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   Yes

The overall percentage of PwDs was 12.43% down –2.45 from prior FY. GS-1 to GS-10 (PWD)Analysis shows at GS-2 level 0% of workforce are PwDs and GS-8 at 9.60% of workforce are PwDs the are both below the benchmark of 12%. No triggers were identified or the GS 11-SES cluster.

*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   Yes

    b. Cluster GS-11 to SES (PWTD)   Answer   Yes

The overall percentage of PwTDs was 2.26 which was +.45 from the prior FY. GS-1 to GS-10 (PWD) Analysis shows triggers for the GS-2 at 0% and the GS-8 at 1.60% both below the 2% benchmark. In the GS-11 through SES grade levels one trigger was identified at the SES level with 1.79% indicating a trigger for PwTD.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	38726	5674	14.65	1052	2.72
Grades GS-11 to SES	66836	11043	16.52	1882	2.82

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

The DAF DPM communicated numerical goals to all Civilian Personnel Officers at the 2021 Civilian Personnel Training Summit and to all installation DPMS throughout the year during quarterly DPM All Calls. Sub-components reported communicating through: meetings, briefings, telecoms, supervisory forums, emails, newsletters and Diversity and Inclusion efforts being addressed by the DAF Disability Action Team (DAT); providing information to supervisors when a Schedule A application is referred; and

communicating to managers/ supervisors during the advisory stage of the recruitment process or via teleconference training or dedicated workshops. In 2021, the DAF again resurveyed the civilian workforce requesting employees update their disability status using the new SF-256. Ten-year trend analysis reveals that the participation rate of PwDs has increased by 7.361% since FY10.

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) 36-2710 encourages installations to establish full-time DPMs, but still the majority of DPMs in FY21 were assigned as collateral duty. Subcomponents report two primary challenges with collateral duty DPMs; inability to effectively execute DPM duties due to performing full-time jobs and inability to fill vacant DPM positions.

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	0	0	85	Ulysses Gilbert, SAF/DI Affirmative Employment Program Manager AEPM, SAF/DI
Answering questions from the public about hiring authorities that take disability into account	2	0	85	Tiffany Durnell, Air Force Selective Placement Program Coordinator, AFPC/EO AEPMs, Civilian Personnel Sections
Processing reasonable accommodation requests from applicants and employees	3	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra. shock@us.af.mil Employee Relations Specialists, Civilian Personnel Sections
Section 508 Compliance	0	0	1	Mia Day, Force Information Collections Officer and Section 508 Compliance Coordinator, SAF/CIO
Architectural Barriers Act Compliance	1	0	0	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	1	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,

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

DAF engaged in activities to increase the knowledge and skills of DPMs throughout FY21. The DAF DPM conducted three DPM All Calls to disseminate information regarding reasonable accommodation (RA) procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring authority. Additional in-person training was provided upon request. The DAF DPM also updated a Sharepoint site to distribute training materials, templates and resources. DPMs were required to submit completed RA tracking spreadsheets on a quarterly basis. In FY21 18 DPMs virtually attended the Disability Program Managers Course at DEOMI.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer   No

DAF continues to reinforce the obligation to fund Reasonable Accommodations for employees with disabilities to installation commanders, managers and supervisors. The DAF 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. AF also continues to centrally fund RAs required for employees with disabilities to participate in training and career development courses. In FY21, DAF continued to provide centralized funding for reasonable accommodations to any individual with a disability attending DAF sponsored training and development courses to ensure DAF reaches its goals for the hiring and retention of highly skilled and valuable disabled employees including disabled veterans. The DAF DPM continues to engage with AF leadership to expand centralized funding for all RAs. The centralized funding initiative was taken on as a line of effort to be addressed and remedied by the DAF Disability Action Team. Sub-components reported difficulty or inability to perform DPM duties as a collateral/ additional duty and difficulty with receiving DEOMI DPM training due to limited classes and quotas.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Reiterate Installation Commanders' roles and responsibilities with regard to Installation Equal Opportunity Director		
Target Date	Dec 30, 2022		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Dec 30, 2022		Communicate Installation Commanders' roles and responsibilities to ensure that adequate facilities, office support equipment, and financial resources are provided to the Installation Equal Opportunity Director to effectively operate and manage the Equal Opportunity Program in accordance with applicable laws, directives, and policy. (DAFI 36-2710, Para 1.3.25.1)
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	

Brief Description of Program Deficiency	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]		
Objective	Submit manpower requirements for MAJCOM/FLDCOM AEP/SEP billets in FY24 POM		
Target Date	Feb 17, 2022		
Completion Date	Feb 17, 2022		
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jan 31, 2021	February 17, 2022	Submit manpower requirements for MAJCOM/FLDCOM AEP/SEP billets in FY24 POM
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2017	AF EO program undergoes Business Process Reengineering (BPR) to review, analyze, redesign, and execute improved capabilities to better support the AF. Initiatives include alignment of the AEP/SEP under EO at the tactical level (installation) to bring AF in-line with regulatory requirements.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	

Brief Description of Program Deficiency	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		
Objective	Clarify to installations that there must be a firewall between RA Program Manager and the EEO Director		
Target Date	May 1, 2023		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	May 1, 2022		Update DAFI 36-2710 to clearly articulate the firewall as described as provided by MD-110
Accomplishments	*Fiscal Year*	*Accomplishment*	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Air Force Personnel Center (AFPC) Talent Acquisitions Division (AFPC/TA) utilizes the "Hiring Managers Playbook" to provide managers and organizations with updated information on hiring authorities to include Schedule A, 30% Disabled Veteran and hiring incentives. The AFPC posted the following Knowledge Articles on the AF MyPers website regarding PWD: "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 (AFW2) Program 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 entitlements due them by virtue of their service. Medically separated Airmen are eligible for special placement assistance for civilian employment under the AFW2 Program. Corporate funding is designated for up to 20 full-time equivalents to supplement local positions. Two wounded warriors were placed under this program with the goal of converting to full-time permanent employment. In FY21, the DAF The Department placed 29 students for temporary employment in the DoD-funded Workforce Recruitment Program (WRP) for college students and recent graduates with disabilities. Seven of these interns accepted permanent offers for positions in the Air Force. Lastly, in FY21, the DAF continued to implement the MyPers Schedule A Hiring Tool. The MyPers Tool enables Individuals with Disabilities eligible under Schedule A to submit their application package directly online. The military installations are able to retrieve lists of candidates, based on their selection criteria, as well as retrieve resumes to forward to hiring officials for consideration. When an PWD is identified via utilization of the repository and referred to the hiring manager they must interview at least one PWD. This automated process streamlined the application process for Individuals with Disabilities agency-wide.

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

DAF uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD. The AF Civilian Careers website at https://afciviliancareers.com/careers/#careerLastAnchor provides disability information, and access to the Schedule A/ AFW2 tool. Individuals eligible for employment under Schedule A 5 CFR 213.3102(u) may be considered for employment by applying to positions on USAJOBs and/ or by requesting assistance from local DPMs. In FY21 the DAF hired 312 PWDs which includes PwTDs.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the

individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Applicants seeking consideration under Schedule A or the AFW2 Program are directed to the online tool at https://mypers-opa.cx.usd.oraclecloud.com/mypers_opa/owda/startsession/Wounded%20Warrior to submit their resume and supporting documentation. CPSs review the repository for eligible qualified candidates and forward resumes to hiring managers for consideration of current and/or anticipated vacancies. CPSs' routinely review vacancy lists to determine if there is a match for referral. Referrals for Schedule A candidates under this process are separate from vacancies announced on USA jobs. The applicant's package is posted to the Schedule A repository for six months. CPSs and DPMs have access to the repository to view, retrieve, and refer candidates to hiring managers. Once the 6 months passes the individuals resume is removed and the individual is notified so that they may resubmit their Schedule A documents.

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

DAF relies solely on local DPMS to provide training to hiring managers on the use of Schedule A hiring authority. Additional information is provided via management advisory by the civilian personnel section. Multiple sub-components reported that their installations did not provide information and/or training to hiring officials/supervisors. Training will be provided to educate on the following available resources. In addition, MyPers Knowledge Articles are available to managers and supervisors regarding the benefits of using the Schedule A hiring authority and employment of PWD: "Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement"; and "Employment of Individuals with Disabilities". A new Schedule A process was launched to publicize Schedule A information via the Air Force Civilian Careers website. This new process automates the notification process for applicants as well as establishes a repository of Schedule A candidates 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.

DAF continues to utilize partnerships with state Vocational Rehabilitation Offices, Gallaudet University and the Workforce Recruitment Program (WRP) to recruit and hire PWD and PWTD. Multiple subcomponents reported limited to no contact with organizations due to lack of full-time DPMs. MAJCOMs with authorized full-time DPM, reported constant communication with installation-level AEPMs; conducting various outreach events; establishing contacts via career fairs and disability inclusion organizations; and maintaining relationships with Vocational Rehabilitation. AFPC/TA implemented its innovative and successful virtual recruiting strategies; these efforts allowed the Air Force to recruit the most highly qualified candidates leveraging Expedited Hiring Authorities and Direct Hiring Authorities which included Schedule A. As a result, the Air Force was able to compete with corporate America, be more agile and flexible; and attract, recruit and hire candidates for mission critical occupations.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD)   Answer   No

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

In FY21 the percentage of new hires in the permanent workforce for PWTD was 1.75% down from FY 20 which was 1.97%, and still below the respective benchmarks. PWD is 10.47%, and is below their respective benchmark.

New Hires	Total	Reportable Disability	Targeted Disability

(#)	Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	11786	7.23	0.68	3.31	0.35
% of Qualified Applicants	9820	7.22	0.71	3.31	0.39
% of New Hires	213	5.16	0.47	1.41	0.47

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

All MCOs had higher selection rates of those who had no disability or did not identify vs PWD and PWTD. MCO 0080-7.34% of qualified applicants were PWD and 3.71% were PWTD. Selection percentages for both were slightly below the qualified and referred at 6.12% for PWD and 2.04% for PWTD. MCO 0131-7.93% were qualified PWD and 2.44% were PWTD and none were selected. MCO 0185-5.10% were qualified PWD and 2.04% were PWTD and none were selected. MCO 0201 8.06% were qualified PWD and 2.93% were PWTD and none were selected. MCO 510 3.10% were qualified PWD and 1.55% were PWTD and none were selected. MCO 0610 2.65% were qualified PWD and .66% were PWTD and none were selected. MCO 0801 5.96% were qualified PWD and 3.45% were PWTD and none were selected. MCO 850 11.11% were qualified PWD and none were selected. MCO 1102 2.03% were qualified PWD and non were selected. MCO 1515 6.93% were qualified PWD and 3.96% were PWTD and non were selected. Trend continued as stated above for the following MCOs 1701, 1702, 2181,2210,2810

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability New Hires (%)
Numerical Goal	--	12%	2%
0080 SECURITY ADMINISTRATION	49	6.12	2.04
0201 HUMAN RESOURCES MANAGEMENT	10	0.00	0.00
0346 LOGISTICS MANAGEMENT	15	6.67	6.67
0391 TELECOMMUNICATIONS	0	0.00	0.00
0602 PHYSICIAN	0	0.00	0.00
0801 GENERAL ENGINEER	6	0.00	0.00
0810 CIVIL ENGINEER	1	0.00	0.00
0850 ELECTRICAL ENGINEER	1	0.00	0.00
1102 CONTRACTING	12	8.33	0.00
1515 OPERATIONS RESEARCH	2	0.00	0.00
1701 GENERAL EDUCATION AND TRAINING	4	0.00	0.00
1702 EDUCATION AND TRAINING TECHNICIAN	0	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	71	8.45	1.41

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   N/A

b. Qualified Applicants for MCO (PWTD)   Answer   N/A

> There was no information provided for the relevant applicant pool. When tables were generated by FedSep. This is due to national recruitment. Air Force uses the national CLF.

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

> Promotions by MCO: MCO 0080 Promotion rates for both PWD and PWTD were slightly lower than the qualified and rereferred rates. 8.42% PWD and 4.10% were qualified but 6.16% of PWD and 2.05% were selected. MCO 180 PWTD 2.63% were qualified and none were selected. MCO 510 PWD 4.41 PWD were qualified and none were selected. MCO 602 PWD and PWTD 5.56% were qualified and none were selected. MCO 801 PWD 5.65% were qualified and 3.47% PWTD were qualified and 2.63% PWD were selected and 1.32% PWTD. 1102 PWD 9.69% were qualified and 5.13% were selected. 1515 PWTD 3.29% were qualified and none were selected. 1701 PWTD 2.19% were qualified and non were selected. 1702 PWD 9.48% and 4.50% PWTD were qualified and 4.40% PWD and 1.26% PWTD were selected. 2152 PWD 1.23% and . 41 PWTD were qualified and none were selected. 2210 PWD 9.82% and 5.56% were qualified and 4.59% PWD and 3.21% PWTD were selected. 2606 PWD 7.80% and 3.90% PWTD were qualified and none were selected. 2810 PWD 8.00% and 3.07% PWTD were qualfieid 3.85% PWD were selected and there were no PWTD selections.

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.

> DAF has a firm commitment for a diverse workforce and will work to identify areas within the hiring process to increase employment of PWD and PWTD. Long-term objectives to focus on recruitment and development into GS-12 through GS-15 positions would increase the pool eligible to serve in the SES corps. Efforts to create development opportunities have been established by the DAFBAWG through creation of senior leader development teams. The Racial Disparity Review identified DAF is not demographically diverse and has low representation rates at the senior grade levels for PWD and PWDs. An applicant pool goal was established to achieve an annual increase in representation by PWD/PWTD at the GS13-SES grades. AF continues to utilize the centralized accommodation funding process for employees with disabilities attending training and development programs. This program was created to ensure employees with disabilities are afforded the opportunity to participate in professional development programs. The participation rate of PWTD at the level of GS-12 to SES has steadily increased: FY21 % of PWTD GS-12 3.01% in FY 21 (2.22% in FY20) GS-13 2.62% in FY 21 (1 .65% in FY20) GS-14 2.36% in FY 21 (1.73% in FY20) GS-15 3.19% in FY21 (1.61% in FY20) SES 1.79% in FY 21 (1.23% in FY20) The Department continues to promote use of an enterprise-wide mentoring tool called "MyVector." This dynamic mentoring and development IT platform delivers diverse mentoring opportunities for all Airmen and Guardians, military and civilian, to include disabled veterans. The MyVector platform facilitates one-on-one mentor interaction, functional guidance delivery, and development team execution, expanding developmental opportunities across the total force. Historically, MyVector mentoring tracked both historical and active profiles and mentoring matches. However, as of March of 2022, only active profiles and matches are being explicitly tracked, thus the decrease in numbers compared to March 2021. In addition, the MyVector Mentoring module underwent an upgrade in July of 2021 to include new

capabilities such as: additional search filters for race, ethnicity, EFMP, and more; track status of mentor requests; share and send documents and messages to your mentor; updated resources; available to all CAC holders—to include sister-services; career field mentor matching (projected for Summer 22). Since the upgrade, mentors must go into MyVector and either opt-in or opt-out of the MyVECTOR Mentoring module in order to be visible in the mentees' search--regardless if they had previously registered as a mentor. With over 83K mentoring profiles, the MyVector system allows unique matching preferences for a mentee to seek a mentor using specific qualities such as "civilian with prior military service" and/or self-identified "disabled." This construct enables individualized mentor matching. The MyVector platform facilitates one-on-one mentor interaction, functional guidance delivery, and development team execution, expanding developmental opportunities across the Total Force. To date, over 32K thousand mentor/mentee connections have been established using this tool including 1,161 disabled mentor/disabled mentee relationships.

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 PWD. This includes: AF Civilian Development Education, tuition assistance, mentoring, career broadening, internship, and leadership development courses. DAF continues to participate in the Govt. wide recruitment and referral programs that connect federal employers with qualified candidate PWD & PWTD for temp/term & perm positions. Workforce Recruitment Program (WRP) is another program utilized by DAF to provide pathways to federal service for PWD/PWTD. Air Force employs individuals selected for a minimum of 14 weeks and typically extends the initial appointment to allow the individual to gain valuable experience beyond the 14 weeks. Air Force employed 23 WRP interns in FY 21 and executed approx. 491k for this program. In 2021, DAF HAD A TOTAL OF 41 PWTD Apply for Career Development Programs. DAF offered 28 programs with a total of 1,294 possible primary quotas and 313 possible alternate quotas.

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 (%)
Other Career Development Programs	NoData	NoData	NoData	NoData	NoData	NoData
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

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

With the establishment of centralized funding for RA PWD are eligible to be considered for all development opportunities. Applicant data for career development programs not available. DAF is currently exploring opportunities to obtain this information through the enterprise applications to conduct analysis.

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

Applicant data for career development programs not available. DAF is currently exploring opportunities to obtain this information through the enterprise applications to conduct analysis.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

        a. Awards, Bonuses, & Incentives (PWD)   Answer   No

        b. Awards, Bonuses, & Incentives (PWTD)   Answer   No

The percentage of awards for PWD and PWTD has significantly increased from FY20, PWTD and PWD are receiving awards commiserate to persons without disabilities. Time-Off Awards - 1-10 hours: PWD = 15.37%; PWTD = 14.73% Time-Off Awards – 11-20 hours: PWD = 12.30%; PWTD =12.21% Time-Off Awards – 21-30 hours: PWD = 12.23%; PWTD = 11.67% Time-Off Awards – 31-40 hours: PWD = 31.98%; PWTD =29.89% Time-Off Awards – 41 or more hours: PWD = .14%; PWTD = .12% Cash Awards - $500 and under: PTWD = 1.85% Cash Awards - $1000 - $1999: PWTD = 1.73% Cash Awards - $2000 - $2999: PWTD = 1.4% Cash Awards - $3000 - $3999: PWTD = 1.05% Cash Awards - $4000 - $4999: PWTD = 1.12% PWD = 10.74% Cash Awards - $5000 or more: PWTD = .58% PWD = 11.03% Quality Step Increases (QSIs): PWTD = 1.62%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	22886	15.37	12.68	14.73	15.51
Time-Off Awards 1 - 10 Hours: Total Hours	180826	123.13	99.51	117.49	124.37
Time-Off Awards 1 - 10 Hours: Average Hours	7	0.03	0.01	0.16	0.01
Time-Off Awards 11 - 20 hours: Awards Given	19331	12.30	10.84	12.21	12.32
Time-Off Awards 11 - 20 Hours: Total Hours	327058	206.71	183.64	203.76	207.36
Time-Off Awards 11 - 20 Hours: Average Hours	16	0.07	0.01	0.37	0.00
Time-Off Awards 21 - 30 hours: Awards Given	19410	12.23	10.88	11.67	12.35
Time-Off Awards 21 - 30 Hours: Total Hours	483780	301.64	271.94	288.40	304.57
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.10	0.02	0.56	0.00
Time-Off Awards 31 - 40 hours: Awards Given	47826	31.98	26.56	29.89	32.44
Time-Off Awards 31 - 40 Hours: Total Hours	1803052	1204.38	1000.78	1128.30	1221.19
Time-Off Awards 31 - 40 Hours: Average Hours	37	0.16	0.03	0.86	0.00
Time-Off Awards 41 or more Hours: Awards Given	445	0.14	0.27	0.12	0.15
Time-Off Awards 41 or more Hours: Total Hours	26146	8.32	15.98	6.72	8.67

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Average Hours	58	0.24	0.04	1.33	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	18062	11.59	9.95	12.54	11.38
Cash Awards: $501 - $999: Total Amount	13829691	8957.32	7613.30	9796.38	8771.93
Cash Awards: $501 - $999: Average Amount	765	3.26	0.58	18.23	-0.05
Cash Awards: $1000 - $1999: Awards Given	50739	32.73	28.27	31.80	32.94
Cash Awards: $1000 - $1999: Total Amount	72602270	47016.58	40498.92	45294.96	47396.96
Cash Awards: $1000 - $1999: Average Amount	1430	6.07	1.08	33.25	0.06
Cash Awards: $2000 - $2999: Awards Given	24513	17.18	13.71	15.74	17.50
Cash Awards: $2000 - $2999: Total Amount	58227617	40806.93	32596.25	37473.69	41543.39
Cash Awards: $2000 - $2999: Average Amount	2375	10.03	1.79	55.59	-0.04
Cash Awards: $3000 - $3999: Awards Given	8297	5.22	4.84	5.30	5.20
Cash Awards: $3000 - $3999: Total Amount	27657803	17346.27	16159.77	17738.41	17259.63
Cash Awards: $3000 - $3999: Average Amount	3333	14.04	2.51	78.12	-0.11
Cash Awards: $4000 - $4999: Awards Given	2854	1.53	1.76	1.42	1.55
Cash Awards: $4000 - $4999: Total Amount	12466484	6598.40	7711.55	6145.25	6698.52
Cash Awards: $4000 - $4999: Average Amount	4368	18.28	3.30	100.72	0.06
Cash Awards: $5000 or more: Awards Given	2411	1.02	1.54	0.91	1.04
Cash Awards: $5000 or more: Total Amount	18114433	8330.74	11539.46	7050.88	8613.52
Cash Awards: $5000 or more: Average Amount	7513	34.57	5.65	180.78	2.26

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 %
Total Performance Based Pay Increases Awarded	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

PWD and PWTD are receiving QSI, and recognition through performance based awards/pay increases commiserate with Person without disabilities. Cash Awards - $3000 - $3999: PWD = 5.22%; PWTD = 5.30% Cash Awards - $4000 - $4999: PWD = 1.53%; PWTD = 1.42% Other Awards - Total QSIs - PWD = 2.99; PWTD = 2.19%

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

SES Triggers Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. GS-15 Qualified Internal Applicants (PWD)-Triggers exist. PWD QIAs make up 6.06% and those with no disabilities make up 17.65% and 78.92 did not identify. Internal Selections (PWD)-Triggers exist. There were no internal selections for internal competitive promotions. GS-14 Qualified Internal Applicants (PWD)-Triggers exist. 7.72% were PWD, 14.81% had no disability and 77.47 did not identify. Internal Selections (PWD)-Triggers exist. 4.30% were PWD, 20.43% had no disability and 75.27% did not identify. GS-13 Qualified Internal Applicants (PWD)-Triggers exist. 8.76 were PWD, 17.07 had no disability and 74.17% did not identify. Efforts to relay the benefit of identifying should be developed to decrease the did not identify percentage. Internal Selections (PWD)-Triggers exist.6.95% were PWD. 20.17% had no disability and 72.88 did not identify. Efforts to relay the benefit of identifying should be developed to decrease the 'did not identify' percentage.

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   Yes

       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   Yes

       ii. Internal Selections (PWTD)   Answer   Yes

    d. Grade GS-13

       i. Qualified Internal Applicants (PWTD)   Answer   Yes

       ii. Internal Selections (PWTD)   Answer   Yes

SES Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available GS-15 Qualified Internal Applicants (PWTD)-Triggers exist. 3.01% were PWTD, 15.01% had no disability and 78.92% did not identify. Internal Selections (PWTD)-Triggers exist. There were no identified internal selections for PWTD. 17.65% had no disability and 82.35% did not identify. GS-14 Qualified Internal Applicants (PWTD)-Triggers exist.4.07% were PWTD, 14.81% had no disability and 77.47% identified no disability. Internal Selections (PWTD)-Triggers exist. 1.79% were PWTD, 20.43% had no disability and 75.27% did not identify. GS-13 Qualified Internal Applicants (PWTD)-Triggers exist.4.00% were PWTD, 17.07% had no disability and 74.17% identified no disability. Internal Selections (PWTD)-Triggers exist. 3.89% were PWTD, 20.17% had no disability and 72.88% did not identify. Efforts to relay the benefit of identifying should be developed to decrease the 'did not identify' responses.

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   Yes

      b. New Hires to GS-15 (PWD)   Answer   Yes

      c. New Hires to GS-14 (PWD)   Answer   Yes

      d. New Hires to GS-13 (PWD)   Answer   Yes

New Hires to SES- (PWD) Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. New Hires to GS-15 (PWD)-Triggers exist. 7.12% were PWD, 19.98% had no disability and 72.91% did not identify. New Hires to GS-14 (PWD)- Triggers exist. 8.23% were PWD, 19.37% had no disability and 72.42% did not identify. New Hires to GS 13 (PWD)- Triggers exist. 8.11% were PWD, 25.77% had no disability and 66.13% did not identify. Efforts to relay the benefit of identifying should be developed to decrease the did not identify.

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   Yes

        b. New Hires to GS-15 (PWTD)   Answer   Yes

        c. New Hires to GS-14 (PWTD)   Answer   Yes

        d. New Hires to GS-13 (PWTD)   Answer   Yes

New Hires to SES- (PWD) Unable to determine if there are triggers for SES due current DAF operational processes regarding hiring and selection of SES. USA Staffing is only used for the announcement to collect resumes. The names are not issued via selection certificates Thus AFD will not be available. New Hires to GS-15 (PWTD)-Triggers exist. 4.01% were PWTD, 19.98% had no disability and 72.91% did not identify. New Hires to GS-14 (PWTD)-Triggers exist. 3.77% were PWTD, 19.37% had no disability and 72.42% did not identify. New Hires to GS 13 (PWTD)-Triggers exist. 3.53% were PWTD, 25.77% had no disability and 66.13% did not identify. Efforts to relay the benefit of identifying should be developed to decrease the did not identify.

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   Yes

            ii. Internal Selections (PWD)   Answer   Yes

        b. Managers

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   Yes

        c. Supervisors

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   Yes

Executives Qualified Internal Applicants (PWD) 5.94% were PWD, 13.76% had no disability and 80.30% did not identify. Internal Selections (PWD) There were no internal selections of PWD, 12.90% had no disability and 87.10% did not identify. Managers Qualified Internal Applicants (PWD)-7.97% were PWD, 15.39% had no disability and 76.64% did not identify. Internal Selections (PWD)-5.49% were PWD, 15.24% had no disability and 79.27% did not identify. Supervisors Qualified Internal Applicants (PWD)-7.51% were PWD, 20.82% had no disability and 71.10% did not identify. Internal Selections (PWD)-4.02% were PWD, 18.84% had no disability and 77.39% did not identify. Efforts to relay the benefit of identifying should be developed to decrease the did not identify.

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   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

  b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

  c. Supervisors

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

Executives Qualified Internal Applicants (PWTD)-3.27% were PWTD, 13.76% had no disabilities and 80.30% did not identify. Internal Selections (PWTD)-There were no selections for PWTD, Managers Qualified Internal Applicants (PWTD)-3.90% were PWTD, 15.39% had no disability and 76.64% did not identify. Internal Selections (PWTD)-2.13% were PWTD, 15.24% had no disability and 79.27% did not identify. Supervisors Qualified Internal Applicants (PWTD)-3.62% were PWTD, 20.82% had no disability and 71.70% did not identify. Internal Selections (PWTD)-1.76% were PWTD, 18.84% had no disability and 77.39% did not identify.

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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   Yes

    b. New Hires for Managers (PWD)   Answer   Yes

    c. New Hires for Supervisors (PWD)   Answer   Yes

Executives (PWD)-Qualified applicants were 6.85% PWD, 18.39 had no disabilities and 74.76% did not identify. There were no PWD selections from the qualified applicants. Managers (PWD)-8.19% were PWD, 19.72% did not have disabilities and 72.09% did not identify. 3.77% selected were PWD. Supervisors (PWD)-8.02% were PWD, 29.14% did not have disabilities and 62.83% did not identify. There were no PWD selections from the qualified applicants. 20% of the Selectees were those with no disability and 80% did not identify.

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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   Yes

    b. New Hires for Managers (PWTD)   Answer   Yes

    c. New Hires for Supervisors (PWTD)   Answer   Yes

Executives (PWTD)-3.73% referred were PWTD but there were no selections of PWTD. 25.00% of the external selections were those with no disability and 75% did not identify. Managers (PWTD)-3.56% of qualified applicants were PWTD and none were selected. 16.98% of the external selections were those with no disability and 79.25% of the selections did not identify. Supervisors (PWTD)-2.94% of qualified applicants were PWTD and none were selected. 20% of the selections were people no disability and 80% of the selectees did not identify.

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   No

> Guidance was provided at the FY21 Civilian Personnel Officer summit advising of necessary steps required to convert schedule A applicants upon successful completion of trial period. DAF has identified that additional trainings need to be provided to the subcomponents to ensure conversions are occurring. This will include a communication plan and education on how to pull suspense action reports that will capture any Schedule A eligible due for conversion in the next 30 days. Knowledge articles are posted for CPOs explaining how to check suspense action reports. DAF also participates in DoD working groups that are working to strategies to create a remedy to ensure all conversion are done timely.

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   No

> Retirements for PWD was slightly higher than persons w/o disabilities. Retirements in FY 21 PWD 2.54% & PWTD 2.58% Persons w/o Disabilities 1.20%

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	304	0.11	0.15
Permanent Workforce: Resignation	1779	0.77	0.85
Permanent Workforce: Retirement	2848	2.51	1.18
Permanent Workforce: Other Separations	416	0.16	0.20
Permanent Workforce: Total Separations	5347	3.55	2.39

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   No

> Retirements for PWTD was slightly higher than persons w/o disabilities Retirements FY 21 PWTD 2.58% Persons w/o disabilities 1.20%

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	304	0.15	0.14
Permanent Workforce: Resignation	1779	0.69	0.85
Permanent Workforce: Retirement	2848	2.58	1.32

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Other Separations	416	0.19	0.20
Permanent Workforce: Total Separations	5347	3.60	2.51

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.

Four potential retention barriers: lack of reasonable accommodation; no career growth opportunities; pay higher at other federal agencies and environmental factors like not feeling valued, leadership, workload stress, and government bureaucracy. Inability to accommodate an RA requests thus resulting in medical/disability retirement. Due to COVID 19 restrictions being lifted more individuals are finding it difficult to adapt to commuting into the office as part of return-to-work policies are being developed. Individuals became accustomed to working from home and have now sought other full time remote positions resulting in higher separations. There is currently a DoD wide effort to standardize the exit survey which will yield valuable results on separations. DAF does not currently have a standard way of conducting exit surveys or collecting data to conduct an agency wide analysis of the data.

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.

DoD Section 508 website, http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx. The site includes an on-line fillable form for individuals who are experiencing difficulties obtaining assistive technology to properly interface with DoD Electronic and Information Technology (EIT). Issues regarding Section 508 compliance are directed to the AF 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 at https://www.access-board.gov/aba-enforcement/file-a-complaint. Air Force Specific website containing this information can be found via the following link: https://www.af.mil/Equal-Opportunity/

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.

During FY21, the Department of the Air Force (DAF) continued its commitment toward modernizing policies and practices to promote a more inclusive culture, respectful of all facets of a diverse workforce. The Secretariat of the Air Force Office of Diversity and Inclusion is responsible for oversight of special emphasis programs on behalf of the Air Force. The office was established on 11 January 2021, setting the foundation for continued prioritization and growth of Diversity, Equity, Inclusivity, and Accessibility (DEIA) efforts. Since 2021 SAF/DI has undertaken efforts to establish an agency wide Disability Action Team (DAT). This team is incredibly active and has 67 members from across the agency currently working in various segments of the world. Membership is not restricted to any specific office or grade level. Current lines of effort include but are not limited to; Obtaining Centralized Funding for RA request, Creating a simple tool that can be used to conduct barrier analysis, creation of a tool that enables workforce analysis to be easily accessible and usable to complete the MD715, accessibility physical and virtual workplace issues, ensuring equal access of PWDs to training opportunities and efforts to eliminate stigmas associated with self-identification and identify the benefits. The team has several schedule events throughout the year to ensure disability awareness and inclusion. In addition, the AF DPM also continues to collaborate with SAF/CIO to develop a solution to "fast track" RA software through the

approval process for certification to the Department of 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. The AF DPM continues to assist all subcomponents when needed to address complaints arising from inaccessible facilities, help with RA processing and request and ensures issues are addressed in a timely manner.

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 RA requests in FY21 was 46 days. This does not meet the 30-day period required by DAF RA procedures. The delay in processing RA requests is attributed to manager/supervisor lack of awareness of DAF RA procedures and the complexity of many RA requests. In addition, the time to complete the reassignment process often exceeds the 60 day time period allowed by DAF RA procedures. Efforts to address skills gaps in providing RA guidance are projected for FY 22.

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.

AFI 36-2710 encourages installations to establish full-time DPMs to assist managers and supervisors to comply with updated RA procedures. DAF engaged in activities to increase the knowledge and skills of installation DPMs and CPSs, who in turn provide training to managers and supervisors at the local level. All DPMs and CPSs are encouraged to complete OPM's Special Placement Program Coordinator training. The DAF DPM conducted three DPM All Calls to disseminate information regarding RA procedures and timelines, reporting and tracking accommodation requests, and use of the Schedule A hiring authority. Additional training was provided upon request and at the AF CPO Summit. Collectively, installation DPMs held over 50 separate training events for managers and supervisors.

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.

Updated instructions for providing PAS are included in new AFI 36-2710 as well as DAF Implementing Instructions for Providing Personal Assistance Services is available on the DAF EO website at https://www.af.mil/Equal-Opportunity/ . In addition, a Personal Assistant Services (PAS) Tool Kit is available on the SEPM Tool Kit site at https://cs2.eis.af.mil/sites/12991/SEPM%20Tool%20Kit/Forms/AllItems.aspx that provides instructions and templates for requesting and providing PAS to qualified employees with disabilities. Throughout FY21, the AF DPM provided training to managers, supervisors and installation DPMs on implementing PAS.

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   Yes

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

The identified managers and supervisors were trained on the DAF's policy and procedures for reasonable accommodation an nondiscrimination. The DAFI 36-2710 addresses the rights of the individuals to file a complaint if necessary.

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.

There were 9 complaints of discrimination involving failure to provide RA in FY21. Five complaints were settled by implementing requested accommodations and managers and supervisors were provided training on DAF RA 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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Low number of completed RAs and delays in providing RA.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	RA	Lack of communication, i.e., some supervisors and managers are not aware of their roles and responsibilities regarding RA.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Disability Program Manager	Kendra Shock	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
07/30/2018	Include information on RA and AF RA process in manager/supervisor and new manager training modules	No		12/01/2018
11/30/2018	Develop RA fact sheets	Yes		01/30/2019
09/15/2020	Conduct a train the trainer session for all installation DPMs on updated RA policy	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2019	Developed "Just in Time Training" slide deck, trained and distributed to installation DPMS. As a result of this effort, DPMS logged over 150 completed training events for managers and supervisors. RA completion times reduced from 69 days to 49 days. The AF DPM developed and distributed a fact sheet for supervisors and managers detailing the AF RA process and a fact sheet or PWD outlining the process for requesting RA.

Source of the Trigger:	Other
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Lack of execution of centralized funding for all RAs.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Lack of understanding of the DAF process for funding RA. Accommodations denied due to unit funding.	Lack of understanding of the DAF process for funding RA. Accommodations denied due to unit funding.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	10/01/2020	Yes	10/01/2021		Improve understanding of the DAF process for funding RA. Accommodations and reduce the number of accommodations denied due to unit funding

Responsible Official(s)

Title	Name	Standards Address The Plan?
Air Force Disability Program Manager	Kendra Shock	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2019	AF/A1Q will disseminate information regarding the established ESP Code 7F and HA to local DPMs across AF.	Yes		06/14/2020
09/15/2020	Conduct training for installation DPMs on the use of ESP codes and the availability of RA funding	Yes	12/12/2020	01/22/2021

	Planned Activities Toward Completion of Objective			
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2020	SAF/FM will disseminate information regarding established ESP Codes 7F and HA to comptrollers and Resource Managers at all levels across DAF	Yes	12/12/2020	12/15/2020
09/30/2021	DAF DPM will publish procedural guidance on the DAF RA funding process.	Yes		02/28/2022
09/30/2021	DAF DPM will provide training to DPMS and CPOs on the DAF RA funding process and use of established ESP codes.	Yes		09/30/2021
	Report of Accomplishments			
Fiscal Year	**Accomplishment**			
2020	DAF EO Operations Manager provided training to installation DPMs and CPOs at the annual CPO Training Summit.			
2020	Updated DAF RA funding process published in AFI 36-2710			
2019	The DAF DPM contributed an article to the Civilian Education Training & Development Newsletter regarding the use of ESP code HA and the availability of funding to cover the cost of RA for PWD to attend training and development courses. The newsletter was published on 20 Sep 19.			
2019	The AF DPM provided training to installation DPMs during the AF EO World Wide Training Summit. Sessions included the AF RA process, manager and supervisor responsibilities and RA funding.			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B7
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Low number of applicants with targeted disabilities hired using Schedule A

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Lack of Awareness	Manual and laborious Schedule A process causing delays in customer assistance and lack of awareness by HR and hiring managers. Lack of communication, i.e., some supervisors and managers are not aware of their roles and responsibilities regarding RA.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
09/30/2022	04/01/2023	Yes			Increase the overall number of RAs within the 30-day time period mandated by DAF policy.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Air Force Disability Program Manager	Kendra Shock	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2018	Create vacancy like announcements on USAJOBs directing applicants to AF Civilian Careers website for noncompetitive Schedule A application procedures.	Yes	03/31/2019	
06/30/2019	Create a searchable repository of Schedule A candidates that CPSs and DPMs can access to view, retrieve and refer candidates.	Yes		06/30/2019

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
07/31/2020	Distribute a memo to announce the Schedule A repository and encourage hiring managers to review and interview eligible candidates.	Yes		
Report of Accomplishments				
Fiscal Year	**Accomplishment**			
2019	Schedule A repository launched providing CPSs and DPMs access to view, retrieve, and refer candidates.			

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Low number of applicants with targeted disabilities hired using Schedule A

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Lack of Schedule A Hiring	Manual and laborious Schedule A process causing delays in customer assistance and lack of awareness by HR and hiring managers.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
09/30/2018	10/01/2021	Yes			Increase Schedule A hiring by implementing an automated centralized process. Provide training to hiring managers on the benefits of utilizing Schedule A.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
DAF Disability Program Manager	Kendra Shock	No

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2018	Create vacancy like announcements on USAJOBs directing applicants to AF Civilian Careers website for noncompetitive Schedule A application procedures.	Yes	03/31/2019	03/31/2019
06/30/2019	Create a searchable repository of Schedule A candidates that CPSs and DPMs can access to view, retrieve and refer candidates.	No		06/30/2019

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/31/2020	Distribute a memo to announce the Schedule A repository and encourage hiring managers to review and interview eligible candidates.	Yes	09/30/2020	10/08/2020
Report of Accomplishments				
Fiscal Year	Accomplishment			
2019	Schedule A repository launched providing CPSs and DPMs access to view, retrieve, and refer candidates.			
2020	In FY20 the DAF hired 144 PWTDs utilizing Schedule A.			

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 which impacted AF's ability to efficiently and effectively utilize the Schedule A Hiring authority and failure to appropriately advertise implementation. 2) Lack of knowledge by managers and supervisors regarding AF RA procedures. 3) Continued use of established ESP codes by most units rather than using codes established to specifically track RA which hampered the ability to report and track RA costs and funding at the appropriate level.

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

The DAF DPM continued to improve communication by increasing knowledge and skills of installation DPMs: 3 DPM All Calls were conducted to disseminate information regarding RA procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring Authority; training provided to managers and supervisors; RA factsheets were distributed; and DPMs were briefed on the use of the new automated Schedule A process and repository. Reasonable Accommodation Tracking Spreadsheet provided to capture installation RA request seeking alternative solution due to manual workload required.

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.

DAF will continue to fund RAs required for employees with disabilities to participate in training and career development courses. The DAF DPM will continue to disseminate information regarding established ESP Codes 7F and HA to comptrollers and Resource Managers, managers and supervisors at all levels across DAF. Further the SAF/FM re-emphasized with all comptrollers the information regarding funding RAs as well as utilizing the ESP Codes for proper tracking.