

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

During FY 2022, RRB had a total of 745 employees in the permanent workforce of which 146 (or 19.2 percent) were employees with a disability (PWD). 59 employees in the GS-01 to GS-10 cluster and 87 employees in the GS-11 to SES cluster stated that they have a disability. The participation rate for PWD in the GS-01 to 10 cluster was 7.9 percent, which is below the target of 12%. RRB has a trigger for PWD in the GS-1 through GS-10 cluster. The participation rate for PWD in the GS-11 to SES cluster was 12 percent, which meets the target. Disability workforce data is employees who self-identify as having a disability.

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

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

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

During FY 2022, RRB had a total of 745 employees in the permanent workforce of which 27 (or 3.6 percent) were employees with a targeted disability (PWTD). 13 employees in the GS-01 to GS-10 cluster and 14 employees in the GS-11 to SES cluster stated that they have a targeted disability. The participation rate for PWTD in the GS-01 to 10 cluster was 1.7 percent, which is below the target of 2%. RRB has a trigger for PWTD in the GS-1 through GS-10 cluster. The participation rate for PWTD in the GS-11 to SES cluster was 1.9 percent, which is also below the target of 2%. RRB has a trigger for PWTD in the GS-11 to SES cluster. Disability workforce data is employees who self-identify as having a disability.

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

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

During FY 2022, the OEO Director raised the awareness of the Model Disability Program goals through briefings and an EEOC Technical Assistance Outreach visit for Board and Executive Committee members. OEO continues to provide the Board and agency leadership with monthly hiring and separations summaries. Additional OEO outreach activities include, but are not limited to, working with the Employees with Disabilities Council (EDAC) and RRB's American Legion group. In FY 2022, the OEO Director participated in quarterly Equal Employment Opportunity Commission Federal Exchange on Employment and Disability (FEED) meetings. To assist with recruitment, the Director of Equal Opportunity in FY 2022 also has shared leads on career and job fair leads with HR staff.

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	
Architectural Barriers Act Compliance	0	0	1	Scott Rush Supvy Facility Operations Specialist Scott.Rush@rrb.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Kathy Robinson EEO Specialist Kathy.Robinson@rrb.gov
Section 508 Compliance	0	0	1	Robert LaBerry Supvy IT Specialist Robert.Laberry@rrb.gov
Processing reasonable accommodation requests from applicants and employees	0	0	1	Regina Block HR Specialist/Labor Relations Regina.Block@rrb.gov
Processing applications from PWD and PWTD	0	0	1	Meghan.O'Connor@rrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Meghan.O'Connor@rrb.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

During FY 2022, disability program staff received training on the following topics: reasonable accommodation, EEO updates, and

accessibility (ABA) in the workplace.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

Selective Placement Program Coordinator (SPPC) in the Bureau of Human Resources receives inquiries from job applicants with disabilities, including individuals with targeted disabilities via email. Staffing Specialists in the Staffing and Classification Unit in the Bureau of Human Resources receive applications from applicants with disabilities, including individuals with targeted disabilities, through the application process. The specialists review the provided documentation and make a determination as to whether the applicant is eligible for veterans’ preference. The specialists collaborate with the SPPC as necessary.

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 RRB is restricted in its use of special appointment authorities based on the Railroad Retirement Act (RRA) and the Railroad Unemployment and Insurance Act (RUIA). Both the RRA and the RUIA mandate that all positions within the RRB must be in the competitive service with the exception of only 3 positions (assistant to Board Members). The agency is therefore restricted in its use of special appointment authorities and is limited to authorities that permit non-competitive hiring into competitive service positions. The RRB does not have the ability to use Schedule A hiring authority (non-competitive hiring) as it is an excepted service authority and our establishing legislation prohibits the use of most excepted service authorities, including Schedule A. This response stems from the Powers and Duties of the Board section of the RRA of 1974. The specific language is located in 45 USC 231f(b)(9). Nevertheless, our agency has created work-arounds for this limitation to comply with other OMB rules, such as hiring attorneys, students, and recent graduates as excepted service.

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.

Individuals do not apply for a position under a hiring authority that takes disability into account because we do not have authority to hire under these special authorities as stated above.

- 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 N/A

We do not have hiring authority under Schedule A and therefore, no training is provided on Schedule A. The RRB does not have the ability to use Schedule A hiring authority (non-competitive hiring) as it is an excepted service authority and our establishing legislation prohibits the use of most excepted service authorities, including Schedule A. This response stems from the Powers and Duties of the Board section of the RRA of 1974. The specific language is located in 45 USC 231f(b)(9). Nevertheless, our agency has created work-arounds for this limitation to comply with other OMB rules, such as hiring attorneys, students, and recent graduates as excepted service.

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.

Internally, RRB has an Employees with Disabilities Advisory Council (EDAC), which serves as an advocate and catalyst for change and also helps to provide strategic direction. Externally, RRB engages with various related Affinity Groups. Since FY2020, the Bureau of Human Resources has established and maintained contacts with eleven organizations that assist PWDs and PWTDs. These organizations include the Chicago Lighthouse, Aspire Non-Profit, Trinity Services, Inc., Search, Inc., Goodwill Chicago, America Works, the City of Chicago, the Department of Human Services, Independent Living and Transition Advocate Progress Center, and Southwest American Job Center. HR has secured a designated contact person including their email address and telephone number at each of these organizations. HR sends our vacancy notices to them and in turn they disseminate the information to clients being serviced by their organization. Continuing throughout FY 2022, HR staff was not able to attend in-person career fairs due to COVID-19.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

The hiring rate for PWD in FY 2022 was 15 or 2% which is below the EEOC target of 12%. The hiring rate for PWTD in FY 2022 was non-existent (0). None of RRB’s new hires in FY 2022 was a PWTD, which is also below the EEOC target of 2%.

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

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

2 (or 0.3 percent) PWDs were hired in FY 2022 for MCO 2210 (Information Technology). 8 (or 1.1 percent) PWDs were hired in FY 2022 for MCO 0993 (Railroad Retirement Claims Examining). No PWDs was hired in FY 2022 in the following MCO series: 0301 (Miscellaneous Administration & Program). No PWTDs were hired in FY 2022 for the following MCO series: 2210 (Information Technology), 0993 (Railroad Retirement Claims Examining) and 0301 (Miscellaneous Administration & Program)

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

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

a. Qualified Applicants for MCO (PWD)

Answer N/A

b. Qualified Applicants for MCO (PWTD)

Answer N/A

RRB uses the services of OPM (USA Staffing) for the collection of applicant flow data (AFD). Currently, USA Staffing does not capture interview data (Tables A/B7 & A/B8). This limitation is a common challenge among all USA Staffing customers. RRB will explore short-term strategies using agency’s internal HR data as a temporary workaround USA Staffing limitations.

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

a. Promotions for MCO (PWD)

Answer No

b. Promotions for MCO (PWTD)

Answer No

Disability Promotion in FY 2022 (TOTAL PROMOTIONS – 102), Number # of Promotions who were PWD = 18 or 17.6 percent, Number # of Promotions who were PWTDs = 2 or 2 percent, Due to applicant flow data limitations during FY 2022, RRB is still working on drill down promotion data for MCOs.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

All managers and supervisors are encouraged to promote the career development of all employees, including individuals with disabilities and individuals with targeted disabilities. OEO continues to promote workplace diversity goals and opportunities through the Employees with Disabilities Advisory Council (EDAC).

B. CAREER DEVELOPMENT OPPORTUNITES

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

RRB has a variety of career development programs that require supervisory approval but not competition, including: (1) Executive coaching; (2) Pathways internships as of FY 2023; (3) multiple training opportunities for employees at all grade levels; and (4) training program for new supervisors. RRB continues to use career ladder promotions as a recruitment strategy to hire at the entry level with development, growth, and promotion potential. In addition, RRB employees also have access to training/career development courses through the following means: • RRB University is the agency’s learning management system (LMS) and the official system of record for all training and development records. The system delivers both mandatory and developmental training assignments and opportunities. RRB University’s learning resources can also be used as quick references, as practical job aids to gain in-depth knowledge, or to practice skills. • Treasury Executive Institute (TEI) – In partnership with the Department of Treasury, RRB routinely promotes the use of the TEI for leadership development for GS 14s, GS 15 and SES. TEI’s leadership development programs align with the Office of Personnel Management (OPM) Executive Core Qualifications (ECQ) and their supporting competencies. In addition, TEI provides coaching, a powerful tool for any RRB manager seeking to develop others and maximize employee performance and engagement. • On a yearly basis, the RRB also encourages all employees to complete and submit to their supervisor an Individual Development Plan (IDP). The RRB hosts workshops and opportunities for any employee interested in participating in the IDP process.

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	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

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

Not applicable. The Agency does not have career development programs that require competition.

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

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

Not applicable. The Agency does not have career development programs that require competition.

C. AWARDS

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

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

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

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

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

D. PROMOTIONS

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

a. SES

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

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

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

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

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

- ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

RRB uses the services of OPM (USA Staffing) for the collection of applicant flow data (AFD). Currently, USA Staffing does not capture interview data (Tables A/B7 & A/B8). This limitation is a common challenge among all USA Staffing customers. RRB will explore short-term strategies using agency’s internal HR data as a temporary workaround USA Staffing limitations. However, our current FY 2022 show that there were 20 promotions (internal and external) in the GS 13 to SES cluster. Of the 20 promotions, PWDs accounted for 5 or 20 percent. No PWTDs were promoted.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

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3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWD) Answer N/A
- b. New Hires to GS-15 (PWD) Answer N/A

- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

RRB uses the services of OPM (USA Staffing) for the collection of applicant flow data (AFD). Currently, USA Staffing does not capture interview data (Tables A/B7 & A/B8). This limitation is a common challenge among all USA Staffing customers. RRB will explore short-term strategies using agency’s internal HR data as a temporary workaround for USA Staffing limitations. However, our current FY 2022 data shows that there were 20 promotions (internal and external) in the GS 13 to SES cluster. Of the 20 promotions, 4 PWDs or 20 percent were new hires (external). No PWTDs were promoted.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTd among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWTd) Answer N/A
- b. New Hires to GS-15 (PWTd) Answer N/A
- c. New Hires to GS-14 (PWTd) Answer N/A
- d. New Hires to GS-13 (PWTd) Answer N/A

RRB uses the services of OPM (USA Staffing) for the collection of applicant flow data (AFD). Currently, USA Staffing does not capture interview data (Tables A/B7 & A/B8). This limitation is a common challenge among all USA Staffing customers. RRB will explore short-term strategies using agency’s internal HR data as a temporary workaround USA Staffing limitations. However, our current FY 2022 data show that there were 20 promotions (internal and external) in the GS 13 to SES cluster. Of the 20 promotions, no PWTd was 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 N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

RRB uses the services of OPM (USA Staffing) for the collection of applicant flow data (AFD). Currently, USA Staffing does not capture interview data (Tables A/B7 & A/B8). This limitation is a common challenge among all USA Staffing customers. RRB will explore short-term strategies using agency’s internal HR data as a temporary workaround for USA Staffing limitations. However, our current FY 2022 data shows that there were 20 promotions (internal and external) in the GS 13 to SES cluster. Of the 20

promotions, PWDs accounted for 5 or 20 percent. No PWTDS were promoted.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

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

ii. Internal Selections (PWTD) Answer N/A

b. Managers

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

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTD) Answer N/A

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

a. New Hires for Executives (PWD) Answer N/A

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

c. New Hires for Supervisors (PWD) Answer N/A

Of the 20 promotions, no internal and external PWDs were selected.

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

a. New Hires for Executives (PWTD) Answer N/A

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

c. New Hires for Supervisors (PWTD) Answer N/A

Of the 20 promotions, no internal and external PWTDS was selected.

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 is restricted from using Schedule A.

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

a. Voluntary Separations (PWD) Answer Yes

b. Involuntary Separations (PWD) Answer Yes

During FY 2022, RRB had 116 voluntary and 7 involuntary separations. PWDs accounted for 30 or 24.4 percent of total separations.

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

a. Voluntary Separations (PWTD) Answer Yes

b. Involuntary Separations (PWTD) Answer Yes

During FY 2022, RRB had 116 voluntary and 7 involuntary separations. PWTDs accounted for 6 or 5 percent of total separations.

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

Exit interview results for FY 2022 are not reliable (incomplete) because RRB only added disability related questions to our exit survey in August 2022. Preliminary review of 2022 exit separations indicate that most employees transferred to another federal agency for a promotion or better opportunity.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/Nondiscrimination>

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 address <https://www.rrb.gov/Policy#aba> contains information on rights associated with Section 508 of the Rehabilitation Act; however, the site does not include information on how to file a related 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.

RRB continues to ensure access to our facilities for people with disabilities. RRB covers the 508 requirements as part of all new internally developed applications and Commercial Off-the-Shelf (COTS) purchases. Any information published on the agency's public website is checked and confirmed to be 508 compliant prior to publication. Job applications are processed through USAJOBS.

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.)

30 days.

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

RRB effectively operates a Reasonable Accommodation Program, including having a designated Reasonable Accommodation Coordinator. During FY 2022, RRB received and timely processed 15 reasonable accommodation requests. RRB highlights disability topics through information and articles in the OEO newsletter. RRB includes information about Special Emphasis Observances and the Reasonable Accommodation Program on its intranet webpage; The RRB Reasonable Accommodation Coordinator provides a briefing to all new employees during orientation on reasonable accommodation procedures. In addition, the information is available on the intranet via the Bureau of Human Resources Employee link entitled “Accommodation for Individuals with Disabilities” at: <http://boardwalk.intappsprod.usrrb.ad.local/rrbintranet/default.asp?division=Office+of+Administration&group=Bureau+of+Human+Resources&subgroup=Accommodation+for+Individuals+with+Disabilities> and on the agency’s public website at: <https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/EEOPolicies>

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.

RRB's PAS procedure is included in the agency's Reasonable Accommodation Policy. RRB had no request for PAS in FY2022, thus no data is available on this. PAS training is incorporated into the mandatory RA training for supervisors.

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.

The agency had no findings of discrimination alleging harassment based on a disability during FY2022.

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 RRB had no findings of discrimination involving the failure to provide a reasonable accommodation during FY2022.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

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

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

While no barriers have yet been identified, PWD and PWTD-related triggers are the single highest priority of the trigger areas being investigated in FY 2023 (as identified in Part I). The PWD/PWTD triggers related to low participation of PWD and PWTD in 3 MCOs (2210, 0993, 0301) and senior grades are described in Part J. The high separation rate of PWDs and PWTDS in FY 2022 will also be investigated. One overarching factor that impacts the ability of the agency to conduct effective barrier analyses of PWD and PWTD is the accuracy of its disability status, recruitment and outreach data.

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

While no barriers have yet been identified, PWD and PWTD-related triggers are the single highest priority of the trigger areas being investigated in FY 2023 (as identified in Part I). The PWD/PWTD triggers related to low participation of PWD and PWTD in 3 MCOs (2210, 0993, 0301) and senior grades are described in Part J. The high separation rate of PWDs and PWTDS in FY 2022 will also be investigated. One overarching factor that impacts the ability of the agency to conduct effective barrier analyses of PWD and PWTD is the accuracy of its disability status, recruitment and outreach data.

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

N/A