

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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                |        |    |
|--------------------------------|--------|----|
| a. Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b. Cluster GS-11 to SES (PWD)  | Answer | No |

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                 |        |     |
|---------------------------------|--------|-----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | No  |
| b. Cluster GS-11 to SES (PWTD)  | Answer | Yes |

In FY18, the percentage of PWTD in GS-11 to SES cluster was 1.01% below the goal of 2% but a significant increase from .6% in FY17

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	30179	4327	14.34	551	1.83
Grades GS-11 to SES	54625	8780	16.07	737	1.35

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

The Air Force Disability Program Manager communicated information of the numerical goals to all Civilian Personnel Officers at a Civilian Personnel Officers Summit in August 2018 and to all installation DPMS in throughout the year during quarterly DPM All Calls.

### 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 No

Air Force Instruction (AFI) 36-205 encourages installations to establish full-time DPMs. Currently, approximately 25% of bases do not have a DPM, The remaining installations have collateral duty DPMs and only 3 bases have full-time DPMs

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	
Answering questions from the public about hiring authorities that take disability into account	6	0	84	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra.m.shock.civ@mail.r
Special Emphasis Program for PWD and PWTD	3	0	67	Disability Program Managers, Air Force Installations Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra.m.shock.civ@mail.r
Processing reasonable accommodation requests from applicants and employees	3	0	67	Disability Program Managers, Air Force Installations Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra.m.shock.civ@mail.r
Processing applications from PWD and PWTD	6	0	82	Affirmative Employment Program Mangagers (AEPM), Air Force Installations Gloria De La Fuentes, AEPM/SEP Program Oversight Office
Section 508 Compliance	0	0	1	Mia Day, Force Information Collections Officer and

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	3	0	67	Disability Program Managers, Air Force Installations Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra.m.shock.civ@mail.r

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

In FY18, the AF engaged in activities to increase the knowledge and skills of installation DPMs. The AF Disability Program Manager conducted three “DPM All Calls” to disseminate information regarding reasonable accommodation (RA) procedures and timelines, reporting and tracking RA requests and the use of the Schedule A hiring Authority. Additional training was provided at the AF EO World Wide training event 10-14 Jun 2019 that included two separate training tracks for Equal Opportunity and Affirmative Employment Program/Special Emphasis Programs. Disability topics included: DPM roles and responsibilities; RA; Barrier Analysis training by the Equal Employment Opportunity Commission (EEOC); Section 501 discussion by the EEOC; presentations from the Computer Electronic Accommodations Program (CAP), the Workforce Requirement Program and the Office of Personnel management. Also in FY18 the Air Force published procedures for providing Personal Assistance Services (PAS) and developed a PAS Toolkit to assist managers and supervisors to effectively manage request for PAS.

**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

Air Force continues to reinforce the obligation to fund RAs for employees with disabilities to Installation Commanders managers and supervisors. The AF DPM provided training outlining procedures for tracking expenses related to providing RAs, and reiterating that funding shortfalls at the unit-level are not a valid basis for denial of RA. In addition, Air Force continues to centrally fund RA required for employees with disabilities to participate in training and career development courses. The AF DPM will continue to engage with Air Force leadership to develop centralized funding for all RAs.

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
<b>Objective</b>	To disseminate reasonable accommodation procedures to all employees		
<b>Target Date</b>	Apr 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Apr 30, 2020		Send out Agency-wide email regarding workforce updating SF256 with agency reasonable accommodation procedures as an attachment to the email
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
<b>Objective</b>	To develop a more efficient and effective reasonable accommodation program to include: dissemination of reasonable accommodation procedures to all employees; training of people with disabilities program managers obtained at all installations; acquisition of a data tracking system for reasonable accommodation requests to assist with processing and timeliness.		
<b>Target Date</b>	Dec 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jun 30, 2018	June 30, 2018	Conduct Office of Personnel Service Manpower Study, inclusive of reasonable accommodation program duties.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	June 2018 The AF conducted an Office of Personnel Services manpower study and included the duties of the people with disabilities program managers. October 2019 the results of the manpower study are due and should validate manpower requirements for the people with disabilities program.	

<b>Brief Description of Program Deficiency</b>	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
<b>Objective</b>	Provide sufficient resources and funding for equal Opportunity Programs to meet MD-715 requirements.		
<b>Target Date</b>	Dec 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2017		Issue Instructions to commanders to identify resources to support the affirmative employment, equal opportunity and special emphasis programs and establish local barrier analysis working groups
	Jun 30, 2018	June 30, 2018	Conduct a personnel services manpower study including affirmative employment/special emphasis program duties
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	December 2016. The Director of Air Force EO met with Resource Management (funding) to discuss ways to fund EEO programs, etc. The meeting was beneficial to clarify processes and procedures and a way ahead to pursue the funding. FY 2016. SAF/MRQ conducted a manpower study to determine if sufficient human resources are dedicated to perform the EO mission. Due to IT challenges with capturing relevant and required data for the manpower report, the study is in abeyance with an expected restart date scheduled for FY19 June 2018 The AF conducted an Office of Personnel Services manpower study and included the duties of the affirmative employment program managers, special emphasis program managers and people with disabilities program managers. October 2019 the results of the manpower study are due and should validate manpower requirements for the AF affirmative employment, special emphasis, and people with disabilities programs.	

<b>Brief Description of Program Deficiency</b>	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
<b>Objective</b>	To process all reasonable accommodation requests within the 30 day time frame set forth in the Air Force reasonable accommodation procedures under AFI 36-205.		
<b>Target Date</b>	Dec 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jun 30, 2018	June 30, 2018	Conduct Office of Personnel Service Manpower Study, inclusive of reasonable accommodation program duties.
	Jun 30, 2019	June 30, 2019	Conduct AF World Wide EEO Training inclusive of disability etiquette, AF reasonable accommodation procedures, MD-715 Training, and PAS training for AF People with Disabilities Program Managers.
	Nov 30, 2019		Benchmark and review Data Collection Systems for reasonable Accommodation requests
	May 31, 2020		Submit proposal for approval of acquisition of data tracking system for reasonable accommodation requests to assist with processing and timeliness.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	June 2018 The AF conducted an Office of Personnel Services manpower study and included the duties of the people with disabilities program managers. June 2019 People with Disabilities Program Manager, AIQ, and Affirmative Employment Program Manager, AIQ, conducted training on disability etiquette, AF Reasonable accommodation procedures, effective special emphasis program management, AF MD-715 Flight Plan training, and PAS training for AF People with Disabilities Program Managers and other Special Emphasis Program Managers at the AF World Wide EEO Training. October 2019 the results of the manpower study are due and should validate manpower requirements for the people with disabilities program.	

<b>Brief Description of Program Deficiency</b>	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		
<b>Objective</b>	Acquisition of a data tracking system for reasonable accommodation requests to assist with processing, analysis and timeliness.		
<b>Target Date</b>	May 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Nov 30, 2019		Benchmark and review data collection systems for reasonable accommodation requests.
	May 3, 2020		Submit proposal for approval of acquisition of data tracking system for reasonable accommodation requests
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

## 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 PWTDD

### 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.

In February 2018, the Air Force Personnel Center Talent Acquisitions Division (AFPC/TA) published a Hiring Managers Playbook providing hiring managers and organizations with updated information on hiring authorities to include Schedule A and 30% Disabled Veterans Appointments and hiring incentives. The Air Force Personnel Center has posted several Knowledge Articles to the Air Force MyPers Website regarding people with disabilities: "Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement"; "Employment of Individuals with Disabilities"; "Workforce Recruitment Program for College Students with Disabilities"; "Air Force Wounded Warrior Program"; and "Job Accommodation Procedures". The Air Force Wounded Warrior Program (AFW2) supports the Office of the Secretary of Defense initiative to ensure all Airmen ill or injured during Operations Enduring Freedom and Iraqi Freedom who are medically separated receive complete information and the entitlements due them by virtue of their service. Medically separated Airmen are eligible for special placement assistance for civilian employment under the AFW2, formerly called PALACE Hart. Corporate funding is designated for up to 20 full-time equivalents managed through the Air Force Central Salary Account (CSA) for AFW2 placements to supplement local positions. AFW2 continued recruiting wounded warriors as skilled employees. During FY18, the Air Force placed four wounded warriors under this program. In FY18 Air Force Material Command (AFMC) at Wright Patterson AFB implemented a pilot program "Autism at Work" by partnering with Wright State University to place college students with Autism Spectrum Disorders into yearlong internships. To date 48 students have completed internships and 12 interns were converted to permanent fulltime employment. Air Force placed 52 students for temporary employment in the DoD-funded Workforce Recruitment Program (WRP) for College Students and Recent Graduates with Disabilities in FY2018. Twelve of these interns were offered permanent positions. Lastly, In FY18 Air Force initiated a systems enhancement in MyPers to utilize vacancy announcements similar USAJOBS on the AF Civilian Careers website to post information and documentation for Schedule A applicants. The site will include a link for submittal of the Schedule A packages, which will create a repository of Schedule A candidates. AF Civilian Personnel Sections (CPSs) and DPMs will have access to the repository to view, retrieve, and refer local candidates. This process became operational in FY19.

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

The Air Force uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD. The AF career website contains information for Schedule A eligible applicants, as well as provides the contact for the AF SPPC at <https://afciviliancareers.com/careers.php#disabilities>. Individuals eligible for employment under Schedule A 5 CFR 213.3102(u) may also be considered for employment by applying to positions on USAJOBS and by requesting assistance from the AF SPPC or local DPM. In addition the system to utilize a link to, myPers for submittal of Schedule A packages to create a repository of Schedule A candidates became operational in June of 2019. Air Force CPSs and DPMs have access to the repository to view, retrieve, and refer local candidates. The database currently holds 150 of resumes.

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

The AF SPPC receives inquiries from potential Schedule A applicants and provides information about AF process and documentation requirements and obtains documentation, i.e., resume, Schedule A letter, transcript(s) and ascertains the applicant's positions of interest and preference of geographic locations. The AF SPPC then provides cursory review of qualifications and forwards complete packages to applicable installation DPM or in the absence of a DPM the Civilian Personnel Officer. The Installation DPM is responsible for maintaining a roster of Schedule A candidates. The Installation DPM will also provide potential candidates with information about current job opportunities and types of jobs, search for job opportunities and forward resumes and advises managers about candidates available for placement. In June of 2019 Air Force implemented an automated process to enable Schedule A applicants to apply for position and submit their Schedule A packages on line at : [https://mypers-opa.cx.usd.oraclecloud.com/mypers\\_opa/owda/startsession/Wounded%20Warrior](https://mypers-opa.cx.usd.oraclecloud.com/mypers_opa/owda/startsession/Wounded%20Warrior) The applicant's package is posted to the Schedule A repository for six months. During this time period Air Force CPSs and DPMs have access to the repository to view, retrieve, and refer local candidates.

- 4.

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

Answer Yes

The AF relies on local DPMS to provide training to hiring managers on the use of Schedule A hiring authority. In addition, The Air Force Personnel Center posted several Knowledge Articles to the Air Force MyPers Website regarding people with disabilities: “Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement”; “Employment of Individuals with Disabilities”; to managers and supervisors regarding the benefits of using the Schedule A hiring authority. A new Schedule A process was launched to publicize Schedule A information via the AF Civilian Careers website. This new process automates the notification process for applicants as well as establishes a repository of Schedule A candidates that will be searchable by DPMs and CPSs.

**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.

Air Force continues to utilize its partnerships with state Vocational Rehabilitation Offices, Gallaudet University, and the Workforce Recruitment Program (WRP) to recruit and hire PWDs and PWTDs.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

Among the new hires in the permanent workforce, triggers exist for PWD (9.64%) and PWTD (1.69%) which is below the respective benchmarks. But these percentages have increased from 6% of PWD and .45% of PWTD in FY17.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	138820	7.95	0.00	4.00	0.00
% of Qualified Applicants	88348	7.61	0.00	3.70	0.00
% of New Hires	3972	4.68	0.00	1.86	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 Yes

b. New Hires for MCO (PWTD) Answer Yes

Triggers exist in all seven mission critical occupations for both PWD and PWTD. The largest trigger for PWD are identified in the



field of Contracting with a qualified applicant pool of 8.29% but a selection rate of only 3.22%. The largest trigger for PWTD are identified in the field of Electronics Engineering with a qualified applicant pool of 2% but a 0% selection rate.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0301MISCELLANEOUS ADMINISTRATION & PROGRAM	48876	4.57	0.11	2.13	0.04
0343MANAGEMENT AND PROGRAM ANALYSIS	34929	5.15	0.16	2.39	0.06
0855ELECTRONICS ENGINEERING	1989	3.17	0.10	1.51	0.00
1101GENERAL BUSINESS AND INDUSTRY	13479	4.64	0.10	2.11	0.04
1102CONTRACTING	12751	5.51	0.11	2.96	0.05
2210INFORMATION TECHNOLOGY MANAGEMENT	21549	5.56	0.19	3.03	0.09
8852AIRCRAFT MECHANIC	5247	1.87	0.13	0.90	0.06

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

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

Triggers exist in all seven mission critical occupations for both PWD and PWTD.

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

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

Triggers exist in promotion to all seven mission critical occupations for both PWD and PWTD. The largest trigger for PWD are identified in the field of Contracting with a qualified applicant pool of 8.33% but a selection rate of only 3.28% and a PWTD qualified applicant pool of 4.49% but a selection rate of 1.4%. Triggers are also identified in the field of Electronics Engineering with a qualified applicant PWTD pool of 1.92% but a 0% selection rate.

## 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 Air Force has a firm commitment to a diverse workforce and will work to identify areas of our hiring process that can be used to employ more PWD and PWTD. Long term, a focus on recruiting PWD and/or PWTD into GS-12 through GS-15 positions would increase the pool eligible to serve in the SES corps. In 2015 the agency established a centralized accommodation fund for employees with disabilities attending training and development programs to ensure all employees with disabilities are afforded the opportunity for professional development. Subsequently, the participation rate of PWD and PWTD has steadily increased: FY15 % PWD %PWTD FY18 %PWD %PWTD GS-12 13.88 .71 18.25 1.51 GS-13 12.88 .49 16.48 1.05 GS-14 11.97 .38 15.19 .86 GS-15 11.31 .64 14.26 1.22 SES 5.17 0 8.84 0 In FY18 Air Force continued to utilize “MyVector”, an on-line mentoring and career path tool, that provides a one-stop shop IT vehicle for mentoring and career development. This is a Total Force application that enables civilians to search for mentors using a "matching" feature. Individuals most closely matching the selected personal and professional traits are listed as prospective mentors. Once selected, mentors and mentees are able to view the individual career pyramid and duty history to assist in developing career plans. Being a mentor for at least 12 months is mandatory for all newly appointed Senior Executives. In FY18, a data element code was added to specifically identify disabled veterans. As a result, 295 mentors and 239 mentees were able to self-identify as a disabled. To date over 400 mentor/mentee connections have been established using this tool including 30 disabled mentor/disabled mentee relationships. MyVECTOR also enables IWD to form their own discussion forums in which they can connect to other IWD throughout the Air Force.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

All civilian developmental/experiential programs are open to IWD (i.e., career broadening, internships, leadership development courses, etc.).

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	NoData	NoData	NoData	NoData	NoData	NoData
Fellowship Programs	NoData	NoData	NoData	NoData	NoData	NoData
Mentoring Programs	NoData	NoData	NoData	NoData	NoData	NoData
Coaching Programs	NoData	NoData	NoData	NoData	NoData	NoData
Training Programs	NoData	NoData	NoData	NoData	NoData	NoData
Detail Programs	NoData	NoData	NoData	NoData	NoData	NoData
Other Career Development Programs	NoData	4,111	NoData	44%	NoData	1.3%

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 Yes

In FY18, applicant data for career development programs was not available, Using the benchmark of 13.18% PWD, and 2% PWTD, triggers exists in the selections for the following Career Development Programs: Career Development Programs for GS 5 – 12: PWD = 9.86% Career Development Programs for GS 13 – 14: PWD = 13.14% Career Development Programs for GS 15 – SES: PWD = 12.12%

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 Yes

In FY18, applicant data for career development programs was not available, Using the benchmark of 1.29% PWTD, triggers exists in the selections for the following Career Development Programs: Career Development Programs for GS 13 – 14: PWTD = .73% Career Development Programs for GS 15 – SES: PWTD = 0%

**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 Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

In FY18, the agency identified triggers exists in the following awards and recognition programs: Time-Off Awards - 1-9 hours: PWTD = 1.22% Time-Off Awards – 10 + hours: PWTD = 1.34% Cash Awards - \$100 -\$500: PWD = 10.81, PWTD = 1.24% Cash Awards - \$501+: PWTD = 1.15% Quality Step Increases (QSIs): PWTD = .87% While these triggers exist it should be noted that the percentage of awards to PWD and PWTD have increased from FY17.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	9569	13.28	79.81	1.24	12.04
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	81576	15.01	77.77	1.36	13.64

  

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$100 - \$500: Total Cash Awards Given	40129	10.81	89.19	1.25	9.56
Cash Awards: \$501+: Total Cash Awards Given	94376	13.49	86.51	1.16	12.32

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 %
Quality Step Increases (QSI): Total QSIs Awarded	2417	17.00	83.00	0.87	16.14
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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 (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

In FY18, the percentage of qualified internal applicants fell well below the benchmark of 13.18% (AF current representation rate) at all senior levels. In addition, the percentage of PWD among the selectees for promotion at SES (0%), GS-15 (.85%), GS-14 (4.33%) and GS-13 (4.52%) fell below the benchmark.

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	No
ii. Internal Selections (PWTD)	Answer	Yes
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
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

In FY18, While the percentage of qualified PWTD applicants exceeded the benchmark of 1.29% at the senior levels, the selection of PWTD at the highest level of GS-15 and SES fell far below the benchmark at 0%

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

Need to work with OPM to enhance USAStaffing to track required data at this breakout level.

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

Engage with OPM to enhance USAStaffing tool to track required data at this breakout level.

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

Engage with OPM to enhance USAStaffing tool to track required data at this breakout level.

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 N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

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

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTD) Answer N/A

Engage with OPM to enhance USAStaffing tool to track required data at this breakout level.

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

In FY18 this applicant data was not available for this reporting period.

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 N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

In FY18 this applicant data was not available for this reporting period.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

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 Yes
- b. Involuntary Separations (PWD) Answer Yes

In FY18, voluntary separations for PWDs were 14.76%, exceeding the benchmark of 13.18%. In addition, involuntary separations for PWDs were 15.47%, exceeding the benchmark of 13.18%.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Total Separations	11834	14.80	85.20
Involuntary Separations	737	15.47	84.53
Voluntary Separation	11097	14.76	85.24

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 Yes
- b. Involuntary Separations (PWTD) Answer Yes

In FY18, voluntary separations for PWTDs were 1.71% (up from 1.04% in FY17), exceeding the benchmark of 1.29%. In addition,

involuntary separations for PWTDS were 2.58% (up from 1.63% in FY17), exceeding the benchmark of 1.29%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Total Separations	11834	1.80	98.20
Involuntary Separations	737	2.71	97.29
Voluntary Separation	11097	1.74	98.26

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

sources. In FY17, the AF commissioned a study by RAND Corporation to examine potential barriers to advancement and retention of Air Force civilian women, minorities, and individuals with disabilities and recommend potential changes to policies and practices to help grow and retain a diverse civilian workforce. While AF is still awaiting the final report, preliminary results point to three potential retention barriers: lack of reasonable accommodation, no career growth opportunities; pay higher on the outside; environmental factors like not feeling valued, leadership, workload stress, government bureaucracy.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

The DoD Section 508 website at: [http://dodcio.defense.gov/DoDSection508/Std\\_Stmt.aspx](http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx). The site includes an on-line fillable form for individuals who are experiencing difficulties in getting their assistive technology to properly interface with DoD Electronic and Information Technology (EIT). In addition, issues regarding Section 508 compliance are directed to the Air Force Disability Program Manager.

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.

Individuals can file ABA related complaints using the on-line fillable complaint form available at <https://www.access-board.gov/aba-enforcement/file-a-complaint>.

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

In FY18, the Air Force DPM partnered with Air Force Logistics, Engineering & Force Protection (AF/A4) to address complaints arising from inaccessible facilities to ensure they are addressed in a timely manner. The AF DPM continues to collaborate with SAF/CIO to develop a solution to "fast track" RA software through the approval process for certification to the Air Force Evaluated Product List (AF EPL) and create a "508 Suite" of software for easy deployment on AF desktops. This effort is ongoing.

**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 for accommodation request in FY18 was 66 days as compared to the 30-day period required by the Air Force’s RA procedures. The delay in processing accommodation requests is attributed to manager/supervisor lack of awareness of Air Force accommodation procedures. To remedy this issue, the AF updated the reasonable accommodation policy and the DPM developed a trifold fact sheet for supervisors that outlines the supervisor’s responsibility and clarifying required timeline to implement requests for reasonable accommodation.

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.

Newly implemented AFI 36-205 encourages installations to establish full-time DPMs to assist managers and supervisors to comply with new RA procedures. In FY17, the agency engaged in activities to increase the knowledge and skills of installation DPMs and Civilian Personnel Specialists, who in turn provide training to managers and supervisors at the local level. All DPMs and CPSs were encouraged to complete OPM's Special Placement Program Coordinator training. In addition, the AF DPM conducted 3 “DPM All Calls” for all installation DPMs to disseminate information regarding RA procedures and timelines, reporting and tracking RA requests, and the use of the Schedule A hiring authority. Additional training was also provided at the AF EO and CPS World Wide training events.

**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.

In FY18, the Air Force distributed Implementing Instructions for Providing Personal Assistance Services to managers and supervisors. The AF DPM developed and distributed to all installation DPMS a PAS Toolkit that provides instructions and templates for requesting and providing PAS to qualified employees with disabilities. Throughout FY18, Ms. Shock provided training to managers, supervisors and installation DPMs on implementing PAS. PAS were provided to 2 PWTDs to attend training in FY18. These services were approved and implemented in less than 20 business days.

**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 No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer 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 Yes

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.

Requested accommodations were implemented. Installation managers and supervisors were provided training on the Air Force's reasonable accommodation policy and procedures.

**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 Yes

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

Answer Yes

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Lack of centralized funding for all reasonable accommodations</p>			
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p>			
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>				
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Accommodations are denied due to unit funding</p>			
<p><b>Objective</b></p>	<p>Centralized funding for all reasonable accommodations</p> <p><b>Date Objective Initiated</b>   Sep 1, 18</p> <p><b>Target Date For Completion Of Objective</b>   Oct 1, 19</p>			
<p><b>Responsible Officials</b></p>		<p>Kendra Shock Disability Program Manager</p>		
<p><b>Target Date (mm/dd/yyyy)</b></p>	<p><b>Planned Activities</b></p>	<p><b>Sufficient Staffing &amp; Funding (Yes or No)</b></p>	<p><b>Modified Date (mm/dd/yyyy)</b></p>	<p><b>Completion Date (mm/dd/yyyy)</b></p>
<p>09/30/2018</p>	<p>Create vacancy like announcements on USAJOBS directing applicants to AF Civilian Careers website for noncompetitive application procedures. Create a searchable repository of Schedule A candidates. AF Civilian Personnel Offices and DPMs will have access to the repository to view, retrieve and refer local candidates</p>	<p>Yes</p>	<p>09/30/2019</p>	<p>09/30/2019</p>
<p><b>Fiscal Year</b></p>	<p><b>Accomplishments</b></p>			

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low number of applicants with targeted disabilities hired using Schedule A</p>			
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p>			
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>				
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The current Schedule A process is a the manual process that is labor intensive causing delays in customer assistance, lack of awareness by HR and hiring managers</p>			
<p><b>Objective</b></p>	<p>Increase the use of Schedule A process by implementing a centralized schedule A process / Providing training to hiring managers of the benefits of utilizing Schedule A</p> <p><b>Date Objective Initiated</b>   Oct 1, 2017</p> <p><b>Target Date For Completion Of Objective</b>   Mar 1, 2018</p>			
<p><b>Responsible Officials</b></p>		<p>Kendra Shock Disability Program Manager</p>		
<p><b>Target Date (mm/dd/yyyy)</b></p>	<p><b>Planned Activities</b></p>	<p><b>Sufficient Staffing &amp; Funding (Yes or No)</b></p>	<p><b>Modified Date (mm/dd/yyyy)</b></p>	<p><b>Completion Date (mm/dd/yyyy)</b></p>
<p>09/01/2018</p>	<p>Create vacancy like announcements on USAJOBS directing applicants to AF Civilian Careers website for noncompetitive application procedures. Create a searchable repository of Schedule A candidates. AF Civilian Personnel Offices and DPMs will have access to the repository to view, retrieve and refer local candidates</p>	<p>Yes</p>	<p>09/30/2019</p>	
<p>07/01/2018</p>	<p>Hire a full time Selective Placement Program Coordinator</p>	<p>No</p>	<p>07/01/2019</p>	
<p><b>Fiscal Year</b></p>	<p><b>Accomplishments</b></p>			

<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Low number of completed reasonable accommodations and delays in providing reasonable accommodation						
<b>STATEMENT OF BARRIER GROUPS:</b>		<i>Barrier Group</i> People with Disabilities						
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.								
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Reasonable Accommodation, AFI 36-205, Chapter 8						
<b>Objective</b>		Air Force Reasonable Accommodation Tracking Spreadsheets  <table border="1"> <tr> <td><b>Date Objective Initiated</b></td> <td>Oct 1, 2017</td> </tr> <tr> <td><b>Target Date For Completion Of Objective</b></td> <td>Jul 1, 2018</td> </tr> </table>			<b>Date Objective Initiated</b>	Oct 1, 2017	<b>Target Date For Completion Of Objective</b>	Jul 1, 2018
<b>Date Objective Initiated</b>	Oct 1, 2017							
<b>Target Date For Completion Of Objective</b>	Jul 1, 2018							
<b>Responsible Officials</b>		Kendra Shock Disability Employment Program Manager						
<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>				
07/01/2018	Include information on RA and AF RA process in manager/supervisor and new manager training modules	Yes		12/01/2018				
<b>Fiscal Year</b>	<b>Accomplishments</b>							
2018	AF DPM provided AF Training and development (A1D) guidance to develop RA and Schedule A curriculum for manager and supervisor training. This curriculum also included new Section 501 requirements to provide Personal Assistance Services. AF DPM Developed and distributed a fact sheet for supervisors and managers detailing the AF reasonable accommodation process as well as a fact sheet for individuals with disabilities outlining the process for requesting reasonable accommodations.							

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

1) Lack of full time DPMs at the local level and full time AF SPPC impacts AF's ability to efficiently utilize the Schedule A Hiring authority to its fullest extent. 2) Most units have not budgeted for RA therefore, lack of centralized funding for all accommodations requires supervisors to depend on local funding.

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

The AF DPM Continues to improve communication by increasing the knowledge and skills of installation DPMs. In addition, in

FY18 the AF Disability Program Manager conducted 3 “DPM All Calls” for all installation DPMs to disseminate information regarding RA procedures and timelines, reporting and tracking RA requests and the use of the Schedule A hiring Authority. Additional training was also provided at the AF EO World Wide training event where the RA factsheets were distributed. DPM were also briefed on the use of the new automated Schedule A process and the Schedule A resume depository. To date this database has 150 applications.

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.

Following up on the 2016 Secretary of the Air Force Diversity and Inclusion (D&I) memorandum, the Acting Assistant Secretary for Manpower and Reserves, Mr. Daniel R. Sitterly distributed a memo to all Air Force commanders reinforcing the obligation to fund RAs for employees with disabilities, outlining the procedures for tracking expenses related to providing RAs, and reiterating that funding shortfalls at the unit-level are not a valid basis for denial of RAs. In addition, Air Force continues to centrally fund RAs required for employees with disabilities to participate in training and career development courses. The AF DPM will continue to engage with Air Force leadership to develop centralized funding for all reasonable accommodations.