

**Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and Retention of
Persons with Disabilities
FY 2022**

Surface Transportation Board

For period covering October 1, 2021 to September 30, 2022

**MD-715 – Part J
Special Program 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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD- 715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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)	No
b. Cluster GS-11 to SES (PWD)	Yes

Demographic data table B4 shows the following:

Of the three (3) permanent employees in the GS-1 to GS-10 cluster, 1 employee (33.33%) self-identified as a PWD. This is above the 12% benchmark.

STB has 111 permanent employees in the GS-11 to SES cluster. Of the 111 employees, nine (9) employees (8%) self-identified as a PWD. This is below the 12% benchmark.

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)	Yes
b. Cluster GS-11 to SES (PWTD)	No

Demographic data table B4 shows the following:

Of the three (3) permanent employees in the GS-1 to GS-10 cluster, 0 employees self-identified as a PWTD. This is below the 2% benchmark.

STB has 111 permanent employees in the GS-11 to SES cluster. Of the 111 employees, three (3) employees (2.7%) have self-identified as a PWTD. This is above the 2% benchmark.

Grade Level Cluster (GS or Alternate Pay Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	3	1	33.33%	0	0
Grades GS-11 to SES	111	9	8.1%	3	2.7%

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

The Agency communicates the numerical goals to hiring managers via email and in HR strategy consultations with hiring managers.

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.

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	
Processing applications from PWD and PWTD	1	0	0	Jennifer Layne, HR Director, jennifer.layne@stb.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Jennifer Layne, HR Director, jennifer.layne@stb.gov
Processing reasonable accommodation requests from applicants and employees	0	0	3	Reasonable Accommodation Panel Various raap@stb.gov
Section 508 Compliance	1	0	0	Usha Naik Chief Information Officer usha.naik@stb.gov
Architectural Barriers Act Compliance	1	0	0	Jon Smith, Chief of Facilities jon.smith@stb.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Camella Woodham, EEO Director camella.woodham@stb.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.

Yes	<p>Disability program staff completed Schedule A training via FedTalent. Additionally, all managers and supervisors complete the training "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities," which provides staff with basic resources and strategies to successfully hire, retain, and include employees with disabilities. During FY 2023-24, the STB plans additional training for all staff on how to comply with Section 508 requirements.</p>
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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*.

Yes	
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Section III: Program Deficiencies In The Disability Program

None identified.

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 Applicants with Disabilities

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The EEO Director sent recruitment announcements to disability affinity groups in an effort to identify job applicants with disabilities, including individuals with targeted disabilities.

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

Agency appropriately processes Schedule A applicants per OPM guidance.

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.

When individuals apply for a position under Schedule A, the HR specialist confirms that the applicant has a Schedule A letter and determines if the applicant is qualified for a position by reviewing the job qualifications against the applicant's resume. The HR specialist then provides the qualified applicant's application/resume to the hiring official. The HR specialist will also explain the Schedule A hiring authority should the hiring official have any questions.

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.

Yes

All hiring managers are required to complete the training "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities," which provides staff with basic resources and strategies to successfully hire, retain, and include employees with disabilities. Beginning n FY

2023, this will become an annual requirement for all supervisors and managers. During FY 2023, the STB plans additional training for all staff on how to comply with Section 508 requirements.

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 EEO Office periodically contacts disability rights organizations that assist individuals with disabilities in securing employment, including the National Organization on Disability and career services at Gallaudet University. The EEO Office additionally maintains contacts at Federal Exchange on Employment and Disability (FEED) and the Job Accommodation Network (JAN).

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) No
- b. New Hires for Permanent Workforce (PWTD) Yes

New Hires	Total Workforce New Hires #(%)	Reportable Disability		Targeted Disability	
		Permanent Workforce #(%)	Temporary Workforce #(%)	Permanent Workforce #(%)	Temporary Workforce #(%)
	16 (100%)	5 (31.25%)	0 (0%)	0 (0%)	0 (0%)
Numerical Goal	--	12%		2%	

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.

- a. New Hires for MCO (PWD) Yes
- b. New Hires for MCO (PWTD) Yes

New Hires to Mission-Critical Occupations	Total Qualified #	Reportable Disability		Targeted Disability	
		Qualified Applicants #(%)	Selected #(%)	Qualified Applicants #(%)	Selected #(%)
Economist (0110)	25	2 (8%)	0 (0%)	1 (4%)	0 (0%)
Transportation Industry Analyst (2110)	26	3 (11.54%)	0 (0%)	2 (7.69%)	0 (0%)
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.

a. Qualified Applicants for MCO (PWD)	Yes			
b. Qualified Applicants for MCO (PWTD)	Yes			

Internal Hires to Mission-Critical Occupations	Total Qualified (#)	Reportable Disability	Targeted Disability
		Qualified Disabled Applicants #(%)	Qualified Applicants with Targeted Disability #(%)
Environmental Protection Specialist (0028)	24	1 (4.17%)	1 (4.17%)
Economist (0110)	4	0 (0%)	0 (0%)
Transportation Industry Analyst (2110)	5	0 (0%)	0 (0%)
Numerical Goal	-	12%	2%

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.

a. Promotions for MCO (PWD)	No
b. Promotions for MCO (PWTD)	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.

The STB is committed to ensuring opportunities for advancement for all employees, including PWD and PWTD. On an individual office basis, STB provides for various training opportunities to enhance skills and development.

B. Career Development Opportunities

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

As a small agency, the STB does not have a formal career development program. However, it provides training and offers periodic details (internal and external).

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
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.

a. Applicants (PWD)	NA			
b. Selections (PWD)	NA			

Not applicable, as the STB does not have any formal career development programs due to its small size. However, all staff members are encouraged to seek out and attend trainings to maintain and develop their skillsets.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	NA		
b. Selections (PWTD)	NA		

Not applicable, as the STB does not have any formal career development programs due to its small size. However, all staff members are encouraged to seek out and attend trainings to maintain and develop their skillsets.

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)	Yes
b. Awards, Bonuses, & Incentives (PWTD)	Yes

Using the Inclusion Rate (Table B9-2), to determine whether there are barriers to full inclusion of qualified PWD and PWTD, STB notes several triggers.

Seven (7) of the eleven (11) PWD (63.6%) in the permanent workforce were included within the 2022 Time Off awards distribution. When comparing the inclusion rate of Persons Without Disability against PWD, STB identified three (3) triggers for PWD with respect to Time Off Awards (21 - 30 hours, 31 - 40 hours; and total awards). (see Awards chart below)

Two (2) of the three (3) PWTD (67%) in the permanent workforce were included within the 2022 Time Off awards distribution. When comparing the inclusion rate of Persons Without Disability against PWTD, STB identified four (4) triggers for PWTD with respect to Time Off Awards (1 - 10 hours; 21 - 30 hours, 31 - 40 hours; and total awards).

Ten (10) of the eleven (11) PWD (91%) in the permanent workforce were included within the 2022 Cash awards distribution. When comparing the inclusion rate of Persons Without Disability against PWD, STB identified four (4) triggers for PWD with respect to Cash Awards (see Cash Awards chart below).

Three (3) of the three (3) PWTD (100%) in the permanent workforce were included within the 2022 Cash awards distribution. When comparing the inclusion rate of Persons Without Disability against PWTD, STB identified five (5) triggers for PWTD with respect to Cash Awards; however, these triggers are discounted as having less relevance to the analysis because all three PWTD did, in fact receive Cash awards. Further barrier analysis may explore the amounts received as compared with Persons Without Disabilities. For instance,

74.76% of People Without Disabilities received the highest level of Cash rewards (\$5,000 or more) while the maximum award for PWTD was between \$3,000 and \$3,999 (received by 67% or 2/3 of all PWTD).

One (1) of the eight (8) (12.5%) QSI awards in the permanent workforce was awarded to a PWD (targeted). When comparing the inclusion rate of Persons Without Disability against PWD and PWTD, STB identified no (0) triggers for PWD or PWTD with respect to QSI Awards (see Other/QSI Awards chart below).

AWARDS	Total	Persons Without Disability ID	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability
Time-Off Awards 1 - 10 hours: Awards Given #	8	7	7	0	1	0
Time-Off Awards 1 - 10 hours: Awards Given %	7.02	6.80	7.45	0.00	9.09	0.00
Time-Off Awards 1 - 10 Hours: Total Hours #	64	56	56	0	8	0
Time-Off Awards 1 - 10 Hours: Average Hours #	8	0	8	0	8	0
Time-Off Awards 11 - 20 hours: Awards Given #	18	16	14	2	2	1
Time-Off Awards 11 - 20 hours: Awards Given %	15.79	15.53	14.89	22.22	18.18	33.33
Time-Off Awards 11 - 20 Hours: Total Hours #	288	256	224	32	32	16
Time-Off Awards 11 - 20 Hours: Average Hours #	16	0	16	16	16	16
Time-Off Awards 21 - 30 hours: Awards Given #	81	77	73	4	4	1
Time-Off Awards 21 - 30 hours: Awards Given %	71.05	74.76	77.66	44.44	36.36	33.33
Time-Off Awards 21 - 30 Hours: Total Hours #	1968	1872	1776	96	96	24
Time-Off Awards 21 - 30 Hours: Average Hours #	24	0	24	24	24	24
Time-Off Awards 31 - 40 hours: Awards Given #	2	2	2	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given %	1.75	1.94	2.13	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours #	80	80	80	0	0	0
Time-Off Awards 31 - 40 Hours: Average Hours #	40	40	40	0	0	0
Time-Off Awards 41 or more Hours: Awards Given #	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given %	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours #	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Average Hours #	0	0	0	0	0	0
TOTAL AWARDS	109	102			7	2
%	100	93.6			6.42	1.83

CASH AWARDS	Total	Persons Without Disability ID	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability
Cash Awards \$500 and Under: Awards Given #	28	27	25	2	1	0
Cash Awards \$500 and Under: Awards Given %	24.56	26.21	26.60	22.22	9.09	0.00
Cash Awards \$500 and Under: Total Amount \$	5375	5275	5125	150	100	0
Cash Awards \$500 and Under: Average Amount \$	191.96	91	205	75	100	0
Cash Awards: \$501 - \$999: Awards Given #	3	2	2	0	1	0
Cash Awards: \$501 - \$999: Awards Given %	2.63	1.94	2.13	0.00	9.09	0.00
Cash Awards: \$501 - \$999: Total Amount \$	2250	1500	1500	0	750	0
Cash Awards: \$501 - \$999: Average Amount \$	750	0	750	0	750	0
Cash Awards: \$1000 - \$1999: Awards Given #	5	5	5	0	0	0
Cash Awards: \$1000 - \$1999: Awards Given %	4.39	4.85	5.32	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount \$	7310	7310	7310	0	0	0
Cash Awards: \$1000 - \$1999: Average Amount \$	1462	1462	1462	0	0	0
Cash Awards: \$2000 - \$2999: Awards Given #	7	6	5	1	1	1
Cash Awards: \$2000 - \$2999: Awards Given %	6.14	5.83	5.32	11.11	9.09	33.33
Cash Awards: \$2000 - \$2999: Total Amount \$	17992	15085	13085	2000	2907	2907
Cash Awards: \$2000 - \$2999: Average Amount \$	2570	-337	2617	2000	2907	2907
Cash Awards: \$3000 - \$3999: Awards Given #	17	13	11	2	4	2
Cash Awards: \$3000 - \$3999: Awards Given %	14.91	12.62	11.70	22.22	36.36	66.67
Cash Awards: \$3000 - \$3999: Total Amount \$	56440	42597	36033	6564	13843	6899
Cash Awards: \$3000 - \$3999: Average Amount \$	3320	-140	3275	3282	3460	3449
Cash Awards: \$4000 - \$4999: Awards Given #	7	7	7	0	0	0
Cash Awards: \$4000 - \$4999: Awards Given %	6.14	6.80	7.45	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount \$	30950	30950	30950	0	0	0
Cash Awards: \$4000 - \$4999: Average Amount \$	4421	4421	4421	0	0	0
Cash Awards: \$5000 or more: Awards Given #	80	77	72	5	3	0
Cash Awards: \$5000 or more: Awards Given %	70.18	74.76	76.60	55.56	27.27	0.00
Cash Awards: \$5000 or more: Total Amount \$	556140	534338	488590	45748	21802	0
Cash Awards: \$5000 or more: Average Amount \$	6951	-316	6785	9149	7267	0
TOTAL CASH AWARDS	197	137			10	3
%	100				91	100

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", please describe the trigger(s) in the text box.

- | | |
|-------------------------|----|
| a. Pay Increases (PWD) | No |
| b. Pay Increases (PWTB) | No |

OTHER AWARDS	Total	Persons Without Disability ID	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability
Total QSIs Awarded #	8	7	7	0	1	1
Total QSIs Awarded %	7.02	6.80	7.45	0.00	9.09	33.33

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)	N/A
b. Other Types of Recognition (PWTD)	N/A

Not applicable, as the STB did not have any other type of employee recognition program during FY 2022.

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.

a. SES

i. Qualified Internal Applicants (PWD)	Yes
ii. Internal Selections (PWD)	Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD)	No
ii. Internal Selections (PWD)	No

c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Yes
ii. Internal Selections (PWD)	Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes
ii. Internal Selections (PWD)	Yes

Internal Competitive Promotions to Senior Grade Levels	Total Qualified (#)	DISABILITIES	
		Qualified Internal Applicants (PWD) #(%)	Internal Selections (PWD) #(%)
SES	5	0 (0.00%)	0 (0.00%)
GS-15	9	2 (22.22%)	2 (22.22%)
GS-14	392	19 (4.85%)	0 (0.00%)
GS-13	196	13 (6.63%)	0 (0.00%)
Numerical Goal	-	12%	2%

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.

a. Qualified Internal Applicants to SES (PWD)	No
b. Qualified Internal Applicants to GS-15 (PWD)	No
c. Qualified Internal Applicants to GS-14 (PWD)	No
d. Qualified Internal Applicants to GS-13 (PWD)	No

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

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

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

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

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)	No
ii. Internal Selections (PWD)	No
b. Managers	
i. Qualified Internal Applicants (PWD)	No
ii. Internal Selections (PWD)	No

c. Supervisors

i. Qualified Internal Applicants (PWD)	No
ii. Internal Selections (PWD)	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.

a. Internal Competitive to Executive (PWTD)	No
b. Internal Competitive to GS-15 (PWTD)	No
c. Internal Competitive to GS-14 (PWTD)	No
d. Internal Competitive to GS-13 (PWTD)	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.

a. New Hires for Executives (PWD)	No
b. New Hires for Managers (PWD)	No
c. New Hires for Supervisors (PWD)	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.

a. New Hires for Executives (PWD)	No
b. New Hires for Managers (PWD)	No
c. New Hires for Supervisors (PWD)	No

Section VI: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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.

NA – STB did not have any Schedule A employees eligible for conversion in FY 2022.

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.

No

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.

No

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

No triggers exist in separation rate of PWD or PWTD

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

[Surface Transportation Board \(stb.gov\)](http://stb.gov)

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

[Surface Transportation Board \(stb.gov\)](http://stb.gov)

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

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

C. Reasonable Accommodation Program

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

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

The average processing time from the date of request to approval in 2022 was 12.22 days

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

All reasonable accommodation requests were completed in a timely manner; managers and supervisors receive training on the reasonable accommodation policy and the agency monitors accommodation requests for trends.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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 STB did not receive any PAS requests in FY 2022

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 government-wide average?

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?

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 – STB did not have any findings in FY 2022

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?

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?

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 – STB did not have any findings in FY 2022

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?

No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

NA

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.

STB continues to strive towards its goal of being a model employer of individuals with disabilities. As part of STB's Special Program Plan for the Recruitment, Hiring, Advancement and Retention of Persons with Disabilities, STB completed a review of the current status of Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD) in the workforce. STB's review of data related to employment of people with disabilities indicates:

- Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, the agency has met and surpassed its goals of 12% PWD. The agency did not meet its goal of 2% PWTD among the new hires in the permanent workforce.
- A trigger exists involving PWD by grade level cluster in the permanent workforce in the GS-11 to SES cluster
 - Of the three (3) permanent employees in the GS-1 to GS-10 cluster, 1 employee (33.33%) self-identified as a PWD. This is above the 12% benchmark.
 - STB has 111 permanent employees in the GS-11 to SES cluster. Of the 111 employees, nine (9) employees (8%) self-identified as a PWD. This is below the 12% benchmark.
- A trigger exists involving PWTD by grade level cluster in the permanent workforce in the GS-1 to GS-10 cluster
 - Of the three (3) permanent employees in the GS-1 to GS-10 cluster, 0 employees self-identified as a PWTD. This is below the 2% benchmark.
 - STB has 111 permanent employees in the GS-11 to SES cluster. Of the 111 employees, three (3) employees (2.7%) have self-identified as a PWTD. This is above the 2% benchmark.
- Triggers exist for PWD and/or PWTD among the new hires for each of the following mission-critical occupations (MCO):
 - Environmental Protection Specialist (0028)

- Economist (0110)
- Transportation Industry Analyst (2110)

STB also reviewed its disability program to 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. Additionally, the HR Specialists, EEO Director and managers completed the Office of Personnel Management's online training on Schedule A, "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities." This training provides staff and leadership with basic resources and strategies to successfully hire, retain, and include employees with disabilities. During FY 23-2024, the STB plans additional training for all staff on how to comply with Section 508 requirements.

The STB continues to ensure sufficient advancement opportunities for employees with disabilities. The STB is committed to ensuring opportunities for advancement for all employees, including PWD and PWTD. On an individual office basis, STB provides for various training opportunities to enhance skills and development. In all training and development activities, STB ensures that employees with disabilities are accommodated. As a small agency, the STB does not have a formal career development program. However, it provides individual training, offers a SES Development and Leadership Development Program, and offers periodic details (internal and external).

Using the inclusion rate as the benchmark, the STB found triggers involving PWD and/or PWTD for time-off awards, bonuses, or other incentives. Again, the small size of the agency has an impact on the relevance of this statistical data. While PWD and PWTD disabilities are absent in several award categories, we note that this is due in large measure to their presence in the higher award categories. For example, PWD and PWTD are not represented at the goal rate in the lowest and highest Time-off award categories: 1-10 hours and 31-40 hours; however, they far exceed the goals with their representation in the 11-20 and 21-30 hour time off award categories. Similarly, with regard to cash awards, while PWD and PWTD are not represented at in the low and high range, they are well represented in the mid ranges: \$2000-\$2999 and \$3000-\$3999.

The STB has established a plan to increase the recruitment and hiring of individuals with disabilities and to establish contacts with disability employment organizations. The STB continues to utilize a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities with the major occupations. The STB utilized the following resources to identify job applicants with disabilities: OPM's Agency Talent Portal, and the Workforce Recruitment Program (WRP). The WRP is a recruitment and referral program that connects federal and private sector employers with college students and recent graduates.

Additionally, the EEO Director sent recruitment announcements to disability affinity groups in an effort to identify job applicants with disabilities, including individuals with targeted disabilities.

Further, the STB uses Schedule A appointing authority (5 C.F.R. 213.310(2)) and 30% or More Disabled Veteran appointing authority (5 U.S.C. 3112; C.F.R. 316.302, 316.402, and 315.707) to proactively hire PWD expeditiously. STB job announcements contain information explaining how to apply under Schedule A and other excepted service hiring authorities.

Applicants with disabilities may also provide their application directly to the STB Office of Human Resources (OHR) at any time. The OHR reviews the current recruitment inventory to identify potential position(s) for which the applicant is suited, determines whether the applicant meets the

Schedule A 213.3102(u) requirements, reviews for qualifications, and then forwards the application package to the appropriate subject matter expert (SME) and/or hiring manager for a further consideration. Additionally, the OHR searches OPM's Agency Talent Portal, any resumes we have on file, and/or other sources for recruiting persons with disabilities. If qualified candidates are found, the resumes are forwarded to the hiring official via email for consideration.

The STB provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A). The STB provides mandatory annual training for senior leadership, hiring managers, and HR specialists to:

- Promote and support employment of PWD/ PWTB for all employment opportunities in the agency;
- Use Schedule A authority for people with disabilities;
- Use other tools available to assist hiring managers to identify qualified applicants with disabilities; and
- Remain versed on the STB's procedures for providing reasonable accommodation to job applicants and employees with disabilities.

The agency is developing a plan to explore whether barriers to opportunity exist with regard to several of the triggers noted above. The plan includes:

Triggers across multiple indicators	<p>Lower than expected participation rate (percentage) of PWD and PWTB in 2022 selections.</p> <p>A review of triggers indicating a lower-than-expected participation rate for PWD and PWTB in the permanent workforce, as well as in the new hires to mission critical occupations. Additionally, triggers existed with regard to internal applicants with disabilities/targeted disabilities entering the selection pool for vacancies in the agency.</p>	
Barrier(s)	Not identified	
Objective(s)	Increase pool of qualified PWD/PWTB applicants	
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)
All hiring managers; Offices of Equal Opportunity and Human Resources		Yes
Sources of Data	Sources Reviewed ? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Reviewed Tables B1 and B7, applicant flow data.
Complaint Data (Trends)	Yes	No trends found in non-selection complaint data.
Grievance Data (Trends)	N/A	No grievance data available.

Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti- Harassment Processes)	N/A	No findings available.	
Climate Assessment Survey (e.g., FEVS)	Yes	Reviewed questions and responses that support the diversity and inclusion index for PWD in FEVS.	
Exit Interview Data	No	No trends found in exit interview data	
Focus Groups	N/A		
Interviews	N/A		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	Reviewed several federal and private sector reports and data from special interest groups to gain additional information on best practices and solutions for addressing low participation of PWD/PWTD.	
Other (Please Describe)			
Planned Activities	Sufficient Staffing & Funding (Yes or No)	Target Date (mm/dd/yyyy)	
OEEO to discuss with OHR encouraging active discussions with hiring managers when determining area of consideration to fill vacancies.	Yes	09/30/23 and ongoing	
Continue to educate hiring managers regarding available legal authorities and hiring flexibilities, including annual email reminders	Yes	09/30/23 and ongoing	
Establish relationships with organizations that assist PWD in securing and maintaining employment (including local colleges, universities and professional organizations)	Yes	09/30/23 and ongoing	
Fiscal Year	Accomplishments		
2023	EEO established contact with: Career services at Gallaudet University (participate in job announcement board), Federal Exchange on Employment and Disability (FEED) – An interagency working group focused on information sharing, best practices, and collaborative partnerships designed to make the federal government a model employer of people with disabilities.		
2023	Ensured all managers and supervisors received training and notification of Schedule A hiring flexibilities		

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

NA

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

No measurable impact has been observed to date

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.