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

> Disability data at a glance appears to be underrepresented. Currently about 10.66% of the overall agency that identifies with having a disability which slightly decreased this year which is close to the 12% goal. There are no barriers identified in the GS level as there are employees who have reportable disabilities at most levels. Our overall reportable disability numbers slightly decreased this year, which is a trend to monitor.

*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

> The agency slightly decreased in employees who identify as having a Targeted Disability (TD) from .67% to .42% which is a trend experience due to a very small number of employees who report as having a targeted disability. The agency continues to provide transparency on TD reporting and hopefully that will lead to a reduction in stigma, and more will report, or we will be able to hire more employees with TD. Uniform requirements for service members continue to be an area where there is stigma to report due to the fear of losing military membership for not being able to meet a condition of employment. We continue to educate staff about the anonymity of reporting this data.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical 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.

The agency communicated numerical goals in a few ways. First, we show this data via training on Reasonable Accommodation. The training highlights the importance of the Government's role in being a leader among all sectors in hiring and retaining PWD and PWTD. Second, we send out email correspondence explaining reporting of disabilities and attempt to debunk the myth that the agency wants to know who has what disability in order to have cause for removal. There has been more education to staff regarding what a disability is and encouraging any employee who are a PWD or a PWTD to report. The EEO Manager has contact with directorates, managers, and staff on disability matters and is charged with explaining disabilities and the agencies non-retaliatory stance if one identifies a disability. We do educate dual status individuals of a potential of separation that could result if a disability renders them incapable of performing their essential job functions that affect their military status ultimately rendering them incapable to wear the uniform. This education explains the condition of employment militarily and military disability could result in loss of military membership. Loss of military membership would mean they are no longer qualified to hold their job because it is a federal requirement. This would be a unique case, as there is no one size fits all with a disability. Primary means of communication are through Professional Development, educational emails, group training, and individual training.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

                                                        Answer   Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil
Processing reasonable accommodation requests from applicants and employees	2	0	0	Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil Kevin Buck, Occupational Health Nurse, State Surgeon's Office, Kevin.k.buck.civ@army.mil
Processing applications from PWD and PWTD	2	0	0	Katrina Mickelsen, HR Specialist, HRO, katrina.a.mickelsen.civ@army.mil Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Katrina Mickelsen, HR Specialist, HRO, katrina.a.mickelsen.civ@army.mil Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Robert Roehrich, SEEM, robert.d.roehrich.civ@army.mil

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

Our Disability Program Manager has been in his role for over 8 years. He uses a variety of tools to include Job Accommodation Network, CAP, and other programs that can help the agency accommodate PWD should they request one and meet the criteria for Reasonable Accommodation.

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.

All jobs that applicants and qualifications are posted on USA Staffing. We utilize ND Job Services as a partner, and they are aware of our hiring process and can help applicants navigate the site to verify their eligibility. Over 84% of the jobs require dual status membership meaning they must be in the military and meet physical standards and other uniform requirements which is a barrier to individuals with targeted certain disabilities, however we cannot change Federal Law.

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

We utilize Veteran's Preference for our Title 5 Excepted Service hiring process. All federal civilian positions are advertised utilizing

USA Jobs to reach the largest audience of applicants. Job Services and other entities are aware of this requirement.

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.

We utilize Veteran's Preference for our Title 5 Excepted Service hiring process. Applicants must submit supporting documentation for their Veteran's Preference claim. Supervisors only receive those Veteran Preference candidates on the certificate. Those are the only applicants interviewed. Hiring manager must go through the Passover process to justify the reason(s) to non-select.

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.

<p style="text-align:right">Answer   Yes</p>

We utilize Veteran's Preference for our Title 5 Excepted Service hiring process. All federal civilian positions are advertised utilizing USA Jobs to reach the largest audience of applicants. The Human Resources Office conducts one-on-one training with the hiring managers for the Title 5 Excepted Service positions on how to advertise in accordance with federal law. The Human Resources Office builds all the announcements for the manager and hiring authorities are discussed when they build them.

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.

Job services is aware of our USA Jobs requirements and will help applicants navigate it if needed. We advertise primarily to USA Jobs, Indeed, and other local hiring platforms.

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

PWD and PWTD are afforded the same opportunities to apply for our agency positions. Many of the jobs require a physical aspect that can be accommodated if the position is a T5 Civilian job. Positions that require dual status, meaning military membership, can restrict a person with a Disability or a Targeted Disability from applying as they may not qualify for military membership. There are two, potentially three Targeted Disabilities that one could qualify per the uniform standards and be able to hold a T32 job. There are also numerous disabilities that an individual could have in which they still qualify for a T32 position. In any case the first requirement of T32 Federal Technician is to hold military membership. That requirement is not a barrier, and our agency has no control over it because it's a federal law and a condition of employment.

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

PWD and PWTD are afforded the same opportunities to apply for our agency's positions. Many of the jobs require a physical aspect that can be accommodated if the position is a T5 civilian posting. Positions that require dual status, meaning military membership, can affect a person with a targeted disability from applying as they may qualify the military membership condition of employment. There are two, potentially three targeted disabilities that one could qualify per the uniform standards and be able to hold a T32 job. In any case the first requirement is to hold military membership. That requirement is not a barrier that our agency has control over, because it is federal law.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability 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

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.

All employees are afforded the opportunity to attend career development courses that can be individually catered to their needs. For example, our agency could pay for an individual to attend Microsoft office classes in which they could become certified. There is also" Leadership Everywhere" training conducted by the State of ND that all staff are encouraged to attend. Accommodations are made available to any employee who requests it in either venue. Employees can work with their supervisors and HRO to identify career plans, and paths to attain their goals.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Leadership Anywhere forums. Professional Development put on by local HRO. Continuing Education (Microsoft Office certification, professional certificates, etc.) - catered to the individual. Training conferences within an employee's current career path. Our agency is very receptive to any employee that wants to gain more experience in leadership/career development. We continue to develop plans individually due to the smaller size of our agency. We have found that to be the most cost effective, and many have taken advantage of the opportunities. We routinely remind managers/supervisors of this option and let staff know throughout the year as well.

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	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0

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

At this time, we don't' have a tracking mechanism in place to track our career development individuals. There are no identified triggers, because the program is open to anyone who wants to individualize their own career development opportunities. There are numerous opportunities through local colleges and agency developed training.

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

At this time, we don't' have a tracking mechanism in place to track our career development individuals. There are no identified triggers, because the program is open to anyone who wants to individualize their own career development opportunities. There are numerous opportunities through local colleges and agency developed training.

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	20	9.52	4.36	50.00	5.26
Time-Off Awards 1 - 10 Hours: Total Hours	130	66.67	27.18	200.00	52.63
Time-Off Awards 1 - 10 Hours: Average Hours	6	33.33	1.54	200.00	15.79
Time-Off Awards 11 - 20 hours: Awards Given	31	0.00	7.95	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	588	0.00	150.77	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	18	0.00	4.62	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	34	9.52	7.44	0.00	10.53
Time-Off Awards 21 - 30 Hours: Total Hours	984	285.71	213.85	0.00	315.79
Time-Off Awards 21 - 30 Hours: Average Hours	28	142.86	7.18	0.00	157.89
Time-Off Awards 31 - 40 hours: Awards Given	61	9.52	15.13	0.00	10.53
Time-Off Awards 31 - 40 Hours: Total Hours	2440	380.95	605.13	0.00	421.05
Time-Off Awards 31 - 40 Hours: Average Hours	40	190.48	10.26	0.00	210.53
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	1	0.00	0.26	0.00	0.00
Cash Awards: $501 - $999: Total Amount	700	0.00	179.49	0.00	0.00
Cash Awards: $501 - $999: Average Amount	700	0.00	179.49	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $1000 - $1999: Awards Given	12	4.76	2.31	0.00	5.26
Cash Awards: $1000 - $1999: Total Amount	14300	4761.90	2769.23	0.00	5263.16
Cash Awards: $1000 - $1999: Average Amount	1191	4761.90	307.69	0.00	5263.16
Cash Awards: $2000 - $2999: Awards Given	19	9.52	4.36	0.00	10.53
Cash Awards: $2000 - $2999: Total Amount	45000	23809.52	10256.41	0.00	26315.79
Cash Awards: $2000 - $2999: Average Amount	2368	11904.76	603.08	0.00	13157.89
Cash Awards: $3000 - $3999: Awards Given	21	4.76	5.13	0.00	5.26
Cash Awards: $3000 - $3999: Total Amount	69000	14285.71	16923.08	0.00	15789.47
Cash Awards: $3000 - $3999: Average Amount	3285	14285.71	846.15	0.00	15789.47
Cash Awards: $4000 - $4999: Awards Given	1	0.00	0.26	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	4000	0.00	1025.64	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	4000	0.00	1025.64	0.00	0.00
Cash Awards: $5000 or more: Awards Given	10	4.76	2.31	0.00	5.26
Cash Awards: $5000 or more: Total Amount	50000	23809.52	11538.46	0.00	26315.79
Cash Awards: $5000 or more: Average Amount	5000	23809.52	1282.05	0.00	26315.79

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 %

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   No

    b. Other Types of Recognition (PWTD)   Answer   No

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and

the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

    a. SES

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

        ii. Internal Selections (PWD)   Answer   N/A

    b. Grade GS-15

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

        ii. Internal Selections (PWD)   Answer   N/A

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

No triggers identified

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

    a. SES

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

        ii. Internal Selections (PWTD)   Answer   N/A

    b. Grade GS-15

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

        ii. Internal Selections (PWTD)   Answer   N/A

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

No triggers identified

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

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

No triggers identified

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

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

No triggers identified

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

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	10	4.55	1.97
Permanent Workforce: Resignation	10	0.00	2.19
Permanent Workforce: Retirement	6	0.00	1.32
Permanent Workforce: Other Separations	6	0.00	1.32
Permanent Workforce: Total Separations	32	4.55	6.80

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	10	0.00	2.10
Permanent Workforce: Resignation	10	0.00	2.10
Permanent Workforce: Retirement	6	0.00	1.26
Permanent Workforce: Other Separations	6	0.00	1.26
Permanent Workforce: Total Separations	32	0.00	6.72

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.

No triggers were identified

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.ndguard.nd.gov/job-opportunities

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.

https://www.ndguard.nd.gov/job-opportunities

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.

Our facility and/or agency will seek out opportunities to improve access. For any accommodation for PWD/PWTD, we take them on a case-by-case basis. There is no one size fits all. We have opportunities for interactive software and other speech to text and vice versa equipment that can help people with audio and visual disabilities. It is not the agency's policy to buy equipment just in case someone applies, as that equipment and/or software can become obsolete before an individual ever gets on board. The SEEM does communicate with local technology providers, and other entities that provide products to PWD/PWTD. This will help with the accommodation process. There are currently no large-scale barriers that have been identified which require the agency to upgrade facilities and/or technology support.

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.)

There were no Reasonable Accommodation requests in FY24. The agency has a 45-day policy barring no major equipment/or technology purchase/upgrade. This guidance follows our local policy that follows Federal Law.

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.

No requests for Reasonable Accommodation. Training was the only thing provided to supervisors. The agency did not have a chance to evaluate the effectiveness of the program from an employee request standpoint.

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.

No PAS were requested in FY24. Effectiveness could not be measured.

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   N/A

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   N/A

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.

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   N/A

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.

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.

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

Providing Executive Leadership with MD-715 report out data helped further develop the local merit-based hiring which aligns with the people first strategy on the agency's strategic plan.

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.

No triggers were corrected, the agency is continuing to move forward in proactive planning to eliminate silos, barriers that may restrict or limit people of certain demographics from enjoying their employment as any other similarly situated demographic group.