

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

During FY 2021, RRB had a total of 837 permanent employees of which 192 (22.93 percent) were employees with a disability. There are 295 permanent employees in grades GS-1 through 10 positions. Of the 295 employees in grades GS-1 through 10 positions, 94 (11.23 percent) stated that they have a disability. Of the 542 employees in grades GS -11 through SES, a total of 98 (11.70 percent) indicated that they had a disability. 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 |

Based on the utilization analysis of the RRB workforce, our agency does not have triggers for in its overall permanent workforce when compared to the 2 percent regulatory onboard goal. In FY 2021, the total number and percentage of Persons with Targeted Disabilities (PWTDs) in RRB's permanent workforce is 22 (2.6 percent). However when calculated by grade, RRB does have triggers in both clusters in the permanent workforce when compared to the 2 percent regulatory onboard goal. In FY 2021, PWTDs participated at a rate of 1.4 percent (12) in the GS-1 to GS-10 cluster and 1.2 percent (10) in the GS-11 to SES grade clusters nearly meeting the 2 percent regulatory goal.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	294	54	18.37	13	4.42
Grades GS-11 to SES	542	74	13.65	11	2.03

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

The agency communicated the numerical goals to the hiring officials through its Plan for Increasing and Maintaining the Employment of Individuals with Disabilities. This Plan was shared with the Executive Committee who disseminated it to their staff with hiring authority. In FY 2021, RRB hired a total of 69 new employees. A total of 35 (51 percent) listed a disability (PWD) and 34 (49 percent) did not identify or listed as having a disability. Of the 35 new hires identifying that they have a disability, a total of 2 individuals (3 percent) identified their disability as a targeted disability (PWTD).

## 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

Human Resources has designated a HR Specialist to assist in improving the staffing of people with disabilities by contacting different organizations assisting people with disabilities to re-enter the workforce. We send all vacancy announcements to these organizations. We also have the Employees with Disabilities Advisory Council (EDAC) who assists in finding organizations that assist people with disabilities.

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	
Processing reasonable accommodation requests from applicants and employees	0	0	1	Regina Block HR Specialist/Labor Relations Regina.Block@rrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Meghan.O'Connor@rrb.gov
Processing applications from PWD and PWTD	0	0	1	Meghan.O'Connor@rrb.gov
Section 508 Compliance	0	0	1	Robert LaBerry Supvy IT Specialist Robert.Laberry@rrb.gov
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

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 2021, staff attended FDR training (virtual) which covered several EEO topics including reasonable accommodation and also completed "The Changing Reality of Disability in America" video training which re-examined the experience of disability in America by illuminating the stories of those who are all too often left behind in society and the workplace. The agency plans to provide Reasonable Accommodation training to all RBB managers and supervisors in FY 2022.

**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

We have a Selective Placement Coordinator in Human Resources who ensures we have a contact person at various disability organizations so we can advise them of all vacancy announcements being posted to usajobs.gov. This will ensure that people with disabilities are advised of our job openings. The Selective Placement Coordinator also provides assistance to disabled applicants or applicants seeking an accommodation.

**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.

RRB is committed to creating and maintaining a workplace culture that embraces inclusive diversity as a critical business imperative that cultivates a high-performing organization. Internally, RRB has three (3) Special Emphasis Programs (SEP) that are recognized to advance inclusive diversity and improve communication between employees and management across the agency. Externally, OEO since FY 2020 has worked with the Bureau of Human Resources office to establish and maintain 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. We send our vacancy notices to them and in turn they disseminate the information to clients being serviced by their organization.

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, OEO has worked with our Human Resources office to establish and maintain 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. We secured a designated contact person including their email address and telephone number at each of these organizations. We send our vacancy notices to them and in turn they disseminate the information to clients being serviced by their organization.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.
  - a. New Hires for Permanent Workforce (PWD) Answer No
  - b. New Hires for Permanent Workforce (PWTD) Answer No

RRB hired a total of 69 new employees in FY 2021. In FY 2021, RRB hired a total of 69 new employees. A total of 35 (51 percent) listed a disability (PWD) and 34 (49 percent) did not identify or listed as having a disability. Of the 35 new hires identifying that they have a disability, 2 or 3 percent identified their disability as a targeted disability (PWTD). Disability workforce data includes employees who self-identify as having a disability.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent	Temporary	Permanent	

	(#)	Workforce (%)	Workforce (%)	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 No
- b. New Hires for MCO (PWTD) Answer No

Of the 69 new employees hired in FY 2021, 44 (64 percent) of the new hires were in the agency’s mission critical occupations (MCO). RRB has two mission critical occupations (MCO): 2210 and 0993. Three (3) individuals were hired in the 2210 MCO. A total of one (1) employee hired under MCO 2210 listed a disability but did not want to identify it (33 percent). A total of forty-one (41) individuals were hired in the 0993 MCO. A total of twenty-four (24) hired under MCO 0993 self-identified as having a disability (58.5 percent), 19 of the 24 did not want to identify their disability, one (1) indicated that their disability was not listed, two (2) were regular disabilities and one (1) new hire has a targeted disability (2.4 percent). Disability workforce data involves employees who self-identify as having a disability.

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

In FY 2021, a total of seven (7) internal applicants applied for promotion in the MCO 0993. A total of six (6) applicants did not wish to identify as having a disability or targeted disability zero and a total of one (1) stated that they did not have a disability. In FY 2021, a total of fifteen (15) internal applicants applied for promotions in the MCO 2210. A total of eleven (11) applicants did not wish to identify as having a disability or targeted disability and a total of one (1) stated that they did not have a disability. Since RRB disability workforce data involves employees who self-identify as having a disability, this may or may not be a trigger, but OEO will continue to monitor the statistics and hiring trends.

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

In FY 2021, the agency had a total of 62 internal promotions for MCO 0993 and 15 internal promotions for MCO 2210. Under

MCO 0993, a total of 20 or 32.3 percent of internal applicants who identified as having a disability (PWD) were promoted in FY 2021. Under MCO 0993, a total of 2 or 3.2 percent of internal applicants who identified as having a targeted disability (PWTD) were promoted in FY 2021. Under MCO 0993, a total of 40 or 64.5 percent of internal applicants stated that they did not have a disability were promoted in FY 2021. Under MCO 2210, a total of 3 or 20 percent of internal applicants who identified as having a disability (PWD) were promoted. Under MCO 2210, a total of 0 internal applicants who identified as having a targeted disability (PWTD) were promoted. Under MCO 2210, a total of 12 or 80 percent of internal applicants stated that they did not have a disability were promoted. Since RRB disability workforce data involves employees who self-identify as having a disability, this may or may not be a trigger, but OEO will continue to monitor the statistics and promotion trends.

## 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.

In FY 2021, RRB offered various ways for employees to further their career goals. RRB employees 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 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 (%)
Fellowship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

RRB did not offer a formal career development program in FY 2021. However, RRB continued to encourage the use of the RRB University and Treasury Executive Institute (TEI) as career development tools and resources and these will be reflective in our FY2022 responses. Beginning in FY 2022, RRB will begin to collect data from our agency’s learning management system (RRB University) and TEI to identify qualifying career development course completion. Using data from our human resources system(s) to obtain personnel attributes, RRB will then identify and match the total number of employees who participated in those career development courses to produce a report that complies with the MD-715. Depending on FY 22 and FY 23 funding, RRB may expand to capture data that includes internships and mentoring, in order to facilitate analyses of usage and potential barriers.

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

RRB did not offer a formal career development program in FY 2021. However, RRB continued to encourage the use of the RRB University and Treasury Executive Institute (TEI) as career development tools and resources. Beginning in FY 2022, RRB will begin to collect data from our agency’s learning management system (RRB University) and TEI to identify qualifying career development course completion. Using data from our human resources system(s) to obtain personnel attributes, RRB will then identify the total number of employees who participated in those career development courses to produce a report that complies with the MD-715.

**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

During FY 2021, RRB issued seventy-five (75) time-off awards and twenty-nine (29) non-performance based awards (includes suggestion awards, group awards, cash awards not based on performance) totaling 104 awards. A total of twenty-one (21) employees (20.2 percent) listed a disability and zero (0) or 0 percent listed a targeted disability. Therefore, the inclusion rate for PWDs is 20.2 percent and 0 percent for PWTDs. This may or may not be a trigger since the statistics are based on self-identification but the agency will continue to monitor. A total of 83 or 80 percent of the 104 recipients of time-off and non-performance based awards stated that they did not have a disability.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	56	9.38	6.20	0.00	11.54
Time-Off Awards 1 - 10 Hours: Total Hours	357	56.25	40.47	0.00	69.23
Time-Off Awards 1 - 10 Hours: Average Hours	6	4.69	0.93	0.00	5.77
Time-Off Awards 11 - 20 hours: Awards Given	15	0.00	1.86	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	230	0.00	28.99	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	15	0.00	2.33	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	61	9.38	6.82	16.67	7.69
Cash Awards: \$501 - \$999: Total Amount	50006	7878.13	5593.80	14504.17	6349.04
Cash Awards: \$501 - \$999: Average Amount	819	656.25	127.13	3625.00	-28.85
Cash Awards: \$1000 - \$1999: Awards Given	199	25.78	24.34	20.83	26.92
Cash Awards: \$1000 - \$1999: Total Amount	293880	36282.03	36312.71	28341.67	38114.42
Cash Awards: \$1000 - \$1999: Average Amount	1476	1099.22	231.16	5666.67	45.19
Cash Awards: \$2000 - \$2999: Awards Given	123	11.72	16.28	8.33	12.50
Cash Awards: \$2000 - \$2999: Total Amount	301026	29685.94	39551.94	19262.50	32091.35
Cash Awards: \$2000 - \$2999: Average Amount	2447	1978.91	376.59	9629.17	213.46
Cash Awards: \$3000 - \$3999: Awards Given	92	6.25	12.87	0.00	7.69
Cash Awards: \$3000 - \$3999: Total Amount	326056	20907.03	45790.54	0.00	25731.73
Cash Awards: \$3000 - \$3999: Average Amount	3544	2613.28	551.63	0.00	3216.35

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Awards Given	27	4.69	2.95	0.00	5.77
Cash Awards: \$4000 - \$4999: Total Amount	122314	20410.16	13541.24	0.00	25120.19
Cash Awards: \$4000 - \$4999: Average Amount	4530	3401.56	712.56	0.00	4186.54
Cash Awards: \$5000 or more: Awards Given	26	3.91	2.95	8.33	2.88
Cash Awards: \$5000 or more: Total Amount	171326	19967.97	21020.16	42700.00	14722.12
Cash Awards: \$5000 or more: Average Amount	6589	3992.97	1106.20	21350.00	-12.50

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

During FY 2021, a total of one hundred and seven (107) employees received a quality step increase and five hundred and twenty-eight (528) received a performance based incentive award for a total of six hundred and thirty-five (635) employees. A total of one hundred twenty-one (121) or 19.1 percent of these employees listed a disability. Of the 635 employees receiving performance-based awards, seventeen (17) or 2.7 percent listed a targeted disability. Of the 635 employees receiving performance-based awards, a total of 514 or 80.9 percent of the recipients stated that they did not have a disability. Therefore, the inclusion rate for PWDs is 19.1 percent and PWTd is 2.7 percent. This may or may not be a trigger since the statistics are based on self-identification but the agency will continue to monitor.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

The RRB does not have any additional recognition programs other than those listed above.

**D. PROMOTIONS**

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

- a. SES
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

It should be noted that RRB generally announces job vacancies government-wide to expand the applicant pool and recruit the best talent into the agency. As a result, the current RRB workforce or a subset of it (employees in an MCO, employees at next lower grade level, and so forth) might not be a relevant applicant pool. Identifying which current RRB employees would qualify for a job series they are not currently in is a difficult undertaking. The Bureau of Human Resources does not adjudicate applicant qualifications until an applicant applies for a specific position. The applicant may qualify based on experience obtained prior to entry into their current job series or RRB. During FY 2021, no employee was promoted into an SES position. A total of seven (7) employees applied and qualified for a GS-15 position. One (1) identified as having a disability and none (0) identified as having a targeted disability. A total of six (6) employees applied and qualified for a GS-14 position. One (1) identified as having a disability and none (0) identified as having a targeted disability. A total of four (4) employees applied and qualified for a GS-13 position. All reported no disability.

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

During FY2021, none of the internal applicants for GS-13, GS-14, GS-15 or SES positions reported a targeted disability. One internal applicant for GS-14 position identified as having a disability. One internal applicant for a GS-15 position also identified as

having a disability. Many applicants did not want to identify their disability so we do not know if they had a targeted disability or not. The data does not trigger a barrier analysis.

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

During FY 2021, RRB hired four (4) new employees (external hires) into an SES position. A total of three (3) new SES hires identified as having a disability. None (0) identified as having a targeted disability. RRB hired one (1) individual for a GS-15 position. This employee identified as having a disability, but did not identified as having a targeted disability. RRB hired four (4) individuals for GS-14 positions. All reported no disability. During FY 2021, RRB did not hire any new employees into a GS-13 position. We do not believe the data is large enough to trigger a barrier analysis.

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

- a. New Hires to SES (PWTD) Answer No
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer N/A

During FY 2021, RRB hired four (4) new employees into an SES position. A total of three (3) new SES hires identified as having a disability (PWD). None (0) identified as having a targeted disability (PWTD). RRB hired one (1) individual for a GS-15 position. This employee identified as having a disability (PWD), but did not identified as having a targeted disability (PWTD). RRB hired four (4) individuals for GS-14 positions. All reported no disability. During FY 2021, RRB did not hire any new employees into a GS-13 position. Since RRB does not have hiring authority under Schedule A and the new hires are small in number, we do not see a trigger to support a barrier analysis.

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 No
- b. Managers
  - i. Qualified Internal Applicants (PWD) Answer No

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

During FY 2021, RRB did not hire any internal applicants into a SES position. All four (4) hires in SES positions were external hires. Two (2) internal applicants who applied for an SES position but were not selected. Of the ten (10) internal applicants who applied for a supervisory/management position at the GS-13 through GS-15 level, a total of 3 or 30 percent qualified and were selected during FY 2021. Two (2) of the internal applicants identified as having a disability (PWD) but zero (0) internal applicant(s) with a disability qualified and was selected for a GS-13 through GS-15 position. Zero (0) internal applicants for a GS-13 through GS-15 position reported having a targeted disability (PWTD). Please note that the Applicant Flow Data system could not separate the supervisors from the managers, therefore all management positions were included together under supervisors.

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 No
  - ii. Internal Selections (PWTD) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No

During FY 2021, RRB did not hire any internal applicants into a SES position. All four (4) hires in SES positions were external hires. During FY 2021, a total of ten (10) internal applicants applied for a supervisory/management position at the GS-13 through GS-15 level. During FY 2021, a total of three (3) qualified and were selected for a supervisory/management position at the GS-13 through GS-15 level. During FY 2021, a total of two (2) internal applicants identified as having a disability (PWD) and zero (0) internal applicant(s) with a disability qualified and was selected for a GS-13 through GS-15 position. A total of zero (0) internal applicants reported having a targeted disability (PWTD) and zero (0) internal applicant(s) with a PWTD qualified and was selected for a GS-13 through GS-15 position. Please note that the Applicant Flow Data system could not separate the supervisors from the managers, therefore all management positions were included together under supervisors.

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 No
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

During FY 2021, RRB hired four (4) new employees into an SES position. A total of three (3) new SES hires identified as having a disability. None (0) identified as having a targeted disability. RRB hired one (1) individual for a GS-15 position. This employee identified as having a disability, but did not identified as having a targeted disability. RRB hired four (4) individuals for GS-14 positions. All reported no disability. During FY 2021, RRB did not hire any new employees into a GS-13 position. We do not believe the data is large enough to trigger a barrier analysis. Please also note that the Applicant Flow Data system could not separate the supervisors from the managers, therefore all management positions were included together under supervisors.

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

- a. New Hires for Executives (PWTD) Answer No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer No

Of all the applicants who applied for the supervisory position in FY 2021, no one listed a targeted disability. Since the RRB cannot use Schedule A and our new hire numbers are so small, we do not see this as a trigger.

## 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 No
- b. Involuntary Separations (PWD) Answer No

During FY 2021, a total of sixty-six (66) separated from RRB. Of the 66 separations, two employees were involuntarily separated and twelve employees' appointment(s) expired. Four (4) of the separated employees identified as having a disability (28.6 percent), none (0) as having a targeted disability and ten (10) did not identify as having a disability (71.4 percent). No trigger with only 4 employees to analyze whether trigger exists. Of the 66 separations, a total of fifty-two (52) employees voluntarily separated from RRB. Nineteen (19) employees who voluntarily separated identified as having a disability (36.5 percent), none (0) as having a targeted disability and thirty-three (33) did not identify as having a disability (64.5 percent).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

During FY 2021, a total of sixty-six (66) separated from RRB. Of the 66 separations, two employees were involuntarily separated and twelve employees' appointment(s) expired. Four (4) of the separated employees identified as having a disability (28.6 percent), none (0) as having a targeted disability and ten (10) did not identify as having a disability (71.4 percent). No trigger with only 4 employees to analyze whether trigger exists. Of the 66 separations, a total of fifty-two (52) employees voluntarily separated from RRB. Nineteen (19) employees who voluntarily separated identified as having a disability (36.5 percent), none (0) as having a targeted disability and thirty-three (33) did not identify as having a disability (64.5 percent).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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.

Based on available data, no trigger existed in FY 2021. During FY 2021, a total of sixty-six (66) separated from RRB. Of the 66 separations, two employees were involuntarily separated and twelve employees' appointment(s) expired. Four (4) of the separated employees identified as having a disability (28.6 percent), none (0) as having a targeted disability and ten (10) did not identify as having a disability (71.4 percent). No trigger with only 4 employees to analyze whether trigger exists. Of the 66 separations, a total of fifty-two (52) employees voluntarily separated from RRB. Nineteen (19) employees who voluntarily separated identified as having a disability (36.5 percent), none (0) as having a targeted disability and thirty-three (33) did not identify as having a disability (64.5 percent). Analyses of the FY 2021 Statistical Report of Discrimination Complaints data and data on requests for Reasonable Accommodations were inconclusive. During FY 2021, RRB did not use or conduct exit interviews which may have helped explain why PWD and/or PWTD left the agency. As of FY 2022, the Bureau of Human Resources has reinstated the use of an exit survey.

**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 RRB public facing website (<https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/Nondiscrimination>) explains how to file a formal complaint under Section 508. Specifically, the website provides: EEO Complaint Procedure for RRB Customers A. If

you are an employee of a railroad company and you believe you have been discriminated against by your employer, you must contact the Equal Employment Opportunity Commission (EEOC) in your area within 180 days of the alleged discrimination. The RRB does not have jurisdiction to process complaints against railroad employers. For information on how to file a complaint with EEOC, contact them at 1-800-669-4000 or visit [www.eeoc.gov](http://www.eeoc.gov) to find the office in your geographic location. B.1 If you believe that the RRB has failed to make agency programs and activities accessible to all qualified individuals with a disability, you may file a complaint under Section 504 of the Rehabilitation Act of 1973. B.2 If you believe that the RRB failed to make electronic and information technology accessible to individuals with disabilities, you may file a complaint under Section 508 of the Rehabilitation Act of 1973. Complaints alleging noncompliance under Section 504 (which prohibits discrimination on the basis of disability in agency programs and activities) or Section 508 (which requires accessibility of electronic and information technology) must be in writing and include the complainant's name, address, telephone number and a description of how the agency violated Section 504 or Section 508. The complaint must be submitted within 90 calendar days of the alleged noncompliance or the date you became aware of the noncompliance to the address below. Director - Office of Administration Railroad Retirement Board 844 N. Rush Street Chicago, IL 60611-2092

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 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.)

RRB is committed to providing effective reasonable accommodations to employees and applicants with disabilities. The average time frame for processing initial requests was 30 work days or less. We received 8 reasonable accommodation requests in FY 2021. One employee submitted a request but decided to pursue disability retirement. One employee had the request approved but decided to retire. Five employees received their requested accommodations within the 60-day timeframe. One employee has not received their request to date. The top three requests: ergonomic keyboard, sit/stand desk, and ergonomic mouse. According to the Reasonable Accommodation Coordinator, the agency plans on implementing the following activities in FY 2022 – developing and disseminating information on available Reasonable Accommodation resources, as well as tracking and reporting of Reasonable Accommodation requests in the annual Individuals with Disabilities Affirmative Action Program.

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.

As noted above, RRB is committed to providing effective reasonable accommodations to employees and applicants with disabilities. During FY 2021, the agency's Reasonable Accommodation Coordinator continued to provide reasonable accommodation assistance, guidance and training to managers and supervisors regularly. The reasonable accommodation policy and procedure is very effective. Employees are able to come to the Office of Equal Opportunity (OEO) if they are not satisfied with

their accommodation or they are denied an accommodation and wish to file a complaint or just talk about it. This policy is on OEO and HR internal website for all employees to read. OEO provides an annual new supervisors training. When revisions are made to the policy, a training PowerPoint is downloaded to our training module (RRB University) and we ensure all employees complete it by tracking their progress. During FY 2021, the RRB timely processed and provided approved accommodations. The Reasonable Accommodation Coordinator also continues to monitor accommodation requests for trends.

**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 FY2021, thus no data is available on this. The PAS requirement is understood by the cohort of OEO and HR staff (including the Reasonable Accommodation Coordinator).

**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 FY2021.

**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 FY2021.

### 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.

N/A

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

N/A

- 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