

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

*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

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

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

Although NCUA does not have specific numerical goals, the OHR developed a human capital dashboard that displays current disability representation for all hiring managers and recruiters to see.

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

N/A

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	
Section 508 Compliance	0	0	1	Nickol Davenport, Website Admin/ Section 508 Coordinator, OEAC, edavenport@ncua.gov
Processing reasonable accommodation requests from applicants and employees	1	1	0	Vanessa Jackson, HR Specialist, OHR, vjackson@ncua.gov Tiffany Thompkins, HR Specialist, OHR, tthompkins@ncua.gov
Answering questions from the public about hiring authorities that take disability into account	10	0	0	Jodi Johnson, Director Staffing and Classification, OHR, jejohnson@ncua.gov; Lisa Bazemore, Lead HR Specialist, OHR, mbazemore@ncua.gov; Homayra Jami, Lead HR Specialist, OHR, hjami@ncua.gov; Lauren Portwood, HR Specialist, OHR, LPortwood@ncua.gov; Amanda Brown, HR Specialist, OHR, abrown@ncua.gov; Jasmin Sneed, HR Specialist, OHR, jsneed@ncua.gov; Michele Sullivan, HR Specialist, OHR, masullivan@ncua.gov; Wayne Shrader, HR Specialist, OHR, sshrader@ncua.gov; Kayla Greene, HR Specialist, OHR, kgreene@ncua.gov; Doreen Rizopoulos, National Recruiter, OHR, drizopoulos@ncua.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	10	0	0	Jodi Johnson, Director Staffing and Classification, OHR, jejohnson@ncua.gov; Lisa Bazemore, Lead HR Specialist, OHR, mbazemore@ncua.gov; Homayra Jami, Lead HR Specialist, OHR, hjami@ncua.gov; Lauren Portwood, HR Specialist, OHR, LPortwood@ncua.gov; Amanda Brown, HR Specialist, OHR, abrown@ncua.gov; Jasmin Sneed, HR Specialist, OHR, jsneed@ncua.gov; Michele Sullivan, HR Specialist, OHR, masullivan@ncua.gov; Wayne Shrader, HR Specialist, OHR, sshrader@ncua.gov; Kayla Greene, HR Specialist, OHR, kgreene@ncua.gov; Doreen Rizopoulos, National Recruiter, OHR, drizopoulos@ncua.gov
Architectural Barriers Act Compliance	0	0	1	Joseph Hartley, Facility Management Specialist, OCFO, jhartley@ncua.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Holly Aguilar, Diversity Specialist, OMWI, HAguilar@ncua.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

OMWI attended the annual disability workshops at the Federal Dispute Resolution Conference and/or EEOC’s Examining Conflicts in Employment Laws (EXCEL) training conference. Additionally, human resources staff are provided on-the-job training regarding the sourcing, use, and processing of various hiring appointing authorities and their associated required documentation, including those related to PWD and PWTD. New HR specialists are trained by senior specialists on the agency disability program and responsibilities. OMWI’s Disability Employment Program Manager keeps up to date through cyberFEDS and other resources regarding disability issues.

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

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 NCUA participates in several activities to enhance outreach to individuals with disabilities. These efforts include: - Maintaining a "talent bank" of Schedule A applicants who apply for agency positions. - Participating in targeted outreach events for people with disabilities. - Expanding the NCUA's outreach through LinkedIn Recruiter and the USAJOBS Resume Mining tool to reach qualified applicants, including those with disabilities. - Offering the Workforce Recruitment Program Services as an additional resource for managers to source potential applicants to fill vacant positions, in addition to the regular competitive recruitment process. - Distributing NCUA vacancy announcements to a newly established email distribution list of potential applicants who have expressed interest in NCUA opportunities during recruitment and outreach events.

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

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

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

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

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

Answer Yes

The agency has a supervisory orientation program where new supervisors receive training on EEO laws and procedures, harassment laws, and an overview of alternative dispute resolution. New supervisors also gain access to the Supervisor Resource Center which provides an overview of training requirements as well as immediate access to external training, webinars, and job aids. Additionally, the Schedule A job aid tool in the NCUA Learning Management System LAMP covers the hiring authority details and answers several commonly asked questions. In addition, new supervisors receive in-person training on the Schedule A hiring authority and process during the strategic conversation pipeline step of recruitment/hiring. The agency offers hiring managers Recruitment and Hiring Flexibilities training throughout the year to include a 4-hour Recruitment Bootcamp for managers with a large focus on flexible hiring authorities for PWD and PWTD. Additionally, the OMWI manages the disability solutions desk mailbox for questions or concerns for any disability-related issue.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The agency’s recruitment strategy includes a strong focus on outreach to PWDs and PWTDs. In sourcing candidates, we utilized multiple resume databanks, such as the Department of Labor’s Workforce Recruitment Program (WRP) and OPM’s USAJOBS Agency Talent Portal, which has a direct sourcing search for potential qualified PWDs/PWTDs. We attended multiple disability-focused career fairs, such as OPM’s “Bender List” and “Level up for Federal Government”, both in person and virtually to maximize access. We have established partnerships with universities and colleges such as Gallaudet University and Rochester Institute of Technology - National Institute for the Deaf. The NCUA also participated in mock interviews with students at Gallaudet University. Current NCUA employees have the following programs available to assist and support to help provide reasonable accommodations. - Reasonable Accommodations Support Services: • American Sign Language (ASL) • Communications Access Realtime Translation (CART) • Virtual Remote Interpretation (VRI) • Mobility Services • Specialized Computer Equipment • Ergonomic Assessments - Employee Assistance Program (EAP) - WorkLife4U. Lastly, the agency had a robust training and development program, described in Section A. ADVANCEMENT PROGRAM PLAN below.

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 No

PWD: Only 9 out of 81 (11.11%) permanent new hires were PWD. This is less than 1 hire below the 12% benchmark and likely to be due to random variation. See Table B8.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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 No

Although there were 163 PWD out of 2785 (5.85%) total qualified applicants, only 3 PWD out of 56 (5.36%) selections made. This slight decrease is less than one selection and is likely to be due to normal variation. See Table B7P.

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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

PWD: Although there were 23 PWD out of 299 (7.69%) total qualified applicants, only 1 PWD out of 41 (2.44%) selections were made. PWTD: Although there were 14 PWTD out of 299 (4.68%) total qualified applicants, 0 PWTD out of 41 (0.00%) selections were made. In both cases, the small difference is not statistically significant and is likely due to random variation. See Table B9P.

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

- a. Promotions for MCO (PWD) Answer Yes
- b. Promotions for MCO (PWTD) Answer Yes

PWD: There were 25 PWD out of 299 (8.36 percent) qualified applicants, but only three PWD out of 54 employees (5.36 percent) on-boarded. This difference is fewer than two employees. PWTD: There were 14 PWTD out of 299 qualified applicants (4.68 percent), but only two PWTD out of 54 employees (3.57 percent) on-boarded. This difference is fewer than one employee and is well above the 2.00 percent goal. These triggers are not statistically significant and are likely to be explained by normal variance. Note: Worksheet B9P contains the qualified applicant data; however, the on-board data comes from an external report.

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.

The NCUA's primary occupation is the Credit Union Examiner (CUE), representing close to 70 percent of the agency staff. Entry-level CUE positions are advertised and recruited as career ladder positions with promotion opportunities to a target level of CU-12. CUEs are provided extensive training to develop and reach the full performance level. Note: All CUE announcements are open to Schedule A candidates. The agency also advertises Leadership Development Programs, which are open to all employees at all levels. Briefings are provided to employees prior to the program's opening to ensure employees understand the development opportunities and the application process and have an opportunity to ask questions. In addition, reasonable accommodations are available to help CUEs be successful in all essential functions of the job, and the Disability Solutions Desk supports on challenges or issues that employees with disabilities may experience.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NCUA's career development model deploys a two-pronged approach. It focuses, simultaneously, on the development of technical and leadership competencies. The technical aspect of this model is described in Section IV-A above. The leadership development component is described below. NCUA's leadership development efforts are guided by its leadership vision and leadership journey. The leadership vision describes key leadership behaviors expected from leaders at all levels across four key pillars: Inspiring Others, Demonstrating Emotional Intelligence, Driving Results, and Fostering Inclusion. The leadership journey describes growth as a function of seniority, identifying key competencies expected at various levels of responsibility. To formally support leadership development at all levels, the NCUA sponsors the following leadership development programs: (1) Aspiring Leader Program (ALP): NCUA CU 4-6 staff may apply for this two-month program designed to provide competency-based leadership training. (2) New Leader Program (NLP): NCUA CU 7-10 staff may apply for this program designed to develop future leaders. While remaining in their position of record, participants complete a variety of activities including a developmental detail, formal training sessions, management book reviews and interviews, and a team project. (3) Executive Leadership Program (ELP): NCUA CU 11-12 staff are eligible to apply for this program. While remaining in their position of record, participants complete a variety of activities including a developmental detail, formal training sessions, management book reviews and interviews, and a team project. ALP, NLP, and ELP are offered federal government-wide by the Graduate School's Center for Leadership and Management. NCUA nominates individuals using our internal competitive selection process; the Graduate School's Center for Leadership and Management has final approval authority. (4) Management Development Program: an 18-month developmental program for non-supervisors. The Program focuses on learning to lead others. Candidates are exposed to defining project scopes, delegating work, developing others, setting organizational goals, and understanding the broader agency mission. (5) Excellence in Government Fellows offered by the Partnership for Public Service: a 12-month program for supervisors/managers. Candidates are able to enhance their skills through a combination of coursework, action-learning projects, executive coaching, and government-wide networking. Fellows remain in their full-time jobs, meet every 6 weeks, and spend a total of 24 days in session. (6) NCUA Executive Training Program: an 18-month program for CU-15 employees. This program prepares employees to transition from supervisory or managerial positions into senior executive positions within the agency. In addition to leadership training, NCUA has commissioned and is investing heavily in coaching. Executive Coaching Program: a 12-month program for the NCUA's executive staff. The program is designed to help managers become more highly effective leaders, reinforce leadership competencies, enhance performance, etc. In addition, the agency offers a series of training opportunities through its internal training catalog, external training organizations, agency shadowing assignments, and opportunities to participate in short-term detail assignments. The agency also provides career development opportunities through its agency-wide mentorship program. NOTE: These programs are not presented in Tables A/ B12 & 20 because they are available for grade ranges and do not align with the tables. Group Coaching: NCUA offers group coaching to both supervisory and non-supervisory personnel.

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 (%)
Coaching Programs	70	70	13	13	3	3
Internship Programs	1144	12	68	0	40	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	37	37	11	11	3	3

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Other Career Development Programs	81	37	16	8	4	3
Training 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 No

b. Selections (PWD)

Answer Yes

Although there were 68 qualified PWD out of 1144 (5.94%) applicants to the Pathways Internship Program, there were zero PWD out of 12 (0.00%) were selected. This trigger is fewer than one employee, not statistically significant, and is likely to be explained by normal variance.

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 Yes

Although there were 40 PWTD out of 1144 (3.50%) total applicants to the Pathways interns, there were zero PWTD out of 12 (0.00%) selections made. This trigger is fewer than one employee, not statistically significant, and is likely to be explained by normal variance.

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	12	0.94	0.92	0.00	1.27
Time-Off Awards 1 - 10 Hours: Total Hours	81	7.55	6.42	0.00	10.13
Time-Off Awards 1 - 10 Hours: Average Hours	6.75	3.77	0.80	0.00	5.06
Time-Off Awards 11 - 20 hours: Awards Given	2	0.00	0.00	1.85	-0.63

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Total Hours	28	0.00	0.00	29.63	-10.13
Time-Off Awards 11 - 20 Hours: Average Hours	14	0.00	0.00	29.63	-10.13
Time-Off Awards 21 - 30 hours: Awards Given	10	0.00	1.03	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	240	0.00	24.77	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	2.75	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	1	0.00	0.11	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	40	0.00	4.59	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	0.00	4.59	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	100	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	437	23.11	36.93	0.00	31.01
Cash Awards: \$501 - \$999: Total Amount	273165.08	13938.68	23113.77	0.00	18702.53
Cash Awards: \$501 - \$999: Average Amount	625.09	284.46	71.78	0.00	381.68
Cash Awards: \$1000 - \$1999: Awards Given	371	27.83	29.24	0.00	37.34
Cash Awards: \$1000 - \$1999: Total Amount	501375	38938.68	38368.69	0.00	52246.84
Cash Awards: \$1000 - \$1999: Average Amount	1351.42	659.98	150.47	0.00	885.54
Cash Awards: \$2000 - \$2999: Awards Given	71	4.72	6.08	0.00	6.33
Cash Awards: \$2000 - \$2999: Total Amount	171150	11320.75	14621.56	0.00	15189.87
Cash Awards: \$2000 - \$2999: Average Amount	2410.56	1132.08	275.88	0.00	1518.99
Cash Awards: \$3000 - \$3999: Awards Given	7	0.47	0.69	0.00	0.63
Cash Awards: \$3000 - \$3999: Total Amount	22880	1792.45	2188.07	0.00	2405.06
Cash Awards: \$3000 - \$3999: Average Amount	3268.57	1792.45	364.68	0.00	2405.06
Cash Awards: \$4000 - \$4999: Awards Given	5	0.47	0.46	0.00	0.63
Cash Awards: \$4000 - \$4999: Total Amount	20867	2122.64	1876.95	0.00	2848.10
Cash Awards: \$4000 - \$4999: Average Amount	4173.4	2122.64	469.24	0.00	2848.10
Cash Awards: \$5000 or more: Awards Given	68	3.30	6.31	0.00	4.43

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Total Amount	340000	16509.43	31536.70	0.00	22151.90
Cash Awards: \$5000 or more: Average Amount	5000	2358.49	573.39	0.00	3164.56

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

N/A

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	1172	62.26	105.50	55.56	64.56

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 Yes

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 Yes

d. Grade GS-13

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

SSP: With 10 PWD out of 144 (6.94%) qualified candidates, zero PWD out of four (0.00%) were selected. CU14: With 20 PWD out of 173 (11.56%) qualified candidates, one PWD out of 22 (4.55%) was selected. These triggers are not statistically significant and are likely to be explained by normal variance (Data from table B11).

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

a. SES

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | No |
| ii. Internal Selections (PWTB) | Answer | Yes |

b. Grade GS-15

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | No |
| ii. Internal Selections (PWTB) | Answer | Yes |

c. Grade GS-14

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | No |
| ii. Internal Selections (PWTB) | Answer | Yes |

d. Grade GS-13

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | No |
| ii. Internal Selections (PWTB) | Answer | Yes |

SSP: With 2/144 (1.39%) qualified candidates, zero out of four (0.00%) selected. CU15: With 10/220 (4.55%) qualified candidates, zero out of 11 (0.00%) selected. CU14: With 11/173 (6.36%) qualified candidates, one out of 22 (4.55%) selected. CU13: With 14/270 (5.19%) qualified candidates, zero out of 16 (0.00%) selected. It should be noted that each of these triggers are a fraction of a person, are not statistically significant, and are likely to be explained by normal variance (Data from table B11).

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 | Yes |
| c. New Hires to GS-14 (PWD) | Answer | No |
| d. New Hires to GS-13 (PWD) | Answer | Yes |

CU-15: From 19/323 (5.88%) qualified to 0/5 (0.00%) selected. CU-13: From 95/1715 (5.54%) qualified to 0/8 (0.00%) selected. These triggers are not statistically significant and are likely to be explained by normal variance. (Data from Table B15)

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	Yes
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	Yes

CU15: from 9/323 (2.79%) qualified to 0/5 (0.00%) selected. CU13: from 40/1715 (2.33%) qualified to 0/8 (0.00%) selected. These triggers are not statistically significant and are likely to be explained by normal variance. (Table B15)

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

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

Executives: from 10/144 (6.94%) qualified to 0/4 (0.00%) selected. Managers: from 15/218 (6.88%) qualified to 0/12 (0.00%) selected. These triggers are not statistically significant and are likely to be explained by normal variance. (Table B19)

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	Yes
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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Executives: from 2/144 (1.39%) qualified to 0/4 (0.00%) selected. Managers: from 10/218 (4.59%) qualified to 0/12 (0.00%) selected. These triggers are not statistically significant and are likely to be explained by normal variance. (from Table B19)

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
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b. New Hires for Managers (PWD)	Answer	Yes
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c. New Hires for Supervisors (PWD)	Answer	N/A
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Managers: from 18/245 (7.35%) qualified to 0/3 (0.00%) selected. These triggers are not statistically significant and are likely to be explained by normal variance. (Table B18)

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
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b. New Hires for Managers (PWTD)	Answer	Yes
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c. New Hires for Supervisors (PWTD)	Answer	N/A
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Managers: from 9/245 (3.67%) qualified to 0/3 (0.00%) selected. This trigger is not statistically significant and is likely to be explained by normal variance. (Table B18)

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	Yes
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N/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
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b.Involuntary Separations (PWD)

Answer Yes

Involuntary Separation Rates = [(RIFs + Removals) / (prior year's end strength)]; using permanent population data from tables B1 and B16. No Disability: 0 RIFs + 5 Removals out of 888 employees (0.56%) PWD: 0 RIFs + 3 Removal out of 206 employees (1.46%).

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	1.37	0.59
Permanent Workforce: Resignation	24	0.91	2.16
Permanent Workforce: Retirement	30	2.74	2.36
Permanent Workforce: Other Separations	15	0.46	1.38
Permanent Workforce: Total Separations	78	5.48	6.48

3. Using the inclusion rate as the benchmark, did the percentage of PWD 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 Yes

Involuntary Separation Rates = (RIFs + Removals)/(prior year's end strength); permanent population data from tables B1 and B16. No Disability: 0 RIFs + 5 Removals out of 888 employees (0.56%). PWTD: 0 RIFs + 2 Removal out of 58 employees (3.45%). This trigger is not statistically significant and is likely to be explained by normal variance.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	3.70	0.59
Permanent Workforce: Resignation	24	1.85	1.94
Permanent Workforce: Retirement	30	1.85	2.45
Permanent Workforce: Other Separations	15	1.85	1.18
Permanent Workforce: Total Separations	78	9.26	6.17

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.

There were 3 removals; 1 for "improper conduct" and 2 for "unacceptable performance."

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The internet address on the NCUA's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint is <https://ncua.gov/accessibility> (Note: The NCUA's reasonable accommodation policy includes Section 508 for accommodation purposes, including filing a complaint, but the policy

does not go into details regarding the Section 508 statute.)

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

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

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

The Office of External Affairs and Communications' (OEAC) Section 508 Program team identifies and assists with the remediation of agency information technology. OEAC maintains a Section 508 Resource Center on the internal NCUA Central site for staff and contractors. The resource center offers training, guides, and best practice resources for creating accessible content. The OEAC Section 508 Program team identifies and assists with the remediation of agency information technology. The office also works with content owners and creators to identify and remediate deficiencies. All new NCUA content is required to be accessible before it is posted on the public-facing websites. Accessibility language has been updated in the NCUA Style Guide.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The time frame for processing initial requests for reasonable accommodation averages 10-20 business days, absent extenuating circumstances. The time to process a request depends on the nature of the accommodation requested and the receipt of sufficient supporting information.

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

The NCUA's Reasonable Accommodation (RA) program includes timely processing and approvals of accommodation requests. In CY 2023, a total of 30 reasonable accommodation cases were completed with an average processing time of 25 days. The RA Program Manager tracks by types of accommodations requested, testing accommodations, equipment needs, and full-time telework, as applicable. The NCUA conducts RA training for all new supervisors and plans to conduct four reasonable accommodation refresher training sessions for all supervisors before December 31, 2024. The NCUA's RA Specialist provides consultation services with managers, supervisors, and employees on the reasonable accommodation process and the laws governing reasonable accommodations. The NCUA is proactive regarding the needs of persons with disabilities.

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

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

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

The NCUA Reasonable Accommodation Instruction was finalized on March 28, 2022, and made available to both agency personnel and the public. Guidance on PAS services is incorporated into the updated Instruction. To this date, there have been no requests for PAS services.

Section 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 Yes

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 N/A

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.

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

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

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

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

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