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 Yes

The National Mediation Board (NMB) has zero representation of PWDs 7.5% within cluster GS-1 to GS-10. PWDs represent with the cluster GS-11 to GS-SES. All PWDs within NMB are at the GS-12 and above.

*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

NMB is below the requirement for GS-1 to GS-10; the Agency has 4 employees below the GS-10 level, none of which are PWTD. NMB had a net change of 0%.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td># # % # % # %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>28</td>
<td>2</td>
<td>7.14</td>
</tr>
</tbody>
</table>

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

The Agency has not communicated the numeric goals, etc. since FY 2019.

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

   The Agency, with the assistance from its' human resource shared service provider, plans to improve upon its disability plan in FY 2022.

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>1 Full Time 0 Part Time 1 Collateral Duty</td>
<td>Michael Jerger, CFO &amp; Acting Director of Administration</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>2 Full Time 0 Part Time 2 Collateral Duty</td>
<td>Terri Brown, EEO Director Michael Jerger, CFO &amp; Acting Director of Administration</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>1 Full Time 0 Part Time 1 Collateral Duty</td>
<td>Michael Jerger, CFO &amp; Acting Director of Administration</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1 Full Time 0 Part Time 1 Collateral Duty</td>
<td>Michael Jerger, CFO &amp; Acting Director of Administration</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1 Full Time 0 Part Time 1 Collateral Duty</td>
<td>William Fumey, CIO</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1 Full Time 0 Part Time 1 Collateral Duty</td>
<td>Michael Jerger, CFO &amp; Acting Director of Administration</td>
</tr>
</tbody>
</table>

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  No

   The Agency needs to develop sufficient training this year. COVID prohibited staff from traveling to the Federal Dispute Resolution conference.

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

Sufficient funding would be available for the disability program.

Section III: Program Deficiencies In The Disability Program

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>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.</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]</td>
</tr>
</tbody>
</table>

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 NMB does not have a specific program that targets outreach specifically for PWDs nor PWTDs. The NMB is able to identify applicants based on Schedule A status and integration of necessary documentation within USA Jobs.

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

   Schedule A language is included within all vacancy announcements, instructions are outlined for PWTDs applying under Schedule A.

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.

Through documentation provided by the applicant, i.e. the resume, a signed disability letter, DD-214 and/or Veteran's disability letter. The names of the individuals applying under the Schedule A authority are added to the hiring certificate created from the USAJobs announcement posting and forwarded to the Selecting Official.

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

The NMB plans to provide supervisory training in FY 2021 on this subject. However, all NMB supervisors have been provided with a copy of the NMB’s Policy #2002 Schedule A Appointment of Persons with Disabilities and Appointment for Disabled Veterans.

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 NMB will continue our target efforts with identified external stakeholders and Disability Employment Centers who work with PWTDs.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

Data has not been compiled

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  No
b. New Hires for MCO (PWTD)  
Answer  No

Data has not been compiled

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total #</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>New Hires (%)</td>
<td>New Hires (%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
</tbody>
</table>

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  No

b. Qualified Applicants for MCO (PWTD)  
Answer  No

Data has not been compiled.

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  No

b. Promotions for MCO (PWTD)  
Answer  No

Data has not been compiled.

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 NMB does not have a separate plan in place at this time.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The NMB currently offers training through the Small Agency Council and other training vendors and career development through an Individual Development Plan for all employees.

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
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<tr>
<td>Internship Programs</td>
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<td>Detail Programs</td>
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</tr>
<tr>
<td>Fellowship Programs</td>
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<tr>
<td>Other Career Development Programs</td>
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<td></td>
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<tr>
<td>Mentoring Programs</td>
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<td>Coaching Programs</td>
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</tr>
<tr>
<td>Training Programs</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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 No
   b. Selections (PWD) Answer No

Data has not been compiled

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 No
   b. Selections (PWTD) Answer No

Data has not been compiled

### 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

Data has not been compiled

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
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<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
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<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
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<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
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<td>0.00</td>
<td>0.00</td>
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<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
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<td>Time-Off Awards 41 or more Hours: Awards Given</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
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<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
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<td>Cash Awards: $501 - $999: Total Amount</td>
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<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
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<td>Cash Awards: $1000 - $1999: Total Amount</td>
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<td>Cash Awards: $1000 - $1999: Average Amount</td>
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<tr>
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<tr>
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</tbody>
</table>
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

   Data has not been compiled.

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

   Data has not been compiled.

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  No
      ii. Internal Selections (PWD)  Answer  No

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

   c. Grade GS-14
      i. Qualified Internal Applicants (PWD)  Answer  No
      ii. Internal Selections (PWD)  Answer  No
d. Grade GS-13
   i. Qualified Internal Applicants (PWD) Answer No
   ii. Internal Selections (PWD) Answer No

Data has not been compiled.

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

   a. SES
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No
   
   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No
   
   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No
   
   d. Grade GS-13
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

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

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires
to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the
trigger(s) in the text box. 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.
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 No
   ii. Internal Selections (PWD)  Answer No

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

c. Supervisors
   i. Qualified Internal Applicants (PWD)  Answer No
   ii. Internal Selections (PWD)  Answer No

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. 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 No
   ii. Internal Selections (PWTD)  Answer No

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

c. Supervisors
   i. Qualified Internal Applicants (PWTD)  Answer No
   ii. Internal Selections (PWTD)  Answer No

Data has not been compiled
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 No
   b. New Hires for Managers (PWD) Answer No
   c. New Hires for Supervisors (PWD) Answer No

Data has not been compiled.

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 No
   b. New Hires for Managers (PWTD) Answer No
   c. New Hires for Supervisors (PWTD) Answer No

Data has not been compiled.

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

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

   a. Voluntary Separations (PWD) Answer No
   b. Involuntary Separations (PWD) Answer No

Data has not been compiled.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
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<tr>
<td>Permanent Workforce: Resignation</td>
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<tr>
<td>Permanent Workforce: Retirement</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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

Data has not been compiled.

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.

Data has not been compiled.

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.

www.nmb.gov/NMBApplication.

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.

In 2022 the NMB hopes to update its website to add additional information on this topic.

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

The NMB hopes to undertake this in 2022.

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 time-frame varies based on the complexity of the reasonable accommodation and whether or not medical documentation is needed. If it is not needed the request is typically completed within 2 weeks.

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 NMB will continue to provide basic awareness sessions regarding the reasonable accommodation on an ad-hoc basis. The NMB responds to all requests for reasonable accommodation timely.

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.

The Personal Assistance Service was added to the reasonable accommodation policy in 2021.

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 N/A

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

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

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

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.

Section VIII: Identification and Removal of Barriers

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

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?
   Answer No

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

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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

   Staffing shortage

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

   N/A

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.

   N/A