. - Identify different types of communication accommodations available at USPS - Effectively use various types of communication accommodations to ensure appropriate and safe working conditions for employees who are deaf/hard of hearing. - Describe the USPS process for establishing a communication plan for employees needing accommodations. - Define responsibilities of supervisors and managers with respect to communication accommodations. - Perform all tasks associated with defined procedures and tasks as well as reporting requirements.

## 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.

USAJobs application collection is used as the method for identifying applicants with disabilities and applicants with targeted disabilities. All new employees are provided PS Form 2489, Self-identification of a Physical or Mental Disability. New employees are advised that self-identification is voluntary, but are encouraged to complete this form. The Postal Service also uses PS Form 3666, Certification of Postal Service Employment of Individuals with Severe Disabilities. External applicants for employment and internal applicants for promotion or reassignment may request reasonable accommodation for any part of the application and selection process. All external job vacancy postings contain two statements: 1) This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call 703-248-2210. The decision on granting an accommodation request will be made on a case by case basis. 2) Reasonable Accommodation Policy: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits. Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when: • An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job. • An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace. • An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events. You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis." The USPS OIG has a Reasonable Accommodation Committee that reviews all requests for accommodation.

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

We updated hiring guidelines for any barriers from hiring PWD/PWTD, including updates to our IGM 126, Noncompetitive Hiring Authorities, to incorporate Schedule A options in our hiring process. Our hiring policy also states that the OIG does not discriminate on any non-meritorious factor including disability.

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.

We updated hiring guidelines for any barriers from hiring PWD/PWTD, including updates to our IGM 126, Noncompetitive Hiring Authorities, to incorporate Schedule A options in our hiring process. Our hiring policy also states that the OIG does not discriminate on any non-meritorious factor including disability. Also, the plan includes using the Department of Labor's Workforce Recruitment Program (WRP) to seek viable candidates. The agency has policy to support noncompetitive appointment of VRA eligibles, and 30% or more disabled veterans. In these instances, the agency would review the VA documentation regarding the VA rating and determine if the individual met the 30% threshold. It would then provide the selecting official the opportunity to evaluate the candidate against the requirements of the position to ensure the individual meets the essential requirements prior to making a selection.

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 hiring authorities are managed by the HR Staffing & Classification team and Human Resources Director and they have received training.

## 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.

Due to budgetary constraints, our hiring continues to be limited in FY2024. However, the OIG continues to participate in career fairs and partner with organizations that focus on employment for individuals with disabilities and individuals with targeted disabilities such as: Rochester Institute of Technology/National Technical Institute for the Deaf, Gallaudet University, Recruit Military, Corporate Gray, Hiring our Heroes, National and Fort Campbell Regional Job Fair, Coast to Coast Career Fairs, Career Expo for People with Disabilities, Careers and the disabled, disabled veterans, and other disability related employment organizations. The Postal Service utilizes resources for disability recruitment and accommodations such as: •AbilityJobs.com • Workforce Recruitment Program • The US Business Leadership Network (USBLN) • Career Opportunities for Students with Disabilities (COSD) • Disability.gov • Job Accommodation Network (JAN) • Employer Assistance and Resource Network (EARN) • The American Association of People with Disabilities (AAPD) • Workforce Recruitment Program (WRP) – Office of Disability Employment (ODEP)

## 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

The representation of PWD among the new hires in the permanent or career workforce was below the 12% benchmark goal,

however, we are now collecting and analyzing applicant data on a regular basis to identify possible triggers.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		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

There is data available however there is not sufficient data to draw any conclusions due to the low percentages of applicants who voluntarily identify their disability status. We plan to continue posting using USAJobs and requesting applicants to voluntarily disclose the information.

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

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

a. Qualified Applicants for MCO (PWD) Answer N/A

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

There is data available however there is not sufficient data to draw any conclusions due to the low percentages of applicants who voluntarily identify their disability status. We plan to continue posting using USAJobs and requesting applicants to voluntarily disclose the information.

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

The majority of the positions in our mission critical occupation series are in our journey band career ladder and therefore the promotional opportunities are non-competitive.

## 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.

In FY2024 all vacancy announcements were posted on USAJobs.gov, with a link to the announcements in the daily newsletter sent to all employees via email to ensure all employees had an opportunity to apply for advancement. Further, we continue to utilize the Temporary Opportunities site (TOPs) where detail assignment opportunities are available for all employees to review and apply for.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

We implemented a Temporary Opportunities (TOPS) website that advertises detail assignment opportunities open to all employees. In addition, all employees have an opportunity to work with their management to develop individual development plans to ensure they are taking training and exploring development opportunities that exist with the current position and promotional opportunities. In FY 22 we implemented a Career Connector application that allows employees to indicate areas of interest, as well as a Mentoring program that allows employees to find mentors in areas that they desire to improve. In FY2024, the OIG developed the Leadership Engagement, Advancement, Development, and Succession (LEADS) program to annually review potential future leaders and held the first cohort of approximately 20 participants.

- 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 (%)
Fellowship Programs	0					
Mentoring Programs	0					
Coaching Programs	0					
Training Programs	0					
Internship Programs	0					
Detail Programs	57	20	3	1	2	0
Other Career Development Programs	46	42	2	1	2	1

- 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

We currently collect data from our National Leadership Development Program (NLDP), our Temporary Opportunities, Details and

Workgroups (TOPs) application, and our newest the development offering, the Leadership Engagement, Advancement, Development, and Succession (LEADS) program.

4. Do triggers exist for PWTB 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 (PWTB)

Answer N/A

b. Selections (PWTB)

Answer N/A

We currently collect data from our National Leadership Development Program (NLDP), our Temporary Opportunities, Details and Workgroups (TOPs) application, and our newest the development offering, the Leadership Engagement, Advancement, Development, and Succession (LEADS) program.

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)

Answer Yes

The representation of PWD for Time Off Awards and Cash Awards at all values is less than the 12% benchmark goal. 2.6% for Time off Awards (up from 1.5% in the previous year) and 2.5% for Cash Awards (up from 0.8% in the previous year). The representation of PWTB for Time Off Awards and Cash Awards at all values is less than the 2% benchmark goal with 0.5% for Time Off Awards (down from 1.0% in the previous year) and 0.5% for Cash Awards (up from 0.0% in the previous year). (Table B13)

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	169	11.11	19.36	20.00	9.09
Time-Off Awards 1 - 10 Hours: Total Hours	1352	88.89	154.87	160.00	72.73
Time-Off Awards 1 - 10 Hours: Average Hours	8	29.63	1.07	160.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	191	22.22	21.90	20.00	22.73
Time-Off Awards 11 - 20 Hours: Total Hours	3056	355.56	350.33	320.00	363.64
Time-Off Awards 11 - 20 Hours: Average Hours	16	59.26	2.14	320.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	105	7.41	11.88	0.00	9.09
Time-Off Awards 21 - 30 Hours: Total Hours	2520	177.78	285.18	0.00	218.18
Time-Off Awards 21 - 30 Hours: Average Hours	24	88.89	3.20	0.00	109.09
Time-Off Awards 31 - 40 hours: Awards Given	101	14.81	10.55	20.00	13.64
Time-Off Awards 31 - 40 Hours: Total Hours	3400	474.07	355.67	640.00	436.36

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Average Hours	33.66	118.52	4.50	640.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	8	0.00	0.80	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	384	0.00	38.45	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	48	0.00	6.41	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	140	11.11	15.62	20.00	9.09
Cash Awards: \$501 - \$999: Total Amount	90187	8988.89	10042.46	17560.00	7040.91
Cash Awards: \$501 - \$999: Average Amount	644.19	2996.30	85.83	17560.00	-313.64
Cash Awards: \$1000 - \$1999: Awards Given	70	7.41	8.28	0.00	9.09
Cash Awards: \$1000 - \$1999: Total Amount	80535	9874.07	9461.82	0.00	12118.18
Cash Awards: \$1000 - \$1999: Average Amount	1150.5	4937.04	152.61	0.00	6059.09
Cash Awards: \$2000 - \$2999: Awards Given	11	0.00	1.47	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	27848	0.00	3718.02	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	2531.64	0.00	338.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	1	0.00	0.13	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	3625	0.00	483.98	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	3625	0.00	483.98	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	1	0.00	0.13	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	4500	0.00	600.80	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4500	0.00	600.80	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	9	3.70	0.93	0.00	4.55
Cash Awards: \$5000 or more: Total Amount	49295	22222.22	5112.82	0.00	27272.73
Cash Awards: \$5000 or more: Average Amount	5477.22	22222.22	730.40	0.00	27272.73

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)

Answer Yes

The representation of PWD for Quality Step Increases is 0.0% (down from 1.4% in the previous year), less than the 12% benchmark



goal. The representation of PWTD for Quality Step Increases is 0.0% (down from 0.2% in the previous year), less than the 2% benchmark goal. The representation of PWD for Performance Based Pay Increases is 3.37% (was not tracked in the previous year), less than the 12% benchmark goal. The representation of PWTD for Performance Based Pay Increases is 0.26% (was not tracked in the previous year), less than the 2% benchmark goal. (Table B13 this year).

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	386	48.15	43.12	20.00	54.55

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

## D. PROMOTIONS

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

a. SES

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

b. Grade GS-15

- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

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

Worksheet B11. The number of internal applicants with disabilities who applied at the SES equivalent level was 1, none were selected. The number of internal applicants with disabilities who applied at the GS-15 equivalent level was 0. The number of applicants who applied at the GS-14 equivalent level was 11, none were selected. The number of applicants who applied at the GS-13 equivalent level was 22, none were selected. We currently utilize USAJobs for our application process and we will provide data as it is available based upon applicant provided responses.

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 No

ii. Internal Selections (PWTB) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer No

d. Grade GS-13

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

ii. Internal Selections (PWTB) Answer N/A

Worksheet B11. The number of internal applicants with Targeted Disabilities who applied at the SES equivalent level was 1, none were selected. The number of internal applicants with Targeted Disabilities who applied at the GS-15 equivalent level was 0. The number of applicants who applied at the GS-14 equivalent level was 6, none were selected. The number of applicants who applied at the GS-13 equivalent level was 14, none were selected.

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 Yes

c. New Hires to GS-14 (PWD) Answer Yes

d. New Hires to GS-13 (PWD) Answer Yes

Worksheet B15. The number of external applicants with disabilities who applied at the SES equivalents level was 0%. The number of external applicants with disabilities who applied at the GS-15 equivalent level was 0%. The number of applicants who applied at the GS-14 equivalent level was 9.32%, none were selected. The number of external applicants with disabilities who applied at the GS-13 equivalent level was 4.77%. None were selected. We currently use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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	Yes
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	Yes

Worksheet B15. The percentage of external applicants with Targeted Disabilities who applied at the SES equivalent level was 0%. At the GS-15 equivalent level was 0%; at the GS-14 equivalent level was 5.59%; and at the GS-13 equivalent level was 2.95%. None were selected. We currently use USAJobs for our application process and we will provide data as it is available based upon applicant responses. All levels of external applicants with targeted disabilities exceed the workforce percentage of PTWD of 0.50%.

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	Yes
ii. Internal Selections (PWD)	Answer	Yes

b. Managers

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

(Worksheet B19) There was 1 internal qualified applicant with disabilities for the executive level and none were selected. There are 9 internal qualified applicants for the Manager positions and none were selected.

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	Yes
ii. Internal Selections (PWTD)	Answer	Yes

b. Managers

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

(Worksheet B19) There was 1 internal qualified PWTD applicant for an Executive position and was not selected. There are 6 internal qualified PWTD applicants for the Manager positions and none were selected. We currently use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

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 Yes

c. New Hires for Supervisors (PWD) Answer Yes

(Worksheet B18) PWD comprised 0% of applicants for Executive positions. PWD comprised 9.38% of applicants for Manager positions and none were selected. We currently use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer Yes

b. New Hires for Managers (PWTB) Answer Yes

c. New Hires for Supervisors (PWTB) Answer Yes

(Worksheet B18) PWTB comprised 0% of applicants for Executive positions. PWTB comprised 6.25% of applicants for Manager position, and none were selected. We currently use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

## 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

The agency updated its IGM 126, Noncompetitive Hiring Authorities, to incorporate Schedule A options in our hiring process. We have also coordinated with the local chapter of Arc, a nonprofit organization supporting people with intellectual and developmental disabilities to produce a video supporting the hiring of PWD and PWTB. One of our employees starred in the video which is available to other federal and non-federal agencies and is intended for potential employers of people with intellectual and

developmental disabilities. We shared this video throughout the OIG to raise awareness. The video is available here: [thearcofnova.org](http://thearcofnova.org)

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

(Worksheet B16) PWD Separations is 5.6% of total separations while PWTD is 0%.

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	6	0.00	0.68
Permanent Workforce: Retirement	58	7.14	6.31
Permanent Workforce: Other Separations	33	7.14	3.49
Permanent Workforce: Total Separations	97	14.29	10.47

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

(Worksheet B16) PWD Separations is 5.6% of total separations while PWTD is 0%.

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	6	0.00	0.66
Permanent Workforce: Retirement	58	0.00	6.37
Permanent Workforce: Other Separations	33	0.00	3.63
Permanent Workforce: Total Separations	97	0.00	10.66

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.

2 were separation transfers to another agency, 3 were expiration of appointment, and 2 were retirement. There is not adequate data to draw any conclusions.

## 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.

<http://about.usps.com/who-we-are/legal/section-508/welcome.htm>

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.

<http://about.usps.com/who-we-are/legal/arch-barriers-act/welcome.htm>

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 agency is conducting an annual facility review to determine which facilities require repair. We work with the USPS to resolve facilities related concerns. The USPS Facilities Organization has established a Facilities Accessibility Compliance Program to ensure that Postal facilities comply with applicable requirements of the Architectural Barriers Act of 1968 (ABA), effective June 2017. Facilities staff are available to assist Postal customers and Postal employees who are concerned that ABA standards have not been met. Persons with such concerns should contact the FAC Program Manager: Program Manager Facilities Accessibility Compliance 475 L'Enfant Plaza SW Washington, D.C. 20260-1862 Postal customers and Postal employees may also contact the US Access Board if they believe that applicable accessibility standards have not been met at a Postal facility. Information on the Access Board's complaint process may be found at: <https://www.access-board.gov/aba-enforcement>.

## 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 initial response is to the requestor within 1 business day.

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 USPS OIG program is effective in its responsiveness to requests for accommodation usually providing a decision within 1 week of receipt of medical documentation.

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

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

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

In FY18 we published the USPS PAS policy on the [uspsoig.gov](http://uspsoig.gov) external website. In addition, we added a section to the USPS OIG Reasonable Accommodation Standards of Practice to address concerns about PAS directly related to employees of the OIG. The

practices are still in place.

## 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.

## 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

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

No barriers have been identified

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

No barriers have been identified. We will continue to provide detail and promotion opportunities, awards, etc. to all employees regardless of disability.

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

N/A, no barriers have been identified.