

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

**Office of Personnel Management - FY 2025**

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

PWDs within the GS-1 to GS-10 population represented 16.09 Percent in 2025, while PWDs in the GS11-SES employees represented 14.78 Percent.

\* 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

PWTDs within the GS-1 to GS-10 population represented 4.52 Percent in 2025, while PWTDs in GS-11-SES population represented 3.07 Percent.

Grade Level Cluster (GS or Alternate Pay Planb)	Total	Reportable Disability Total	Reportable Disability Percentage (Numerical Goal 12 Percent)	Targeted Disability Total	Targeted Disability Percentage (Numerical Goal 2 Percent)
Grades GS-11 to SES	2006	298	14.86	63	3.14
Grades GS-1 to GS-10	553	89	16.09	24	4.34

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

The agency maintains a database of PWDs. Before any vacancy is filled within the agency, the selecting official is offered the option to use applicants from this file to fill their positions; this is in conjunction with the noted goals of increasing participation of PWD/PWTD in the Federal government. This information is also noted while using hiring authorities such as Schedule A, 5 CFR 213.3102(u) for individuals with certain disabilities, and non-competitive 30 Percent disabled veterans appointing authorities (see Section III(A)(1-2).

## 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

Current staff are tasked with supporting the disability program. No additional staff are planned at this time

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	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Processing applications from PWD and PWTD	0	0	1	Samantha Siegel Human Resources Specialist & Samantha.Siegel@opm.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Tara Lisica Human Resources Specialist & Tara.Lisica@opm.gov
Section 508 Compliance	0	0	0	Kim Kendrick IT Specialist (APPSW) Kimberly.Kendrick@opm.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Samantha Siegel Human Resources Specialist & Samantha.Siegel@opm.gov
Architectural Barriers Act Compliance	0	0	1	Christopher Beckman Director Christopher.Beckman@opm.gov
Special Emphasis Program for PWD and PWTD	0	0	0	Samantha Siegel Human Resources Specialist & Samantha.Siegel@opm.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

Ongoing on-the-job training, consultation with manager and OGC, and training via conferences and various vendors.

### 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: No

No additional staff are planned at this time.

## **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.

When a position is identified to be filled, the staffing specialist consults with the hiring manager prior to posting a job opportunity announcement (JOA) on USAJOBS and makes available applicants from our People with Disabilities (PWD)/Schedule A (5 CFR 213.3102(u)) database. Management can consider persons with disabilities if they add those "eligibilities" to the area of consideration. Management may also consider any PWD at any point in the recruitment process. OCHCO utilizes the Workforce Recruitment Program through the Department of Labor (now available in USA Staffing) to search and refer applicants to managers interested in hiring people with disabilities. OPM's Strategic Recruiter and HR Specialists have access to the database of resumes of those registered with the Workforce Recruitment Program. OPM also accesses the Agency Talent Portal (ATP) through USAJobs to search for applicants with disabilities (who have consented to the search function) and refer them to management. The ATP allows searches specifically for people with disabilities who qualify for noncompetitive hiring. Hiring managers, supervisors, HR specialists all have access to review resumes made searchable by the candidate.

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.

Schedule A for individuals with disabilities (5 CFR 213.3102(u)) is the agency's primary authority. In FY 2025, 36 Schedule A applicants came on board, of which 20 (55.56 Percent) were PWDs and 3 (8.33 Percent) were PWTDs. The agency also frequently uses the non-competitive 30 Percent disabled veteran appointing authority.

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 who apply to a specific vacancy announcement are screened to determine if they show the likelihood of success in the position. This is determined by reviewing the applicant's resume to see if there are indications of the applicant having received progressively more responsibility or more complex work that would lead OPM to believe the applicant could be successful in a position at a higher grade or indications that the applicant meets the qualifications standards for the position. Those applicants are certified on a list to be forwarded to managers. Managers receive a listing of all Schedule A applicants (5 CFR 213.3102(u)) for consideration and are unaware of specific disabilities. OPM vacancies require that applicants provide "proof of disability" documentation. "Proof of a disability" is a letter stating that the applicant has an intellectual disability, severe physical disability, or psychiatric disability. This letter can be obtained from their doctor, a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal, state, or local agency that issues or provides disability benefits. For example, an applicant applies to a specific vacancy announcement and claims Schedule A eligibility. In that case, the proof of disability documentation is required and reviewed by the HR Specialist to make an eligibility determination. If the applicant meets the eligibility, they are screened further for the likelihood of success. This is determined by reviewing the applicant's resume to see if there are indications of the applicant having received progressively more responsibility or more complex work that would lead OPM to believe the applicant could be successful in a position at a higher grade or indications that the applicant meets the qualifications standards for the position. Those applicants are certified on a list to be forwarded to managers. Managers receive a listing of all Schedule A applicants (5 CFR 213.3102(u)) for consideration and are unaware of specific disabilities.

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

All managers go through a new supervisory boot camp, where Schedule A (including under 5 CFR 213.3102 (u)) is covered.

### 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.

OPM HR Specialists have access to the Department of Labor Workforce Recruitment Program, which recruits PWD and keeps a database of candidates to review and refer to hiring managers. The HR Specialists advocate for use of the agency talent portal to source and hire PWDs.

### 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", describe the trigger(s) below.

- a. New Hires for Permanent Workforce (PWD) Answer: No  
 b. New Hires for Permanent Workforce (PWTD) Answer: No

In FY 2025, 10.18 Percent of all new permanent hires had a disability, and 1.20 Percent had a targeted disability. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

New Hires	Total (Number)	Reportable Disability Permanent Workforce (Percentage)	Reportable Disability Temporary Workforce (Percentage)	Targeted Disability Permanent Workforce (Percentage)	Targeted Disability Temporary Workforce (Percentage)
% of Total Applicants	0	0.00	0.00	0.00	0.00
% of Qualified Applicants	0	0.00	0.00	0.00	0.00
% of New Hires	0	0.00	0.00	0.00	0.00

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: N/A  
 b. New Hires for MCO (PWTD) Answer: N/A

Table: PWD and PWTD among New Hires to MCO:

Information Technology (2210) -- PWDs: 8.89 Percent; PWTDs: 3.87 Percent // Contracting (1102) -- PWDs: 0.00 Percent; PTWDs: 0.00 Percent // Human Resources (0201) -- PWDs: 0.00 Percent; PTWDs: 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
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. 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: N/A  
 b. Qualified Applicants for MCO (PWTD) Answer: N/A

Table: PWD and PWTD among Qualified Internal Applicants to MCO:

Information Technology (2210) -- PWDs: 0.00 Percent; PTWDs: 0.00 Percent // Contracting (1102) -- PDWs: 0.00 Percent; PTWDs: 0.00 Percent // Human Resources (0201) -- PWDs: 7.69 Percent; PTWDs: 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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: N/A

b. Promotions for MCO (PWTD)

Answer: N/A

Table: PWD and PWTD among Qualified Employees promoted to MCO:

Economist (0110) -- PWDs: 0.00 Percent; PTWDs: 0.00 Percent // Human Resources (0201) -- PWDs: 16.75 Percent; PTWDs: 4.06 Percent // Auditing (0511) -- PWDs: 3.08 Percent; PTWDs: 0.00 Percent // Contracting (1102) -- PWDs: 11.32 Percent; PTWDs: 1.89 Percent // Information Technology (2210) -- PWDs: 27.60 Percent; PTWDs: 5.38 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

## 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.

Opportunities for advancement, training, and developmental services, including resume building, individual development plan assistance/consulting, professional coaching, and mentoring, are open to all employees, including PWD and PWTD. Training opportunities are open to all employees and reasonable accommodations are available upon request.

### B. CAREER DEVELOPMENT OPPORTUNITIES

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

In addition to those listed in A above, OPM offers internal and external details, temporary assignments, and rotational opportunities throughout the year for employee development. In addition, OPM supervisors and managers regularly discuss career goals with employees to provide feedback, coaching, and mentoring, when applicable.

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 Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

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

- a. Applicants (PWD) Answer: N/A
- b. Selections (PWD) Answer: N/A

OPM is working to develop the ability to quantify career development opportunities data. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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

- a. Applicants (PWTD) Answer: N/A
- b. Selections (PWTD) Answer: N/A

OPM is working to develop the ability to quantify career development opportunities data. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

### 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 |

TABLE: PWDs (Time Off Awards):

Total Time Off Awards: 1-10 Hours Percentages -- PWDs: 11.47 Percent; PWTDs: 2.75 Percent // Total Time-Off Awards: 11-20 Hours Percentages -- PWDs: 18.06 Percent; PWTDs: 1.39 Percent // Total Time-Off Awards: 21-30 Hours Percentages -- PWDs: 20.00 Percent; PWTDs: 1.54 Percent // Total Time-Off Awards: 31-40 Hours Percentages -- PWDs: 7.00 Percent; PWTDs: 1.00 Percent // Total Cash Awards: Less than \$500 Percentages -- PWDs: 8.98 Percent; PWTDs: 2.99 Percent // Total Cash Awards: \$501 - \$999 Percentages: PWDs 13.48 Percent; PWTDs: 3.13 Percent // Total Cash Awards \$1000 - \$1999 Percentages -- PWDs 14.50 Percent; PWTDs 3.46 Percent // Total Cash Awards \$2000 - \$2999 Percentages -- PWDs: 12.98 Percent; PWTDs: 2.00 Percent // Total Cash Awards \$3000 - \$3999 Percentages -- PWDs: 10.24 Percent; PWTDs: 1.57 Percent // Total Cash Awards \$4000 - \$4999 Percentages -- PWDs: 18.92 Percent; PWTDs: 4.05 Percent // Total Cash Awards More than \$5000 Percentages -- PWDs 9.32 Percent; PWTDs 0.62 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

<b>Time-Off Awards</b>	<b>Total (Number)</b>	<b>Reportable Disability (Percentage)</b>	<b>Without Reportable Disability (Percentage)</b>	<b>Targeted Disability (Percentage)</b>	<b>Without Targeted Disability (Percentage)</b>
Time-Off Awards 1 - 10 hours: Awards Given	218.00	11.47	88.53	2.75	97.25
Time-Off Awards 1 - 10 Hours: Total Hours	1324.00	12.39	87.61	3.32	96.68
Time-Off Awards 1 - 10 Hours: Average Hours	6.07	6.56	6.01	7.33	6.04
Time-Off Awards 11 - 20 hours: Awards Given	72.00	18.06	81.94	1.39	98.61
Time-Off Awards 11 - 20 Hours: Total Hours	1184.00	17.91	82.09	1.35	98.65
Time-Off Awards 11 - 20 Hours: Average Hours	16.44	16.31	16.47	16.00	16.45
Time-Off Awards 21 - 30 hours: Awards Given	65.00	20.00	80.00	1.54	98.46
Time-Off Awards 21 - 30 Hours: Total Hours	1586.00	19.67	80.33	1.51	98.49
Time-Off Awards 21 - 30 Hours: Average Hours	24.40	24.00	24.50	24.00	24.41
Time-Off Awards 31 - 40 hours: Awards Given	100.00	7.00	93.00	1.00	99.00
Time-Off Awards 31 - 40 Hours: Total Hours	3947.00	6.89	93.11	1.01	98.99
Time-Off Awards 31 - 40 Hours: Average Hours	39.47	38.86	39.52	40.00	39.46
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.00	0.00	0.00	0.00

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Cash Awards \$500 and Under: Awards Given	568.00	8.98	91.02	2.99	97.01
Cash Awards \$500 and Under: Total Amount	221495.00	9.47	90.53	3.21	96.79
Cash Awards \$500 and Under: Average Amount	389.96	411.22	387.86	418.00	389.09
Cash Awards: \$501 - \$999: Awards Given	319.00	13.48	86.52	3.13	96.87
Cash Awards: \$501 - \$999: Total Amount	235471.00	13.66	86.34	3.31	96.69
Cash Awards: \$501 - \$999: Average Amount	738.15	748.21	736.59	779.30	736.82
Cash Awards: \$1000 - \$1999: Awards Given	1069.00	14.50	85.50	3.46	96.54
Cash Awards: \$1000 - \$1999: Total Amount	1546962.00	14.60	85.40	3.60	96.40
Cash Awards: \$1000 - \$1999: Average Amount	1447.11	1456.70	1445.48	1507.14	1444.96
Cash Awards: \$2000 - \$2999: Awards Given	601.00	12.98	87.02	2.00	98.00
Cash Awards: \$2000 - \$2999: Total Amount	1445356.00	12.76	87.24	1.83	98.17
Cash Awards: \$2000 - \$2999: Average Amount	2404.92	2365.23	2410.84	2209.58	2408.90
Cash Awards: \$3000 - \$3999: Awards Given	381.00	10.24	89.76	1.57	98.43
Cash Awards: \$3000 - \$3999: Total Amount	1288565.00	10.19	89.81	1.57	98.43
Cash Awards: \$3000 - \$3999: Average Amount	3382.06	3366.08	3383.88	3374.00	3382.19
Cash Awards: \$4000 - \$4999: Awards Given	148.00	18.92	81.08	4.05	95.95
Cash Awards: \$4000 - \$4999: Total Amount	657088.00	18.82	81.18	4.08	95.92
Cash Awards: \$4000 - \$4999: Average Amount	4439.78	4416.93	4445.12	4467.00	4438.63
Cash Awards: \$5000 or more: Awards Given	161.00	9.32	90.68	0.62	99.38
Cash Awards: \$5000 or more: Total Amount	2171431.00	10.32	89.68	0.37	99.63
Cash Awards: \$5000 or more: Average Amount	13487.15	14940.40	13337.84	8000.00	13521.44

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB for quality step increases or performance-based pay increases? If "yes", describe the trigger(s) below.

a. Awards, Bonuses, & Incentives (PWTB)

Answer: No

b. Pay Increases (PWTB)

Answer: No

Step Increase - Inclusion Rates: PWDs – 11.46 Percent // PWTDs – 4.17 Percent // No Disability 79.17 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Total Performance Based Pay Increases Awarded	97.00	7.22	92.78	1.03	98.97

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer: N/A  
 b. Other Types of Recognition (PWTD) Answer: N/A

## D. PROMOTIONS

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

a. SES

- i. Qualified Internal Applicants (PWTD) Answer: N/A  
 ii. Internal Selections (PWTD) Answer: N/A

b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer: N/A  
 ii. Internal Selections (PWTD) Answer: N/A

c. Grade GS-14

- i. Qualified Internal Applicants (PWTD) Answer: N/A  
 ii. Internal Selections (PWTD) Answer: N/A

d. Grade GS-13

- i. Qualified Internal Applicants (PWTD) Answer: N/A  
 ii. Internal Selections (PWTD) Answer: N/A

a.i. SES Qualified Applicants (PWDs) – 4.76 Percent; a.ii. Internal Selections (PWDs) – 0.00 Percent // b.i. GS-15 Qualified Applicants (PWDs) – 7.78 Percent; b.ii. Internal Selections (PWDs) – 0.00 Percent // c.i. GS-14 Qualified Applicants (PWDs) – 8.39 Percent; c.ii. Internal Selections (PWDs) – 6.45 Percent // d.i. GS-13 Qualified Applicants (PWDs) – 11.87 Percent // d.ii. Internal Selections (PWDs) – 13.64 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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

a. SES

- i. Qualified Internal Applicants (PWTD) Answer: N/A  
 ii. Internal Selections (PWTD) Answer: N/A

## b. Grade GS-15

- |   |             |
|---|-------------|
| i. Qualified Internal Applicants (PWTD) | Answer: N/A |
| ii. Internal Selections (PWTD)          | Answer: N/A |

## c. Grade GS-14

- |   |             |
|---|-------------|
| i. Qualified Internal Applicants (PWTD) | Answer: N/A |
| ii. Internal Selections (PWTD)          | Answer: N/A |

## d. Grade GS-13

- |   |             |
|---|-------------|
| i. Qualified Internal Applicants (PWTD) | Answer: N/A |
| ii. Internal Selections (PWTD)          | Answer: N/A |

a.i. SES Qualified Applicants (PWTDs) – 0.00 Percent; a.ii. Internal Selections (PWTDs) – 0.00 Percent // b.i. GS-15 Qualified Applicants (PWTDs) – 2.40 Percent; b.ii. Internal Selections (PWTDs) – 0.00 Percent // c.i. GS-14 Qualified Applicants (PWTDs) – 4.70 Percent; c.ii. Internal Selections (PWTDs) – 0.00 Percent // d.i. GS-13 Qualified Applicants (PWTDs) – 4.11 Percent; d.ii. Internal Selections (PWTDs) – 4.55 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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: N/A |
| d. New Hires to GS-13 (PWD) | Answer: N/A |

a. SES Qualified Applicants (PWDs) – 0.00 Percent; New Hires (PWDs) - 0.00 Percent // b. GS-15 Qualified Applicants (PWDs) - 8.03 Percent; New Hires (PWDs) - 0.00 Percent // c. GS-14 Qualified Applicants (PWDs) - 9.81 Percent; New Hires (PWDs) - 13.21 Percent // d. GS-13 Qualified Applicants (PWDs) – 8.70 Percent; New Hires (PWDs) - 20.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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: N/A |
| d. New Hires to GS-13 (PWTD) | Answer: N/A |

a. SES Qualified Applicants (PWTDs) – 0.00 Percent; New Hires (PWTDs) – 0.00 Percent // b. GS-15 Qualified Applicants (PWTDs) – 1.46 Percent; New Hires (PWTDs) – 0.00 Percent // c. GS-14 Qualified Applicants (PWTDs) – 5.02 Percent; New Hires (PWTDs) - 3.77 Percent // d. GS-13 Qualified Applicants (PWTDs) – 4.01 Percent; New Hires (PWTDs) 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |

## b. Managers

- |  |             |
|--|-------------|
| i. Qualified Internal Applicants (PWD) | Answer: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |
| c. Supervisors                         |             |
| i. Qualified Internal Applicants (PWD) | Answer: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |

a.i. Executives Qualified Internal Applicants (PWDs) – 0.00 Percent; a.ii. Internal Selection (PWDs) - 0.00 Percent // b.i. Managers Qualified Internal Applicants (PWDs) – 8.21 Percent; b.ii. Internal Selection (PWDs) – 0.00 Percent // c.i. Supervisors Qualified Internal Applicants (PWDs) – 0.00 Percent; c.ii. Internal Selection (PWDs) – 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

6. Does your agency have a trigger involving PWTB 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 (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |
| b. Managers                             |             |
| i. Qualified Internal Applicants (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |
| c. Supervisors                          |             |
| i. Qualified Internal Applicants (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |

a.i. Executives Qualified Internal Applicants (PWTBs) – 0.00 Percent; a.ii. Internal Selection (PWTBs) - 0.00 Percent // b.i. Managers Qualified Internal Applicants (PWTBs) – 2.05 Percent; b.ii. Internal Selection (PWTBs) – 0.00 Percent // c.i. Supervisors Qualified Internal Applicants (PWTBs) – 0.00 Percent; c.ii. Internal Selection (PWTBs) – 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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: N/A |
| b. New Hires for Managers (PWD)    | Answer: N/A |
| c. New Hires for Supervisors (PWD) | Answer: N/A |

a. Executives Qualified Applicants Executives (PWDs) – 0.00 Percent; New Hires Executives (PWDs) – 0.00 Percent // b. Managers Qualified Applicants Executives (PWDs) – 8.96 Percent; New Hires Executives (PWDs) – 15.38 Percent // c. Supervisors Qualified Applicants Executives (PWDs) – 0.00 Percent; New Hires Executives (PWDs) – 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)  | Answer: N/A |
| b. New Hires for Managers (PWTB)    | Answer: N/A |
| c. New Hires for Supervisors (PWTB) | Answer: N/A |

a. Executives Qualified Applicants Executives (PWTD) – 0.00 Percent; New Hires Executives (PWTD) – 0.00 Percent // b. Managers Qualified Applicants Executives (PWTD) – 3.48 Percent; New Hires Executives (PWTD) – 3.85 Percent // c. Supervisors Qualified Applicants Executives (PWTD) – 0.00 Percent; New Hires Executives (PWTD)- 0.00 Percent. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

## 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

All Schedule A employees have a conversion "due date" manually set in OPM's personnel system once onboard. Employees who perform satisfactorily are converted on this date unless they separate from service. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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

The separation rate for PWDs was 18.06 Percent in FY 2025. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	120	6.34	4.04
Permanent Workforce: Removal	30	2.44	0.86
Permanent Workforce: Resignation	72	3.17	2.54
Permanent Workforce: Retirement	156	3.90	6.02
Permanent Workforce: Other Separations	76	4.15	2.54
Permanent Workforce: Total Separations	454	20.00	16.00

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger(s) in the text box.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

The separation rate for PWTDs was 0.00 Percent in FY 2025. The requirement is otherwise N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	120	0.00	4.54
Permanent Workforce: Removal	30	0.00	1.13
Permanent Workforce: Resignation	72	0.00	2.72
Permanent Workforce: Retirement	156	0.00	5.90
Permanent Workforce: Other Separations	76	0.00	2.87
Permanent Workforce: Total Separations	454	0.00	17.16

- If a trigger exists involving the separation rate of PWD and/or PWTDD, please explain why they left the agency using exit interview results and other data sources.

Not applicable.

## 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.

- 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.

OPM's Information Management Accessibility website: <https://www.opm.gov/information-management/accessibility/>  
OPM's Section 508 Policy: <https://www.opm.gov/information-management/accessibility/OPMSection508Policy2021.pdf>

- 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.

OPM notice of employee and applicant rights under the Architectural Barriers Act, enforced by the Access Board, and statement of how to file a complaint are posted on the OPM external (public) website: <https://www.opm.gov/information-management/accessibility/>.

- 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.

OPM is committed to providing reasonable accommodations for PWDs and PWTDDs. When requests for assistive technology and adaptive accommodation are made, the agency engages in the interactive process with applicants, employees, and managers, and works with the HHS/Federal Occupational Health Service Medical Employability Program, OPM's facilities program office (FSEM), IT program office (OCIO), as well as outside vendors, to determine effective reasonable accommodations.

## 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.

- 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.)

OPM HR's average timeframe for processing reasonable accommodation requests was 139 days or less. The agency continues to utilize contract physicians throughout the HHS/Federal Occupational Health (FOH), where needed to offer a medical determination.

- 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.

OPM educated staff on the Reasonable Accommodation process and agency contacts to manage accommodation requests. In FY 2025, the agency updated the Reasonable Accommodation Policy and Procedures and posted on OPM's internal (SharePoint) website. Updates to the external (public) website was paused in 2025 and resumed in 2026. The policy will be updated on the external site when the website updates are complete.

## 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.

OPM educated staff on the Reasonable Accommodation process and agency contacts managing accommodation requests. The agency continued its updates to the Reasonable Accommodation Policy and Procedures by adopting personal assistance services to the existing policy, along with additional revisions, as recommended by EEOC. The updated policy was posted on the OPM internal (SharePoint) website in FY 2025. Updates to the external (public) website was paused in 2025 and resumed in 2026. The policy will be updated on the external site when the website updates are complete.

## 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: Yes

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.

Three (3) settlements. There were no findings of discrimination.

### 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. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

The requirement is N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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

The requirement is N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.

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 requirement is N/A in accordance with the provisions outlined in Executive Orders 14151 and 14173.