

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

The majority of PWD are GS-05s.

*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 No

The majority of PWTD are GS-06s.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	284	34	11.97	3	1.06
Grades GS-11 to SES	362	19	5.25	2	0.55

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

In previous fiscal years, personnel division (AP) conducted training for managers and supervisors which included hiring goals and special hiring authorities for applicants with disabilities.

Section II: Model Disability Program

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

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

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

Answer Yes

Personnel staff.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	0	0	1	Susan Wertheim, Deputy Administrator and Chief Architect.
Processing applications from PWD and PWTB	2	1	0	Terri Sosa-Gayles, Supervisory HR Specialist, t-sosa-gayles@nga.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Miriam Berman, RA Coordinator Personnel Office
Answering questions from the public about hiring authorities that take disability into account	2	1	0	Terri Sosa-Gayles, Supervisory HR Specia t-sosa-gayles@nga.gov
Special Emphasis Program for PWD and PWTB	0	0	2	Mikka Gee Conway, Chief Diversity, Inclusion, and Belonging Officer and EEO Director m-conway@nga.gov m-marinos@nga.gov
Section 508 Compliance	0	0	3	The Gallery does not have a designated official for Section 508 compliance, involved w accessible technology.

- 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

Training includes continuing education courses from sources such as NELI, FELTG, LRP, etc.

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

N/A

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR § 1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	Discuss with leadership the MD-715 objective and take steps towards completion.		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2021	EEO Director spoke with the Administrator and Secretary and General Counsel about MD-715 and the requirement to post the report.	

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 National Gallery employs the following programs and resources that identify job applicants with disabilities, including targeted disabilities: a. Job Opportunity Announcements: With few exceptions, Gallery job opportunity announcements for Federally-funded positions include instructions describing how applicants with disabilities who are eligible for appointment under Schedule A authority (5 CFR 213.3102(u)) and the 30% or more disabled veteran authority (5 CFR part 316) may apply and be considered for vacancies. In FY21 The National Gallery started Talent Acquisition and Recruitment (T.A.R.) Group, which is studying and coming up with more avenues to reach Schedule A, 30% or more disabled, and other groups. We have started posting all jobs on LinkedIn, with highlights, we are in the process of creating open continuous announcements for positions (series) that are most frequently used within the Gallery so we have a continuous pool of non competitive applicants to offer hiring managers at the beginning of the recruitment process.

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

With few exceptions, National Gallery job opportunity announcements for Federally-funded positions include instructions describing how applicants with disabilities who are for appointment under Schedule A authority (5 CFR 213.3102(u)) and the 30% or more disabled veteran authority (5 CFR part 316) may apply and be considered for vacancies. In FY 2021, the National Gallery had one Schedule A hire and three 30% or more hires.

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

When an individual applies for a position under Schedule A or 30% or more disabled veterans' authority, their supporting documentation is examined to determine whether they are eligible for appointment under such authority, and whether they meet the minimum qualification requirements of the position. Upon request by the hiring manager, the staffing specialist will issue certificates of eligible candidates under either of these authorities, including instructions explaining selection and appointment. The appointment procedures of 5 CFR part 302, including veterans' preference, are applied to the certification, referral, and selection of candidates under Schedule A authority.

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 No

TBD

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Gallery will establish and maintain contacts with the following organizations that specialize in providing assistance to individuals with disabilities, including targeted disabilities, in securing and maintaining employment: 1. The U.S. Department of Labor's Office of Disability Employment Policy (ODEP), <https://www.dol.gov/odep/>. The Employer Assistance and Resource Network on Disability Inclusion (EARN), <http://www.askearn.org/>.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

Workforce data tables show that 8 people or 13.56% of new hires are PWD.

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

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

- a. New Hires for MCO (PWD) Answer N/A
- b. New Hires for MCO (PWTD) Answer N/A

TBD

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

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

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

TBD

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

- a. Promotions for MCO (PWD) Answer N/A
- b. Promotions for MCO (PWTD) Answer N/A

TBD

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 Gallery will take the following specific steps to ensure that current employees with disabilities, including targeted disabilities, have sufficient opportunities for advancement: 1. The Gallery’s Supervisory HR Specialist for Staffing and Classification shall ensure that Gallery employees with disabilities, including targeted disabilities, are informed of, and have sufficient opportunity to apply for, promotion opportunities within the Gallery. 2. The Gallery’s Training Officer shall ensure that all employees with disabilities, including targeted disabilities, are informed of, and have the opportunity to enroll and participate in, relevant developmental training, including management training, when eligible.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Gallery implemented a Professional Development Program for employees at grades 11 and 12. Departments within the Gallery also offer professional development training, such as project management training, law enforcement training, and others.

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 (%)
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Other Career Development Programs	31	31	0	0	0	0
Fellowship Programs	28	1	0	0	0	0
Internship Programs	135	9	0		0	0

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

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

The disability status of applicants and participants in career development programs is unavailable at this time.

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

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

The disability status of applicants and participants in career development programs is unavailable at this time.

C. AWARDS

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1	1.67	0.00	0.00	1.85
Time-Off Awards 1 - 10 Hours: Total Hours	8	13.33	0.00	0.00	14.81

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	8	13.33	0.00	0.00	14.81
Time-Off Awards 11 - 20 hours: Awards Given	4	0.00	0.46	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	64	0.00	7.41	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	16	0.00	2.47	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	1	0.00	0.15	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	40	0.00	6.17	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	0.00	6.17	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	68	10.00	8.80	16.67	9.26
Cash Awards: \$501 - \$999: Total Amount	52115	7591.67	6685.34	9750.00	7351.85
Cash Awards: \$501 - \$999: Average Amount	766.4	1265.28	117.29	9750.00	322.54
Cash Awards: \$1000 - \$1999: Awards Given	250	41.67	32.72	33.33	42.59
Cash Awards: \$1000 - \$1999: Total Amount	336526	57818.33	43735.96	33333.33	60538.89
Cash Awards: \$1000 - \$1999: Average Amount	1346.1	2312.73	206.30	16666.67	717.85
Cash Awards: \$2000 - \$2999: Awards Given	128	11.67	17.90	50.00	7.41
Cash Awards: \$2000 - \$2999: Total Amount	291392	25453.33	40924.69	108983.33	16172.22
Cash Awards: \$2000 - \$2999: Average Amount	2276.5	3636.18	352.80	36327.83	3.78
Cash Awards: \$3000 - \$3999: Awards Given	46	6.67	6.17	0.00	7.41
Cash Awards: \$3000 - \$3999: Total Amount	164856	23250.00	22278.40	0.00	25833.33
Cash Awards: \$3000 - \$3999: Average Amount	3583.83	5812.50	556.96	0.00	6458.33
Cash Awards: \$4000 - \$4999: Awards Given	64	3.33	9.26	0.00	3.70
Cash Awards: \$4000 - \$4999: Total Amount	286189	13925.00	41531.48	0.00	15472.22

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Average Amount	4471.7	6962.50	692.19	0.00	7736.11
Cash Awards: \$5000 or more: Awards Given	135	11.67	19.60	0.00	12.96
Cash Awards: \$5000 or more: Total Amount	948537	90295.00	137086.73	0.00	100327.78
Cash Awards: \$5000 or more: Average Amount	7026.2	12899.28	1079.42	0.00	14332.54

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	53	11.67	6.48	0.00	12.96

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer No

D. PROMOTIONS

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

a. SES

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

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

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

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

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

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

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

Do not have applicant data.

2. Does your agency have a trigger involving PWTB 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 (PWTB) | Answer | N/A |
| ii. Internal Selections (PWTB) | Answer | N/A |

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

Do not have applicant data.

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 |

Do not have applicant data.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 |

Do not have applicant data.

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 |

Do not have applicant data.

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

Do not have applicant data.

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

Do not have applicant data.

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

Do not have applicant data.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

No one was eligible for conversion.

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

The National Gallery had 3 people with disabilities and 2 people 'not identified' leave by 'other separation.' One employee 'not identified' was removed.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.15
Permanent Workforce: Resignation	21	0.00	3.07
Permanent Workforce: Retirement	29	3.23	3.95
Permanent Workforce: Other Separations	19	4.84	2.34
Permanent Workforce: Total Separations	70	8.06	9.50

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.14
Permanent Workforce: Resignation	21	0.00	2.84
Permanent Workforce: Retirement	29	0.00	3.92
Permanent Workforce: Other Separations	19	0.00	2.57
Permanent Workforce: Total Separations	70	0.00	9.46

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.

TBD

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 Gallery is committed to full web accessibility as defined in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), and to the physical accessibility of our premises, as consistent with the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157). For more information on web accessibility, including contact information, see our web accessibility statement at <https://www.nga.gov/visit/accessibility/web-accessibility-statement.html>.

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.

The Gallery is committed to full web accessibility as defined in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), and to the physical accessibility of our premises, as consistent with the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157). Information for employees and applicants regarding physical accessibility, including contact information, can be found at <https://www.nga.gov/visit/accessibility/web-accessibility-statement.html>.

www.nga.gov/opportunities.html.

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.

Currently, the Gallery's next Master Facilities Plan project called "Work Area 9.3" includes improvements to accessibility in the Gallery's East Building. Key physical accessibility improvements that are part of the project include: new accessible front entrance doors and staff entrance doors; improvements to the large passenger elevator near the front entrance; improved accessible restrooms on the mezzanine level, and new accessible restrooms on the ground floor. In a future project, if funds are available, Pending availability of funds, additional accessibility improvements will be made to the East Building concourse level restrooms, including a new family restroom.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

There were approximately 58 new inquiries regarding the Reasonable Accommodation process, only three were denied for not being Reasonable Accommodations that the National Gallery of Art could provide, primarily involving requests to eliminate essential functions. However, some were captured under the flexible leave policies or related to parking (which does not technically fall under the Reasonable Accommodation process, but is still considered and provided as generously as possible.) Some were not provided for not being related to the Reasonable Accommodation process, such as inquiries for modifications due to inconvenient bus routes. While the processing time can be extended due to the need to obtain updated medical documentation, average processing time is two days.

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

The National Gallery of Art's Reasonable Accommodation process is very effective. Requests are responded to within one to two days, there is a heavy emphasis on the Interactive Process, strongly encouraging communication between supervisors and employees. Research from the Job Accommodation Network is heavily relied upon as a guiding resource. An effort is always made to identify creative solutions to support staff. Supervisors are handheld through the process by the Reasonable Accommodation Coordinator to ensure decisions are managed properly, decisions are communicated effectively and staff are informed that the Reasonable Accommodation process is an ongoing process that can always be revisited for changes to reflect their ongoing needs. Training is provided on an as-needed basis and informational resources are readily accessible on the Intranet. The Reasonable Accommodation Coordinator monitors all approved Reasonable Accommodations by following up with both the employee and supervisor after a mutually agreed upon review period, sometimes repeatedly over the course of many years.

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 accordance with 29 CFR 1614.203(d)95), the National Gallery of Art has developed procedures through which employees with targeted disabilities may request personal assistance services to assist with performance of daily living activities. These procedures were approved by the EEOC and are incorporated into the Gallery's reasonable accommodation procedures, and are published on the Gallery's internal and public websites. To date, no PAS have been requested, therefore, there is not yet any data regarding timely processing or trends.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer Yes

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

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 No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer 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.

N/A

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer 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

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

Security guards are promoted from within the current ranks and have physical requirements for their positions, thereby often not allowing Schedule A or additional diverse candidates beyond the initial hire.

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

TBD

- 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.

TBD