

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 2024, RRB had a total of 774 employees in the permanent workforce of which 113 or 14.5% percent were employees with a disability (PWD). Of the two hundred and three (203) permanent employees in the GS-1 to GS-10 cluster, thirty-one (31) or 15.3 percent self-identified as PWD. This is above the 12% OPM benchmark. RRB has five hundred and seventy-one (571) permanent employees in the GS-11 to SES cluster. Of the 571 employees, eighty-two (82) or 14.4 percent self-identified as PWD. This is above the 12% benchmark.

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

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

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

During FY 2024, RRB had a total of 774 employees in the permanent workforce of which 19 (or 2.5 percent) were employees with a targeted disability (PWTD). Of the two hundred and three (203) permanent employees in the GS-1 to GS-10 cluster, eight (8) or 3.9 percent self-identified as PWTD. This is above the 2% OPM benchmark. RRB has five hundred and seventy-one (571) permanent employees in the GS-11 to SES cluster. Of the 571 employees, eleven (11) or 2 percent self-identified as PWTD. This meets the 2% OPM benchmark.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	607	91	14.99	12	1.98
Grades GS-1 to GS-10	170	27	15.88	7	4.12

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

Each year, numerical goals are communicated to board staff and Executive Committee members during the state of the agency briefing. This information is also included in the annual MD-715 report which is available on the agency's public website. In FY 2024, the OEO Director raised the awareness of the Model Disability Program goals through briefings and provided affirmative employment activity summaries in monthly administrative reports.

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	
Special Emphasis Program for PWD and PWTB	1	0	0	Shiri Ndang Director of Equal Opportunity Shiri.Ndang@rrb.gov
Architectural Barriers Act Compliance	1	0	0	Scott Rush Supvy Facility Operations Specialist Scott.Rush@rrb.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Regina Block HR Specialist/Labor Relations Regina.Block@rrb.gov
Section 508 Compliance	1	0	0	Hugo Contreras IT Customer Support Supervisor Hugo.Contreras@rrb.gov
Processing applications from PWD and PWTB	0	1	0	Meghan O'Connor Lead HR Specialist/SPC Meghan.O'Connor@rrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	1	0	Meghan O'Connor Lead HR Specialist/SPC 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 2024, 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.

The Selective Placement Program Coordinator (SPPC) in the Bureau of Human Resources (HR) receives inquiries from job applicants with disabilities, including individuals with targeted disabilities via email. Staffing Specialists in the Staffing and Classification Unit in HR receive applications from applicants with disabilities, including individuals with targeted disabilities, through the competitive 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

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 RUIA mandate that all positions within 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. 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 U.S.C 231f(b) (9). Nevertheless, our agency has created workarounds for this limitation to comply with other OMB rules, such as hiring attorneys, Pathways Interns, 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 workarounds for this limitation to comply with other OMB rules, such as hiring attorneys, Pathways Interns, 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.

Since FY 2020, 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. Northwest; Search, Inc.; Goodwill Industries of Metropolitan Chicago; America Works of Illinois; City of Chicago; Illinois Department of Human Services; Progress Center for Independent Living; Southwest American Job Center; and Access Living of Metro Chicago. HR sends our vacancy notices to them for dissemination to clients.

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

The sample size was limited as there were few hires in all the major occupations.

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 No

b. New Hires for MCO (PWTD) Answer No

PWDs and PWTDs were identified at rates above 2%, however none were selected. The sample size was limited as there were few hires in all the major occupations.

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

PWDs and PWTDs were identified at rates above 2%, however none were selected. The sample size was limited as there were few hires in all the major occupations.

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

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.

RRB is committed to ensuring opportunities for advancement for all employees, including PWD and PWTD. On an individual office and component basis, RRB provides for various training opportunities to enhance skills and development. In all training and developmental activities, RRB ensures that employees with disabilities are accommodated.

B. CAREER DEVELOPMENT OPPORTUNITES

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

As a small agency, RRB does not have a formal career development program. However, it provides individual training and offers SES and Leadership Development Programs and periodic details (internal).

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
Fellowship 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

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 %
Time-Off Awards 1 - 10 hours: Awards Given	67.00	16.4179	83.5821	1.4925	98.5075
Time-Off Awards 1 - 10 Hours: Total Hours	410.00	15.3659	84.6341	0.9756	99.0244
Time-Off Awards 1 - 10 Hours: Average Hours	6.12	5.7273	6.1964	4.0000	6.1515
Time-Off Awards 11 - 20 hours: Awards Given	10.00	10.0000	90.0000	0.0000	100.0000

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Total Hours	172.00	9.3023	90.6977	0.0000	100.0000
Time-Off Awards 11 - 20 Hours: Average Hours	17.20	16.0000	17.3333	0.0000	17.2000
Time-Off Awards 21 - 30 hours: Awards Given	4.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 21 - 30 Hours: Total Hours	96.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 21 - 30 Hours: Average Hours	24.00	0.0000	24.0000	0.0000	24.0000
Time-Off Awards 31 - 40 hours: Awards Given	6.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Total Hours	216.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Average Hours	36.00	0.0000	36.0000	0.0000	36.0000
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	70.00	15.7143	84.2857	1.4286	98.5714
Cash Awards \$500 and Under: Total Amount	2844.00	0.0000	100.0000	0.0000	100.0000
Cash Awards \$500 and Under: Average Amount	40.63	0.0000	48.2034	0.0000	41.2174
Cash Awards: \$501 - \$999: Awards Given	4.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$501 - \$999: Total Amount	2820.00	0.0000	100.0000	0.0000	100.0000
Cash Awards: \$501 - \$999: Average Amount	705.00	0.0000	705.0000	0.0000	705.0000
Cash Awards: \$1000 - \$1999: Awards Given	96.00	19.7917	80.2083	5.2083	94.7917
Cash Awards: \$1000 - \$1999: Total Amount	155030.00	20.3741	79.6259	5.2454	94.7546
Cash Awards: \$1000 - \$1999: Average Amount	1614.90	1662.4211	1603.1688	1626.4000	1614.2637
Cash Awards: \$2000 - \$2999: Awards Given	170.00	16.4706	83.5294	1.7647	98.2353
Cash Awards: \$2000 - \$2999: Total Amount	425431.00	16.2365	83.7635	1.4975	98.5025
Cash Awards: \$2000 - \$2999: Average Amount	2502.54	2466.9643	2509.5493	2123.6667	2509.3413
Cash Awards: \$3000 - \$3999: Awards Given	129.00	12.4031	87.5969	0.7752	99.2248
Cash Awards: \$3000 - \$3999: Total Amount	444894.00	12.2663	87.7337	0.7400	99.2600
Cash Awards: \$3000 - \$3999: Average Amount	3448.79	3410.7500	3454.1770	3292.0000	3450.0156
Cash Awards: \$4000 - \$4999: Awards Given	57.00	8.7719	91.2281	1.7544	98.2456

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Total Amount	250422.00	8.9545	91.0455	1.6652	98.3348
Cash Awards: \$4000 - \$4999: Average Amount	4393.37	4484.8000	4384.5769	4170.0000	4397.3571
Cash Awards: \$5000 or more: Awards Given	52.00	11.5385	88.4615	1.9231	98.0769
Cash Awards: \$5000 or more: Total Amount	369894.00	8.7598	91.2402	1.4883	98.5117
Cash Awards: \$5000 or more: Average Amount	7113.35	5400.3333	7336.7826	5505.0000	7144.8824

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

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 No
- ii. Internal Selections (PWTd) Answer No

b. Grade GS-15

- i. Qualified Internal Applicants (PWTd) Answer No
- ii. Internal Selections (PWTd) Answer No

c. Grade GS-14

- i. Qualified Internal Applicants (PWTd) Answer No
- ii. Internal Selections (PWTd) Answer No

d. Grade GS-13

- i. Qualified Internal Applicants (PWTd) Answer No
- ii. Internal Selections (PWTd) Answer No

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 No

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 No

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

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

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

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

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	0.83	0.45
Permanent Workforce: Resignation	11	0.83	1.48
Permanent Workforce: Retirement	42	7.50	4.90
Permanent Workforce: Other Separations	16	2.50	1.93
Permanent Workforce: Total Separations	73	11.67	8.75

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

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	0.00	0.52
Permanent Workforce: Resignation	11	5.00	1.29
Permanent Workforce: Retirement	42	0.00	5.43
Permanent Workforce: Other Separations	16	0.00	2.07
Permanent Workforce: Total Separations	73	5.00	9.30

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.

Preliminary review of 2024 exit surveys 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.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The agency is reviewing its Section 508 policy and procedures to ensure accessibility of agency technology.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time from the date of request to approval in 2024 was 26 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.

All reasonable accommodation requests were completed in a timely manner, managers and supervisors receive training on the reasonable accommodation policy and the Office of Equal Opportunity (OEO) monitors 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 did not receive any PAS requests in FY 2024.

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.

N/A - RRB did not have any findings in FY 2024.

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.

N/A

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.

Not applicable.

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

As a result of the continued training offered by OEO and HR, RRB's workforce continues to be educated on topics of EEO Compliance, Reasonable Accommodation and professional development to support professional growth and to maintain a model EEO program.

- 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.

OEO and HR will continue to provide training opportunities to support a model EEO program.