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: Yes

   In FY 18, the percentage of FERC PWD in Grades GS 1-10 (4) was 0.97%, below the 12% goal by 11.03%. The percentage of FERC PWD in Grades GS 11-SES (76) was 5.26%, below the 12% goal by 6.74%.

   *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

      In FY 18, the percentage of FERC PWTD in Grades GS 1-10 (3) was 0.21%, below the 2% goal by 11.03%. The percentage of FERC PWTD in Grades GS 11-SES (8) was 0.55%, below the 2% goal by 6.74%.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numirical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>61</td>
<td>10</td>
<td>16.39</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>1342</td>
<td>69</td>
<td>5.14</td>
</tr>
</tbody>
</table>

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

   The EEO Advisor and Affirmative Employment Program Manager briefed the Executive Director/EEO Director, CHCO, HR Recruitment Team, Senior Leaders and FERC ERG’s on the EEOC numerical goals. A Barrier Analysis Working Group was also established to develop strategies and action items to increase PWD. The BAWG will commence barrier analysis and action planning in June of 2019.

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office, Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>Full Time: 4  Part Time: 0  Collateral Duty: 0</td>
<td>Cheryl A Harkness, Branch Chief, Employee Acquisitions and Operations, <a href="mailto:cheryl.harkness@ferc.gov">cheryl.harkness@ferc.gov</a></td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>Full Time: 1  Part Time: 0  Collateral Duty: 0</td>
<td>Kadia Givner, Disability Program Manager, EEO Advisor's Office, <a href="mailto:kadia.givner@ferc.gov">kadia.givner@ferc.gov</a></td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>Full Time: 1  Part Time: 0  Collateral Duty: 0</td>
<td>Kadia Givner, Disability Program Manager, EEO Advisor's Office, <a href="mailto:kadia.givner@ferc.gov">kadia.givner@ferc.gov</a></td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>Full Time: 1  Part Time: 0  Collateral Duty: 0</td>
<td>Kadia Givner, Disability Program Manager, EEO Advisor's Office, <a href="mailto:kadia.givner@ferc.gov">kadia.givner@ferc.gov</a></td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>Full Time: 1  Part Time: 0  Collateral Duty: 0</td>
<td>Kadia Givner, Disability Program Manager, EEO Advisor's Office, <a href="mailto:kadia.givner@ferc.gov">kadia.givner@ferc.gov</a></td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>Full Time: 4  Part Time: 0  Collateral Duty: 0</td>
<td>Cheryl A Harkness, Branch Chief, Employee Acquisitions and Operations, <a href="mailto:cheryl.harkness@ferc.gov">cheryl.harkness@ferc.gov</a>, Kadia Givner, Disability Program Manager, EEO Advisor's Office, <a href="mailto:kadia.givner@ferc.gov">kadia.givner@ferc.gov</a></td>
</tr>
</tbody>
</table>
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

Disability Program Manager Course, Staffing and Placement, Disability and Schedule A refresher training at FDR, EXCEL, and EEOC update meetings.

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

N/A

Section III: Program Deficiencies In The Disability Program

| Brief Description of Program Deficiency | C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)] |

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.

Attendance at annual Veterans and Gallaudet Career Fairs. Working on incorporating the Workforce Recruitment Program into our recruitment strategy, to gain access to a diverse pool of applicants with disabilities.

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

The agency actively screens applications for those who have self-identified as being eligible for Schedule A hiring during the hiring process. Ensure agency vacancies are open to VRA and VEOA eligible candidates.

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.

Applicants are screened to ensure they meet the criteria for eligibility under Schedule A and the application is forwarded to the hiring manager on an individual basis with an explanation of how the applicant may be hired.
4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer  Yes

Hiring managers are given explanations of all of the hiring tools and authorities at their disposal. In addition, RA and Schedule A refresher training will be provided beginning in March FY 19.

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.

Yearly attendance at disability hiring fairs and partnerships with university disability career services offices. In 2019, FERC plans to partner with local Vocational Rehabilitation centers and the Employee Assistance and Recruitment Network to solicit qualified applicants and student interns.

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 participation rate for FERC new hires that are PWD’s is 3.75%, below the benchmark by 8.25% The participation rate for FERC new hires that are PWTD’s is 0.00%, below the benchmark by 2.00%

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce (%)</td>
<td>Temporary Workforce (%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Civil Engineers, Attorneys and Energy Industry Analysts with disabilities and targeted disabilities are being hired at lower than expected rates when compared to the number of qualified applicants (QA) in those groups. Attorneys: PWD's - 0.00%, QA rate - 8.96% EIA; PWD's - 2.50%, QA rate - 5.69% Civil Engineer: PWTD's - 0.00%, QA rate 0.27% Attorneys: PWTD's - 0.00%, QA rate - 5.97% EIA; PWTD's - 0.00%, QA rate -1.45%
New Hires to Mission-Critical Occupations  

<table>
<thead>
<tr>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Applicants (%)</td>
<td>New Hires (%)</td>
<td>Qualified Applicants (%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
</tr>
</tbody>
</table>

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

N/A

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

N/A

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.

A plan has not been established as of yet but will be drafted upon collaboration with the CHCO, CIO, CFO and Barrier Analysis Working Group.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

FERC has a career development program titled the Leadership Development Program (LDP).

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.
<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Training Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>1786</td>
<td>27</td>
<td>82</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>101</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

   a. Applicants (PWD)  Answer: No
   b. Selections (PWD)  Answer: No

No applicants with disabilities applied for the career development program.

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

   a. Applicants (PWTD)  Answer: No
   b. Selections (PWTD)  Answer: No

N/A

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

N/A

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards: 1-9 hours : Total Time-Off Awards Given</td>
<td>240</td>
<td>3.75</td>
<td>91.67</td>
<td>1.25</td>
<td>2.50</td>
</tr>
<tr>
<td>Time-Off Awards: 9+ hours : Total Time-Off Awards Given</td>
<td>139</td>
<td>5.04</td>
<td>92.09</td>
<td>0.00</td>
<td>5.04</td>
</tr>
</tbody>
</table>
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

   PWTD: Inclusion rate - 0.00%, FERC QSI's -0.00%

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Step Increases (QSI): Total QSIs Awarded</td>
<td>74</td>
<td>2.70</td>
<td>97.30</td>
<td>1.35</td>
<td>1.35</td>
</tr>
<tr>
<td>Performance Based Pay Increase</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

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
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 (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

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.
<table>
<thead>
<tr>
<th>Role</th>
<th>Level</th>
<th>Answer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires to SES</td>
<td>(PWTD)</td>
<td>Answer</td>
<td>No</td>
</tr>
<tr>
<td>New Hires to GS-15</td>
<td>(PWTD)</td>
<td>Answer</td>
<td>No</td>
</tr>
<tr>
<td>New Hires to GS-14</td>
<td>(PWTD)</td>
<td>Answer</td>
<td>No</td>
</tr>
<tr>
<td>New Hires to GS-13</td>
<td>(PWTD)</td>
<td>Answer</td>
<td>No</td>
</tr>
</tbody>
</table>

N/A

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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Level</th>
<th>Answer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Managers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

N/A

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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Level</th>
<th>Answer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Managers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ii. Internal Selections (PWTD)</td>
<td>Answer</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
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

No Schedule A applicants were hired in FY 18.

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

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Separations</td>
<td>122</td>
<td>11.48</td>
<td>88.52</td>
</tr>
</tbody>
</table>
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

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.

N/A

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.

www.ferc.gov

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.

www.ferc.gov

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.

FERC has provided additional disabled parking spaces, installed door actuators on all doors, and provided shuttle services between the various FERC buildings.

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.)

FERC's time frame for processing initial RA requests averages 5 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.

Some examples of FERC's effective programs, policies and practices include timely processing of reasonable accommodation requests, timely providing approved accommodations, engaging continually in the interactive process and monitoring 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.

FERC has had no PAS requests thus far but procedures have been developed and will be implemented within the next few months. In addition, Managers and Supervisors will be trained on the procedures for processing request for PAS services.

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

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.

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