

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

- | | | |
|-------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | No |

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

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

- | | | |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | No |

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

OMWI distributes a quarterly workforce dashboard to all NCUA staff, and the dashboards are sent directly to the NCUA leadership under memo and posted in the agency's intranet. The dashboards clearly indicate the PWD/PWTD benchmarks against current NCUA workforce numbers.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	9	0	0	Jodi Johnson, Director Staffing and Classification, Office of Human Resources; Lisa Bazemore, Lead HR Specialist, Office of Human Resources; Homayra Jami, Lead HR Specialist, Office of Human Resources; Lauren Portwood, HR Specialist, Office of Human Resources; Chelsey Preer, HR Specialist, Office of Human Resources Michele Sullivan, HR Specialist, Office of Human Resources
Processing reasonable accommodation requests from applicants and employees	1	1	0	Vanessa Jackson, HR Specialist Office of Human Resources; JoAnn Cottman, Reasonable Accommodation Specialist, Office of Human Resources
Processing applications from PWD and PWTDD	9	0	0	Jodi Johnson, Director Staffing and Classification, Office of Human Resources; Lisa Bazemore, Lead HR Specialist, Office of Human Resources; Homayra Jami, Lead HR Specialist, Office of Human Resources; Lauren Portwood, HR Specialist, Office of Human Resources; Chelsey Preer, HR Specialist, Office of Human Resources Michele Sullivan, HR Specialist, Office of Human Resources
Section 508 Compliance	0	0	1	Nickol Davenport, Website Admin/ Section 508 Coordinator edavenport@ncua.gov
Architectural Barriers Act Compliance	0	0	1	Alejandro Holguin aholguin@ncua.gov
Special Emphasis Program for PWD and PWTDD	0	0	1	Gladymar Rivera-Virella GVirella@ncua.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

OMWI and OHR staff attend yearly disability workshops at the Federal Dispute Resolution Conference and/or EEOC’s Examining Conflicts in Employment Laws (EXCEL) training conference. Additionally, human resources staff are provided on the job training regarding the sourcing, use, and processing of various hiring appointing authorities, and their associated required documentation. New specialists are trained by senior specialists on the agency disability program and responsibilities.

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: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The NCUA participates in a number of activities to enhance outreach to individuals with disabilities. These efforts include: - Maintaining a "talent bank" of Schedule A applicants who apply for agency positions. - Participating in targeted outreach events for people with disabilities. - Expanding the NCUA's outreach through LinkedIn Recruiter and the USAJOBS Resume Mining tool to reach diverse applicants, including those with disabilities. - Offering the Workforce Recruitment Program Services as an additional resource for managers to source potential applicants to fill vacant positions, in addition to the regular competitive recruitment process. - Distributing NCUA vacancy announcements to a newly established email distribution list of potential applicants that have expressed interest in NCUA opportunities during recruitment and outreach events. - Posting a full-page ad in DiversAbility magazine sponsored by DiversityComm. - Leveraging the services of a vendor that distributes NCUA job postings to diverse populations, including PWD and PWTD.

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

The agency uses all available and appropriate hiring authorities to employ persons with disabilities. The NCUA's recruitment and outreach efforts included the following: - Using LinkedIn, a tool that allows the NCUA to expand outreach efforts to a more diverse pool of applicants, to include targeting and connecting with various disabled veterans' groups and communities in LinkedIn. - Distributing NCUA vacancy announcements to a variety of diverse organizations, colleges, and universities through the digital tool, Handshake. This outreach effort includes veterans' organizations and organizations focused on hiring individuals with disabilities. - Posting all NCUA vacancy announcements on targeted websites to ensure maximum distribution to a diverse audience, which includes individuals with disabilities. - Maintaining a talent bank of Schedule A applicants, which includes disabled veterans who apply for positions with the agency. - Using the USAJobs Resume Mining database to search for highly qualified individuals with disabilities and/or veterans with a disability rating of 30% or more. - Distributing NCUA vacancy announcements to an email distribution list of potential applicants that have expressed interest in NCUA opportunities during recruitment and outreach events. - Leveraging social media channels established by the NCUA's Office of External Affairs and Communications to announce the NCUA's participation at diverse recruitment outreach events.

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.

The Disability Recruitment Program Manager uses a searchable Schedule A candidate database to assist hiring managers. Human Resources Staffing Specialists discuss the process and review the Schedule A database with managers for every recruitment during the strategic conversation step. Managers are encouraged to consider all available candidates prior to posting the vacancy. Additionally, once vacancy announcements are posted, each specialist is responsible for confirming the eligibility of qualified Schedule A candidates prior to issuing certificates to the hiring managers. When Schedule A candidates apply to agency postings through a vacancy announcement, their resume package is reviewed to determine their qualifications and eligibility. Thereafter, qualified candidates are forwarded to the hiring official on a referral list for consideration. Once the candidate's application and supporting documentation are received, the coordinator will conduct a qualifications analysis of all materials submitted. After a careful review, candidates are notified of their status (qualified/not qualified). Qualified candidates are added to the agency's Schedule A database. Each HR Specialist is required to review the database prior to posting the vacancy announcement and refer qualified candidates to the hiring manager (at the hiring manager's request).

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

Answer Yes

The agency has a supervisory orientation program, recently updated supervisory training, and a resource center for employees who are newly appointed into supervisory positions. The resource center provides an overview of training requirements as well as immediate access to external training, webinars, and job aids. The Schedule A job aid tool covers the hiring authority details and answer several commonly asked questions. In addition to the supervisory training and resource center, each HR Specialist is responsible for educating managers on the Schedule A hiring authority and process during the strategic conversation pipeline step of recruitment/hiring

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The agency shares vacancy announcements with diverse organizations, and colleges and universities, to establish working partnerships to broaden the diversity of the Agency’s workforce. Outreach to schools includes those with a focus on attracting and supporting students with disabilities that have career offices to help students obtain gainful employment. Additionally, OHR participates in recurring meetings with our Employee Resource Groups regarding the reasonable accommodation process and requirements.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

Table B8 indicates the agency hired 8 PWD and 0 PWTD during FY2022 out of a total of 114 total new hires. This represents 8.70 percent PWD new hires and 0 percent for PWTD. Both of these amounts are below the goals of 12% and 2%, respectively.

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

None of the new hires (n=21) for our largest mission critical occupation (series 0580) were self-identified as PWD or PWTD. Total -Qualified: 1,737 -Referred: 254 -Selected: 21 PWD - Qualified: 76 - Referred: 13 - Selected: 0 PWTD - Qualified: 26 - Referred: 6 - Selected: 0 This suggests a trigger for both PWD and PWTD among new hires in the permanent mission critical workforce.

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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer No

No internal promotions self-identified as PWD. There were no MCO internal promotions that self-identified as PWTD (n=53). PWD - Relevant Pool: 11.8% - Applied: 206 (9.99%) - Qualified: 22 (6.40%) - Selected: 0 PWTD - Relevant Pool: 3% - Applied: 111 (5.38%) - Qualified: 16 (4.65%) - Selected: 0

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

No internal promotions self-identified as PWD. There were no MCO internal promotions that self-identified as PWTD (n=53). PWD - Relevant Pool: 11.8% - Applied: 206 (9.99%) - Qualified: 22 (6.40%) - Selected: 0 PWTD - Relevant Pool: 3% - Applied: 111 (5.38%) - Qualified: 16 (4.65%) - Selected: 0

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

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

A. ADVANCEMENT PROGRAM PLAN

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

The NCUA's primary occupation is the Credit Union Examiner (CUE). Entry-level CUE positions are advertised and recruited as a career ladder position with promotion opportunity to a target level of CU-12. CUEs are provided extensive training to develop and reach the full performance level. Note: All CUE announcements are open to Schedule A candidates. The agency also advertises Leadership Development Programs, which are open to all employees at all levels. Briefings are provided to employees prior to the programs opening to ensure employees understand the development opportunities, the application process, and have an opportunity to ask questions.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The agency launched a Leadership Development Strategy that outlines the agency's leadership strategy and vision, which includes four pillars, the competencies needed throughout the employee's leadership journey. Leadership developmental training opportunities are offered through the OHR's Division of Training and Development. The programs are designed to provide competency-based leadership training. These programs include:

- Aspiring Leader Program: a program offered by the Graduate School's Center for Leadership and Management.
- Executive Leadership Program: a 9-month program offered to non-supervisors. Participants complete a variety of activities including a developmental detail, formal training sessions, etc.
- Management Development Program: an 18-month developmental program for non-supervisors. Candidates gain experience in defining project scopes, delegating work, developing others, etc.
- Excellence in Government Fellows: a 12-month program for supervisors/managers. Candidates are able to enhance their skills through a combination of coursework, action-learning projects, executive coaching, and government-wide networking. Fellows remain in their full-time jobs, meet every 6 weeks, and spend a total of 24 days in session.
- NCUA Executive Training Program: an 18-month program for senior level supervisors. This program prepares employees to transition from supervisory or managerial positions into senior leadership positions within the agency.
- Executive Coaching Program: a 12-month program for the NCUA's executive staff. The program is designed to help managers become more highly effective leaders, reinforce leadership competencies, enhance performance, etc. In addition, the agency offers a series of training opportunities through its internal training catalog, external training organizations, agency shadowing assignments, and opportunities to participate in short-term detail assignments. The agency also provides career development opportunities through its agency-wide mentorship program. NOTE: These programs are not presented in Tables A/B12 & 20 because they are available for grade ranges and do not align with the tables. Also, some leadership development programs such as the Management Development Program are 2-year programs and applications were processed in FY21 so those are not reported here even though participants remain in those programs through FY22.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs						
Coaching Programs	52	52	9	9	0	0
Fellowship Programs						
Training Programs						
Detail Programs						
Other Career Development Programs	15	7	4	1	2	1
Mentoring Programs						

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 No
- b. Selections (PWD) Answer No

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 No
- b. Selections (PWTD) Answer No

There were two PWTD applicant and selection to the Leadership Development Programs. Coaching is offered for senior staff and supervisors.

C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

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 No
 - ii. Internal Selections (PWD) Answer Yes
- 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	Yes
ii. Internal Selections (PWD)	Answer	Yes

(Table B11, relevant applicant pool = CU grade below) SES (SSP): 12 vacancies; 479 applied; 112 qualified; 77 referred; 10 hired. PWD relevant applicant pool: 6.26; 30 applied (6.26%); 8 qualified (7.14%); 0 selected. CU15: 16 vacancies; 520 applied; 162 qualified; 141 referred; 15 hired. PWD relevant applicant pool: 10.7; 56 applied (10.77%); 15 qualified (9.26%); 14 referred (9.93%); 1 selected (6.67%). CU14: 23 vacancies; 1,037 applied; 232 qualified; 184 referred; 21 hired. PWD relevant applicant pool: 10.9; 114 applied (10.99%); 20 qualified (8.62%); 20 referred (10.87%); 2 selected (9.52%). CU13: 19 vacancies; 634 applied; 187 qualified; 149 referred; 31 hired. PWD relevant applicant pool: 7.4; 47 applied (7.41%); 8 qualified (4.28%); 8 referred (5.37%); 0 hired.

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

a. SES		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	Yes
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	Yes
ii. Internal Selections (PWTB)	Answer	Yes

(Table B11, relevant applicant pool = CU grade below) • SES (SSP): 12 vacancies; 479 applied; 112 qualified; 77 referred; 10 hired. • PWTB relevant applicant pool: 0.73 • 16 applied (3.34%) • 2 qualified (1.79%) • 0 hired • CU15: 16 vacancies; 520 applied; 162 qualified; 141 referred; 15 hired • PWTB relevant applicant pool: 1.83 • 40 applied (7.69%) • 9 qualified (5.56%) • 1 selected (6.67%) • CU14: 23 vacancies; 1,037 applied; 232 qualified; 184 referred; 21 hired • PWD relevant applicant pool: 2.7 • 66 applied (6.37%) • 13 qualified (5.60%) • 13 referred (7.07%) • 1 hired (4.76%) • CU13: 19 vacancies; 634 applied; 187 qualified; 149 referred; 31 hired • PWTB relevant applicant pool: 3.83 • 21 applied (3.31%) • 6 qualified (3.21%) • 6 referred (4.03%) • 0 hired.

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

Qualified applicant pool (QAP) (Table B15) SES (SSP): 508 applied, 374 qualified, 49 referred, 3 new hires PWD • 24 applied (4.72%) • 15 qualified (4.01%) • 3 referred (6.12%) • 0 selected CU-15: 436 applied, 159 qualified, 45 referred, 2 new hires PWD • 34 applied (7.80%) • 7 qualified (4.40%) • 3 referred (6.67%) • 0 selected CU-14: 1,525 applied, 831 qualified, 210 referred, 5 new hires PWD • 94 applied (6.16%) • 41 qualified (4.93%) • 12 referred (5.71%) • 0 selected CU-13: 2,170 applied, 542 qualified, 152 referred, 8 new hires PWD • 148 applied (6.82%) • 30 qualified (5.54%) • 8 referred (5.26%) • 0 selected.

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 No
- d. New Hires to GS-13 (PWTD) Answer Yes

Qualified applicant pool (QAP) (Table B15) SES (SSP): 508 applied, 374 qualified, 49 referred, 3 new hires PWD • 24 applied (4.72%) • 15 qualified (4.01%) • 3 referred (6.12%) • 0 selected CU-15: 436 applied, 159 qualified, 45 referred, 2 new hires PWD • 34 applied (7.80%) • 7 qualified (4.40%) • 3 referred (6.67%) • 0 selected CU-14: 1,525 applied, 831 qualified, 210 referred, 5 new hires PWD • 94 applied (6.16%) • 41 qualified (4.93%) • 12 referred (5.71%) • 0 selected CU-13: 2,170 applied, 542 qualified, 152 referred, 8 new hires PWD • 148 applied (6.82%) • 30 qualified (5.54%) • 8 referred (5.26%) • 0 selected

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 No
 - ii. Internal Selections (PWD) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes

The NCUA does not identify a separate “manager” category. Executives (senior staff) are also managers, so we choose to use that category. Supervisors here are those that are not senior staff (SSP). Executive (SSP) total: 479 applied, 112 qualified, 77 referred, 10 selected RAP = 5.47% PWD applied: 30 PWD qualified: 8 (7.14%) PWD selected: 0 Supervisor total: 654 applied, 246 qualified, 214 referred, 20 selected RAP = 9.89% PWD applied: 65 (9.94%) PWD qualified: 20 (8.13%) PWD referred: 20 (9.35%) PWD selected: 0

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 N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

The NCUA does not identify a separate "manager" category. Executives (senior staff) are also managers, so we choose to use that category. Supervisors here are those that are not senior staff (SSP). Executive (SSP) total: 479 applied, 112 qualified, 77 referred, 10 selected RAP = 2.84% PWTD applied: 16 (3.34%) PWTD qualified: 2 (1.79%) PWTD selected: 0 Supervisor total: 654 applied, 246 qualified, 214 referred, 20 selected RAP = 6.13% PWTD applied: 45 (6.88%) PWTD qualified: 14 (5.69%) PWTD referred: 14 (6.54%) PWTD selected: 0

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 N/A

c. New Hires for Supervisors (PWD) Answer Yes

The NCUA does not identify a separate "manager" category. Executives (senior staff) are also managers, so we choose to use that category. Supervisors here are those that are not senior staff (SSP). Executive (SSP) total: 508 applied, 374 qualified, 49 referred, 3 selected RAP = 5.47% PWD applied: 24 (4.72%) PWD qualified: 15 (4.01%) PWD selected: 0 Supervisor total: 357 applied, 95 qualified, 40 referred, 0 selected RAP = 9.89% PWD applied: 35 (9.80%) PWD qualified: 4 (4.21%) PWD referred: 2 (5.0%) PWD selected: 0

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

a. New Hires for Executives (PWTD) Answer Yes

b. New Hires for Managers (PWTD) Answer N/A

c. New Hires for Supervisors (PWTD) Answer Yes

The NCUA does not identify a separate "manager" category. Executives (senior staff) are also managers, so we choose to use that category. Supervisors here are those that are not senior staff (SSP). Executive (SSP) total: 508 applied, 374 qualified, 49 referred, 3 selected RAP = 2.84% PWTD applied: 12 (2.36%) PWTD qualified: 6 (1.60%) PWTD selected: 0 Supervisor total: 357 applied, 95 qualified, 40 referred, 0 selected RAP = 6.13% PWTD applied: 17 (4.76%) PWTD qualified: 2 (2.11%) PWTD selected: 0

Section V: 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 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

NCUA did not have any eligible Schedule A staff for conversion in 2022.

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

In FY2022, there were 117 total separations: 21 were PWD and 8 were PWTD. PWD Overall Separation Rate: 17.95%; PWD Resignation: 7.32%; PWD Retirement: 24.44%; PWD Other: 0.

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

In FY2022, there were 117 total separations: 21 were PWD and 8 were PWTD. PWTD Overall Separation Rate: 6.84%; PWTD Resignation: 2.44%; PWTD Retirement: 11.11%; PWTD Other: 0.

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.

OHR reviewed exit survey data with OMWI and found no comments suggesting that disability was the reason for separation. NCUA does not have a higher separation rate for PWD than non-PWD.

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.

The internet address on the NCUA’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 is <https://www.ncua.gov/accessibility-statement> (Note: The NCUA’s reasonable accommodation policy includes Section 508 for accommodation purposes, including filing a complaint, but the policy does not go into details regarding the Section 508 statute.)

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.

The NCUA amended the Accessibility Statement contained on its public website at <https://www.ncua.gov/accessibility-statement> to include notice of employees’ and applicants’ rights under the Architectural Barriers Act, and included a description of how to file a complaint.

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 Office of the Chief Information Officer created a Section 508 Resource Center on our internal NCUA Central site. This offers training resources for staff and contractors, as well as other resources for meeting and learning about accessibility. There is also a dashboard available within NCUA’s intranet that allows staff to view the progress of improving accessibility for the most highly visited sites and applications. The Office of External Affairs and Communications has identified, and continues to actively identify, areas that need remediation and/or updating. New NCUA content has to be accessible before it is posted on the public-facing websites. The Office of External Affairs and Communications works with content owners and creators to remediate deficiencies. Accessibility language has been updated in the Communications Manual.

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 time frame for processing initial requests for a reasonable accommodation averages 10-25 business days.

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

The RA program was realigned to the Office of Human Resources at the beginning of 2021 to establish a firewall between the EEO Director and the Reasonable Accommodation Program Manager, thereby keeping the RA process and determinations separate from the EEO program. The NCUA's RA program includes timely processing and approvals of accommodation requests. In CY 2022, a total of 30 reasonable accommodation cases were completed with an average processing time of 25 days. The Reasonable Accommodation Program Manager tracks by types of accommodations requested; testing accommodations, equipment needs, and as we return to a hybrid environment, full-time telework. The NCUA conducts RA training for all new supervisors and plans to conduct four reasonable accommodation refresher training sessions for all supervisors in CY 2023. NCUA's RA specialists provide consultation services with managers, supervisors, and employees on the reasonable accommodation process and the laws governing reasonable accommodations. The NCUA is proactive regarding the needs of persons with disabilities.

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

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

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

The EEOC's Agency Oversight Division within the Office of Federal Operations provided the OMWI office feedback and guidance based on EEOC's review of the updated draft reasonable accommodation instruction. The instruction was finalized on March 28, 2022, and made available to both agency personnel and the public. Guidance on PAS services is incorporated into the updated instruction. To this date, there have been no requests for PAS services.

Section VI: 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 government-wide average?

Answer N/A

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 N/A

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

N/A. There was only one complaint involving harassment due to disability, and there has been no finding of discrimination.

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.

The agency had no findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year.

Section VII: 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 No

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	There are triggers for individuals with disabilities and individuals with targeted disabilities in the areas of new hires, promotions, separations, and awards.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name PE Exam Process	Description of Policy, Procedure, or Practice An initial Principal Examiner (PE) Exam barrier analysis has identified potential barriers for RNO and gender and disability. Since credit union examiners are 2/3 of the NCUA workforce, any triggers or barriers that affect that occupational series make a large impact on retention, and on other factors that influence retention such as career development, promotions, awards, and ultimate separation.			
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	10/31/2023	Yes			Review policies, practices, and procedures that may be creating a barrier for the employment and career advancement of individuals with disabilities and targeted disabilities. The initial barrier analysis conducted by OPM identified 12 perceived barriers and the NCUA Office of Human Resources is implementing its plan of action to address these barriers and eliminate or mitigate their impact on credit union examiners' career progression.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
OMWI Director		Miguel Polanco		Yes	
OHR Director		Towanda Brooks		Yes	

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2023	Root cause analysis/Further adverse impact analysis of PE test. The NCUA utilized services from the Office of Personnel Management to evaluate the Principal Examiner promotional process for adverse impact. The PE test is the process through which examiners obtain promotions. The results of this test and adverse impact relative to individuals with disabilities were evaluated by agency leadership in its Talent Mgmt Council. The agency plans to continue monitoring and evaluating any contributing barriers in the coming year. The TMC worked with OHR and OPM to develop a survey for examiners and supervisory examiners. OPM and OHR convened focus groups to define the appropriate questions to determine the successful preparation techniques of the examiners who passed the PE test. The results from the survey and the subsequent analysis have been used to identify 12 perceived barriers. The NCUA has developed strategies to address these perceived barriers and began the implementation process.	Yes		

Report of Accomplishments

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

The NCUA is on track with its implementation plan to mitigate or eliminate the impact of the identified perceived barriers. The review of the PE Certification Program and testing procedures is ongoing. An agency-wide survey of stakeholders was conducted, and the results identified perceived/potential barriers and the catalysts for those barriers. Using this information, the agency created a taskforce of Principal Examiners and Supervisory Examiners to develop training and resources for examiners and supervisors. The training and resources produced by the taskforce will better prepare examiners for the PE Certification Assessment and aim to mitigate barriers.

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

The NCUA used services from the OPM to evaluate the PE promotional process for adverse impact. The PE test is the process through which NCUA examiners obtains promotions. The results of this test and adverse impact relative to individuals with disabilities were being evaluated by agency leadership in its Talent Management Council (TMC). The NCUA worked closely with OPM on the NCUA Examiner Career Development and Principal Examiner Certification Program Preparation Project. The NCUA developed short-term and long-term strategies to address barriers identified within the survey. The short-term strategies put into place include a community of practice (discussion board) for Supervisory Examiners and examiners, enhanced PE Exam resources made available to examiners, and early exposure to examiners of the PE Certification Program and potential career progression opportunities with detailed briefings offered during their first 12 months of employment with the NCUA. Long-term strategies are being developed between the NCUA and OPM.

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

The approach to address perceived and potential barriers is one of our continuous process improvement initiatives. The work of the PE/SE review is ongoing, and the training and resources produced by the review recommendations will be implemented, assessed for effectiveness, and modified as necessary. The agency is in the process of implementing its barrier mitigation plan. The NCUA will actively monitor assessment processes and outcomes to continue to mitigate any identified barriers.