

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

**USPS Office of Inspector General - FY 2025**

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 3.23 Percent (Table B4), and below the 12 Percent benchmark goal at every grade level except for the Administrative Band Level 1 and the Journey Band-Entry Level Non-Attorney bands, where it is 50 Percent. This is an increase of PWD representation of 3.06 Percent in FY2024, which represents gradual improvement over time.

\* 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 0.45 Percent (Table B4), and below the 2 Percent benchmark goal at every grade level except for the Administrative Band Level 1 where it is 50 Percent. This is a decrease of PWTD representation of 0.66 Percent in FY2024.

Grade Level Cluster (GS or Alternate Pay Planb)	Total	Reportable Disability Total	Reportable Disability Percentage (Numerical Goal 12 Percent)	Targeted Disability Total	Targeted Disability Percentage (Numerical Goal 2 Percent)
Grades GS-11 to SES	26	1	3.85	0	0.00
Grades GS-1 to GS-10					

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

Human Resources, which manages all recruitment and hiring activities, is fully aware of the agency's MD 715 workforce goals and incorporates these targets into hiring procedures and discussions with selecting officials. HR reviews hiring policies and meets with hiring panels to ensure selections support identified EEO objectives and barrier analysis findings. Senior leadership is also kept informed of hiring goals and progress through regular Status of the Agency briefings, where workforce data are presented.

## 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	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Processing reasonable accommodation requests from applicants and employees	4	0	0	Stacey Twombly Director, ER stwombly@uspsoig.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Seri Kim HR Director skim@uspsoig.gov
Processing applications from PWD and PWTD	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

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

The Reasonable Accommodation Committee (RAC) and members of HR were offered the opportunity to take training on disability programs, including reasonable accommodations and working with and retaining employees with disabilities, through the National Employment Law Institute, Federal Employment Law Training Group, Job Accommodation Network, and the EEOC. Members of the RAC also joined the Federal Exchange on Employment and Disability interagency working group to learn best practices from the interagency. The OIG will explore EEOC Disability Program Manager training for key staff to further strengthen strategies that promote awareness of job opportunities among qualified individuals with disabilities.

### 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 PWTB.

### 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 USPS OIG ensures equal access to employment opportunities by advertising all external vacancies to all eligible applicants, including individuals with disabilities. The agency leverages applicable hiring authorities, such as Disabled Veteran and Schedule A, and continues to identify opportunities to expand their use. The OIG will explore EEOC Disability Program Manager training for key staff to further strengthen strategies that promote awareness of job opportunities among qualified individuals with disabilities.

USAJobs application collection is used as the method for identifying applicants with disabilities and applicants with targeted disabilities. From January 2025 until August 2025, due to changes at OPM related to the government hiring freeze, we could not use USAJobs to collect applications. Manual collection of applications during this time affected our ability to identify 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. 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 PWTB for positions in the permanent workforce.

USPS OIG has a policy for non-competitive hiring authorities that includes both Schedule A and Veterans' Recruitment Appointments that targets the hiring of disabled Veterans. USPS OIG seeks to expand the application of these authorities in hiring

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/PWTB, 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 Percent 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 Percent 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.

The USPS OIG has participated 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. USPS OIG has utilized 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", describe the trigger(s) 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 Percent benchmark goal, however, in FY2025, 7.41 Percent of external new hires self identified as individuals with a disability, an increase from 6.67 Percent of new hires in FY2024. The OIG will continue evaluating and implementing measures that can increase representation of individuals with disabilities across the workforce. We continue collecting and analyzing applicant data on a regular basis to identify possible triggers.

New Hires	Total (Number)	Reportable Disability Permanent Workforce (Percentage)	Reportable Disability Temporary Workforce (Percentage)	Targeted Disability Permanent Workforce (Percentage)	Targeted Disability Temporary Workforce (Percentage)
% of Total Applicants	213	10.33	0.00	5.63	0.00
% of Qualified Applicants	103	10.68	0.00	4.85	0.00
% of New Hires	1	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: Yes
- b. New Hires for MCO (PWTD) Answer: Yes

There is data available however there is not sufficient data to draw any conclusions due to the manual application collection method for the majority of FY2025 and the low percentages of applicants who voluntarily identify their disability status . We have resumed posting using USAJobs and requesting applicants to voluntarily disclose the information.

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
<b>Numerical Goal</b>	--	<b>12%</b>	<b>2%</b>
2210 IT	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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer: Yes

b. Qualified Applicants for MCO (PWTD) Answer: Yes

From January 2025 until August 2025, due to changes at OPM related to the government hiring freeze, we could not use USAJobs to collect applications. Manual collection of applications during this time affected our ability to identify applicants with disabilities and applicants with targeted disabilities. The data available is not sufficient data to draw any conclusions due to the manual application collection method for the majority of FY2025 and low percentages of applicants who voluntarily identify their disability status. We have resumed 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: Yes

b. Promotions for MCO (PWTD) Answer: Yes

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.

Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. However, we have resumed posting all positions via USAJobs.gov. Employees are sent a weekly newsletter via email with a link to all vacancy announcements to ensure all employees have an opportunity to apply for advancement. Further, we implemented maintain a Temporary Opportunities site (TOPs) where detail assignment opportunities are available for all employees to review and apply for. Employees are able to sign up for direct email alerts for vacancies and detail assignment announcements.

### B. CAREER DEVELOPMENT OPPORTUNITIES

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

We continue to operate 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. We also have 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. Recently, the OIG developed the Leadership Engagement, Advancement, Development, and Succession (LEADS) program to regularly review potential future leaders and held the first two-year cohort of approximately 20 participants.

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 Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
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
Internship Programs	0	0	0	0	0	0
Detail Programs	127	35	5.71	4.17	2.85	0
Other Career Development Programs	46	42	2	1	2	1

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: Yes

Applicant 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 is reviewed annually for any potential triggers for PWD and PWTD.

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: Yes

Applicant 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 is reviewed annually for any potential triggers for PWD and PWTD .

## 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

The representation of PWD for Time Off Awards and Cash Awards at all levels is less than the inclusion rate of 3.29 Percent benchmark. 2.46 Percent for Time off Awards and 2.9 Percent for Cash Awards (up from 2.4 Percent in the previous year.) The representation of PWTD for Time Off Awards at all values is greater than the 0.4 Percent inclusion rate benchmark with 0.66 Percent representation for Time Off Awards and 0.3 Percent for Cash Awards. (Table B13)

<b>Time-Off Awards</b>	<b>Total (Number)</b>	<b>Reportable Disability (Percentage)</b>	<b>Without Reportable Disability (Percentage)</b>	<b>Targeted Disability (Percentage)</b>	<b>Without Targeted Disability (Percentage)</b>
Time-Off Awards 1 - 10 hours: Awards Given	177.00	4.52	95.48	0.57	99.44
Time-Off Awards 1 - 10 Hours: Total Hours	1416.00	4.52	95.48	0.57	99.44
Time-Off Awards 1 - 10 Hours: Average Hours	8.00	8.00	8.00	8.00	8.00
Time-Off Awards 11 - 20 hours: Awards Given	192.00	2.08	97.92	0.52	99.48
Time-Off Awards 11 - 20 Hours: Total Hours	3072.00	2.08	97.92	0.52	99.48
Time-Off Awards 11 - 20 Hours: Average Hours	16.00	16.00	16.00	16.00	16.00
Time-Off Awards 21 - 30 hours: Awards Given	101.00	3.96	96.04	1.98	98.02
Time-Off Awards 21 - 30 Hours: Total Hours	2424.00	3.96	96.04	1.98	98.02
Time-Off Awards 21 - 30 Hours: Average Hours	24.00	24.00	24.00	24.00	24.00
Time-Off Awards 31 - 40 hours: Awards Given	137.00	1.46	98.54	0.00	100.00
Time-Off Awards 31 - 40 Hours: Total Hours	4888.00	1.47	98.53	0.00	100.00
Time-Off Awards 31 - 40 Hours: Average Hours	35.68	36.00	35.67	0.00	35.68
Time-Off Awards 41 or more Hours: Awards Given	4.00	0.00	100.00	0.00	100.00
Time-Off Awards 41 or more Hours: Total Hours	192.00	0.00	100.00	0.00	100.00
Time-Off Awards 41 or more Hours: Average Hours	48.00	0.00	48.00	0.00	48.00

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Cash Awards \$500 and Under: Awards Given	144.00	3.47	96.53	0.00	100.00
Cash Awards \$500 and Under: Total Amount	53697.00	3.68	96.32	0.00	100.00
Cash Awards \$500 and Under: Average Amount	372.90	395.00	372.10	0.00	372.90
Cash Awards: \$501 - \$999: Awards Given	81.00	1.23	98.77	1.23	98.77
Cash Awards: \$501 - \$999: Total Amount	60247.00	1.49	98.51	1.49	98.51
Cash Awards: \$501 - \$999: Average Amount	743.79	900.00	741.84	900.00	741.84
Cash Awards: \$1000 - \$1999: Awards Given	168.00	4.17	95.83	0.00	100.00
Cash Awards: \$1000 - \$1999: Total Amount	238826.00	4.44	95.56	0.00	100.00
Cash Awards: \$1000 - \$1999: Average Amount	1421.58	1514.71	1417.53	0.00	1421.58
Cash Awards: \$2000 - \$2999: Awards Given	198.00	3.54	96.46	0.51	99.49
Cash Awards: \$2000 - \$2999: Total Amount	448663.00	3.54	96.46	0.61	99.39
Cash Awards: \$2000 - \$2999: Average Amount	2265.97	2271.43	2265.77	2750.00	2263.52
Cash Awards: \$3000 - \$3999: Awards Given	58.00	0.00	100.00	0.00	100.00
Cash Awards: \$3000 - \$3999: Total Amount	175000.00	0.00	100.00	0.00	100.00
Cash Awards: \$3000 - \$3999: Average Amount	3017.24	0.00	3017.24	0.00	3017.24
Cash Awards: \$4000 - \$4999: Awards Given	2.00	0.00	100.00	0.00	100.00
Cash Awards: \$4000 - \$4999: Total Amount	8000.00	0.00	100.00	0.00	100.00
Cash Awards: \$4000 - \$4999: Average Amount	4000.00	0.00	4000.00	0.00	4000.00
Cash Awards: \$5000 or more: Awards Given	3.00	0.00	100.00	0.00	100.00
Cash Awards: \$5000 or more: Total Amount	15000.00	0.00	100.00	0.00	100.00
Cash Awards: \$5000 or more: Average Amount	5000.00	0.00	5000.00	0.00	5000.00

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", describe the trigger(s) below.

a. Awards, Bonuses, & Incentives (PWTB)

Answer: Yes

b. Pay Increases (PWTB)

Answer: Yes

The representation of PWD for Quality Step Increases is 0.0 Percent (same as the previous year), less than the 3.29 Percent inclusion rate benchmark. The representation of PWTD for Quality Step Increases is 0.0 Percent (same as the previous year), less than the 0.4 Percent inclusion rate benchmark. The representation of PWD for Performance Based Pay Increases is 3.27 Percent (similar to 3.37 Percent in the previous year), equal to the 3.29 Percent benchmark goal. The representation of PWTD for Performance Based Pay Increases is 0.30 Percent (up from 0.26 Percent in the previous year), slightly less than the 0.4 Percent benchmark goal. (Table B13 this year).

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Total Performance Based Pay Increases Awarded	336.00	3.27	96.73	0.30	99.70

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 (PWTD) Answer: Yes
    - ii. Internal Selections (PWTD) Answer: Yes
  - b. Grade GS-15
    - i. Qualified Internal Applicants (PWTD) Answer: Yes
    - ii. Internal Selections (PWTD) Answer: Yes
  - c. Grade GS-14
    - i. Qualified Internal Applicants (PWTD) Answer: Yes
    - ii. Internal Selections (PWTD) Answer: Yes
  - d. Grade GS-13
    - i. Qualified Internal Applicants (PWTD) Answer: Yes
    - ii. Internal Selections (PWTD) Answer: Yes

Worksheet B11. Manual collection of internal and external applications from Jan to August 2025 greatly affected our ability to identify applicants with disabilities and applicants with targeted disabilities. The number of internal applicants with disabilities who applied at the SES equivalent level was 1 and 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 10, none were selected. The number of applicants who applied at the GS-13 equivalent level was 2, none were selected. We resumed utilizing USAJobs for our application process in August 2025 and we will provide data as it is available based upon applicant provided responses. We resumed utilizing USAJobs for our application process in August 2025 and we will provide data as it is available based upon applicant provided responses

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: Yes |
| ii. Internal Selections (PWTD)          | Answer: Yes |

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

Worksheet B11. Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. The number of internal applicants with Targeted Disabilities who applied at the SES equivalent level was 0. 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 1, none were selected. The number of applicants who applied at the GS-13 equivalent level was 1, none were selected. We resumed utilizing USAJobs for our application process in August 2025 and we will provide data as it is available based upon applicant provided responses

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. Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. The number of external applicants with disabilities who applied at the SES equivalents level was 0 Percent. The number of external applicants with disabilities who applied at the GS-15 equivalent level was 4 or 21.05 Percent, none were selected. The number of applicants who applied at the GS-14 equivalent level was 17 or 14.53 Percent, none were selected. The number of external applicants with disabilities who applied at the GS-13 equivalent level was 3 or 16.67 Percent, none were selected. All levels of external applicants with disabilities (excluding SES) exceeded the workforce percentage of 3.23 Percent PWD and 501 goal of 12 Percent PWD. We resumed utilizing USAJobs for our application process in August 2025, 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 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: 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. Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. The percentage of external applicants with Targeted Disabilities who applied at the SES equivalent level was 2.860 Percent. At the GS-15 equivalent level was 2 or 10.53 Percent; at the GS-14

equivalent level was 6 or 5.13 Percent; and at the GS-13 equivalent level was 2 or 11.11 Percent. None were selected. All levels of external applicants with targeted disabilities significantly exceed the workforce percentage of PTWD of 0.47 Percent. and the 501 goal of 2.0 Percent. -We currently resumed utilizing use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

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) Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. No Executive positions were advertised via USA Staffing in FY2025., There were 0 internal applicants with identified disabilities for the executive level. There are 4 internal qualified applicants or 23.53 Percent for Manager positions and none were selected. We currently resumed utilizing use USAJobs for our application process and we will provide data as it is available based upon applicant responses.

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) Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period. There were 0 qualified internal PWTD identified applicants for supervisory positions. We resumed use of 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) Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period.. There were 0 qualified new hire PWD identified applicants for supervisory positions. We resumed use of 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) Due to the federal hiring freeze instituted on January 20, 2025, USPS OIG did not use USA Staffing from January through August 2025, resulting in incomplete applicant flow data for this reporting period.. As a result, no Executive positions were advertised via USA Staffing in FY2025. PWTB comprised 2 or 10.53 Percent of applicants for a Manager position via USA Staffing, and none were selected. We resumed use of 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. During this reporting period, there were no eligible Schedule A employees with a disability to convert into the competitive service. USPS OIG continues to identify opportunities to expand use of this authority in our hiring process.

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

a. Voluntary Separations (PWD)

Answer: Yes

b. Involuntary Separations (PWD)

Answer: Yes

(Worksheet B16) For FY2025, PWD Separations is 5.6 Percent of total separations while PWTD is 0 Percent.

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.23
Permanent Workforce: Resignation	14	0.00	1.64
Permanent Workforce: Retirement	62	6.90	7.03
Permanent Workforce: Other Separations	24	6.90	2.58
Permanent Workforce: Total Separations	102	13.79	11.49

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(s) in the text box.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

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

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.23
Permanent Workforce: Resignation	14	0.00	1.59
Permanent Workforce: Retirement	62	0.00	7.06
Permanent Workforce: Other Separations	24	25.00	2.62
Permanent Workforce: Total Separations	102	25.00	11.50

- If a trigger exists involving the separation rate of PWD and/or PWTB, please explain why they left the agency using exit interview results and other data sources.

2 PWD separations were 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.

- 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>

- 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>

- 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.

USPS OIG conducts an annual facility review to identify locations requiring repairs or updates to improve accessibility. We coordinate with USPS to resolve facility related concerns, as some of our employees work in USPS managed spaces.

In FY2025, the agency launched an "Accessibility How To" series to increase employee awareness of built in assistive features available within Microsoft applications. The series was shared agency wide via email to promote everyday use of accessible tools and encourage employees to integrate these features into their workflows. The agency also continues to explore AI enabled accessibility solutions—such as automated captioning and document remediation tools—to further reduce barriers and improve digital access for all employees.

## 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.

- 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.

- 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 Reasonable Accommodation Committee (RAC) provides timely acknowledgement of all requests and processes the majority of complaints within the outlined timeframe, where requests may take longer, the RAC consistently updates the requester and management, and provides interim accommodations as appropriate. In FY25, the RAC implemented a new tracking mechanism to better monitor for trends in requests and provides quarterly updates on the data analysis to senior leadership. The RAC also revamped its internal website to provide more information on the process to requesters, developed a new management training on the reasonable accommodation process that will be rolled out in FY26, and is developing additional resources and trainings for managers and employees.

## 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.

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

The USPS OIG maintains a policy to provide PAS to employees, but has not received any requests.

## 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: Yes

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. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

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. The OIG will explore EEOC Disability Program Manager training for key staff to further strengthen strategies that promote awareness of job opportunities among qualified individuals with disabilities.

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.

We will continue to provide detail and promotion opportunities, awards, etc. to all employees regardless of disability. The OIG will explore EEOC Disability Program Manager training for key staff to further strengthen strategies that promote awareness of job opportunities among qualified individuals with disabilities.