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

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

Section I: Efforts to Reach Regulatory Goals

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

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

   a. Cluster GS-1 to GS-10 (PWD)   Answer   No

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

Demographic data table B4 shows the following: Of the three (3) permanent employees in the GS-1 to GS-10 cluster, one (33.33%) employee self-identified as a PWD. This is above the 12% benchmark. Of the one hundred fifteen (115) permanent employees in the GS-11 to SES/Senior Pay cluster, ten (8.70%) employees self-identified as a PWD. This is below the 12% benchmark.

*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

Demographic data table B4 shows the following: Of the three (3) permanent employees in the GS-1 to GS-10 cluster, zero (0.00%) employees self-identified as a PWTD. This is below the 2% benchmark. Of the one hundred fifteen (115) permanent employees in the GS-11 to SES/Senior Pay cluster, three (2.61%) employees self-identified as a PWTD. This is above the 2% benchmark. (see chart in "STB- 2023 FINAL PARTS" --Part J

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	115	11	9.57	3	2.61
Grades GS-1 to GS-10	3	1	33.33	0	0.00

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

The Agency communicated the numerical goals to hiring managers via email.

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.

<div align="right">Answer   Yes</div>

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

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

<div align="right">Answer   Yes</div>

Yes. The agency has provided disability program staff with sufficient training to carry out their responsibilities during the reporting period. OHR staff keeps abreast of OPM requirements. Internal staff training includes training concerning autism training (Autism Speaks), reasonable accommodation, paid parental leave and other issues as they arise. OHR staff encourages managers during consultations to consider Schedule A as well as other flexible hiring authorities.

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

Section III: Program Deficiencies In The Disability Program

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 STB continues to use a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities with the major occupations. The STB used the following resources to identify job applicants with disabilities: OPM's Agency Talent Portal and the Workforce Recruitment Program (WRP). The WRP is a recruitment and referral program that connects federal and private sector employers with college students and recent graduates. Additionally, the EEO Director sent recruitment announcements to disability affinity groups in an effort to identify job applicants with disabilities, including individuals with targeted disabilities.

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

The STB uses Schedule A appointing authority (5 C.F.R. 213.310(2)) and 30% or more Disabled Veteran appointing authority (5 U.S.C. 3112; C.F.R. 316.302, 316.402, and 315.707) to proactively hire PWD expeditiously. STB job announcements contain information explaining how to apply under Schedule A and other excepted service hiring authorities. Applicants with disabilities may also provide their application directly to the STB Office of Human Resources (OHR) at any time. The OHR reviews the current recruitment inventory to identify potential position(s) for which the applicant is suited, determines whether the applicant meets the Schedule A 213.3102(u) requirements, reviews for qualifications, and then forwards the application package to the appropriate subject matter expert (SME) and/or hiring manager for a further consideration.

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

When individuals apply for a position under Schedule A, the HR Specialist will confirm that the applicant meets Schedule A eligibility. If the applicant meets the Schedule A requirements, their application is reviewed to determine if the applicant is qualified. The HR Specialist documents their review and provides a determination. If qualified, the candidate is referred to the hiring manager for further consideration. The HR Specialist will also explain the Schedule A hiring authority should the hiring official have any questions. To determine if an applicant is eligible under Schedule A, the Office of Human Resources reviews their application package to determine if they provided the required documentation (as described in the vacancy announcement from OPM's Disability Employment Page). The documentation is reviewed for eligibility under the hiring authority. This procedure is applied when a candidate submits an application through USAJobs and/or directly to OHR. If the documentation submitted is unclear, we give tentative consideration under this hiring authority. In this case, if the individual is selected, we ask the selectee to furnish the appropriate documentation. When an applicant applies through USAJobs, we review their package for eligibility. Those eligible and qualified under non-competitive hiring authorities are placed on a certificate of eligibles that is separate from those competitively eligible. Additionally, the OHR searches OPM's Agency Talent Portal, resumes we have on file, and/or other sources for recruiting persons with disabilities. If qualified candidates are found, the resumes are forwarded to the hiring official via email for consideration.

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.

<div align="center">Answer   Yes</div>

> Yes The STB provides mandatory annual training for senior leadership, hiring managers, and HR specialists to: - Promote and support employment of PWD/ PWTD for all employment opportunities in the agency; - Use Schedule A authority for people with disabilities; - Use other tools available to assist hiring managers to identify qualified applicants with disabilities; and - Remain versed on the STB's procedures for providing reasonable accommodation to job applicants and employees with disabilities.

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 Office of Human Resources utilizes the Workforce Recruitment Program and the EEO Director sends recruitment announcements to disability affinity groups in an effort to identify job applicants with disabilities, including individuals with targeted disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

> None of the new hires self-identified as being a PWTD. Only one person (10%) was a PWD. See chart in "STB- 2023 FINAL PARTS" -Part J

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

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

> See chart in "STB- 2023 FINAL PARTS" -Part J

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   Yes

      b. Qualified Applicants for MCO (PWTD)   Answer   Yes

See chart in "STB- 2023 FINAL PARTS" -Part J

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

See chart in "STB-2023 FINAL PARTS" -Part J

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

      Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The STB is committed to ensuring opportunities for advancement for all employees, including PWD and PWTD. On an individual office basis, STB provides for various training opportunities to enhance skills and development. In all training and development activities, STB ensures that employees with disabilities are accommodated. Advancement opportunities are provided equally for all staff across the agency. If a barrier is found, a more targeted approach and a plan to remove the barrier is undertaken.

B. CAREER DEVELOPMENT OPPORTUNITES

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

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

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0

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

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

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (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

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

C. AWARDS

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

        a. Awards, Bonuses, & Incentives (PWD)   Answer   Yes

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	3	0.00	3.09	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	24	0.00	24.74	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	8	0.00	8.25	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	17	16.67	14.43	66.67	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	288	266.67	247.42	1066.67	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	16	133.33	17.53	533.33	0.00
Time-Off Awards 21 - 30 hours: Awards Given	86	58.33	74.23	33.33	66.67
Time-Off Awards 21 - 30 Hours: Total Hours	2160	1400.00	1830.93	800.00	1600.00
Time-Off Awards 21 - 30 Hours: Average Hours	25	200.00	24.74	800.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	6	8.33	5.15	0.00	11.11
Time-Off Awards 31 - 40 Hours: Total Hours	240	333.33	206.19	0.00	444.44
Time-Off Awards 31 - 40 Hours: Average Hours	40	333.33	41.24	0.00	444.44
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	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	3	8.33	2.06	33.33	0.00
Cash Awards: $1000 - $1999: Total Amount	4707	12525.00	3303.09	50100.00	0.00
Cash Awards: $1000 - $1999: Average Amount	1569	12525.00	1651.55	50100.00	0.00
Cash Awards: $2000 - $2999: Awards Given	9	8.33	7.22	33.33	0.00
Cash Awards: $2000 - $2999: Total Amount	24242	24958.33	19327.84	99833.33	0.00
Cash Awards: $2000 - $2999: Average Amount	2693	24958.33	2760.82	99833.33	0.00
Cash Awards: $3000 - $3999: Awards Given	15	16.67	13.40	33.33	11.11
Cash Awards: $3000 - $3999: Total Amount	52583	58866.67	46926.80	109700.00	41922.22
Cash Awards: $3000 - $3999: Average Amount	3505	29433.33	3609.28	109700.00	2677.78
Cash Awards: $4000 - $4999: Awards Given	9	8.33	8.25	33.33	0.00
Cash Awards: $4000 - $4999: Total Amount	40707	35533.33	37570.10	142133.33	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $4000 - $4999: Average Amount	4523	35533.33	4695.88	142133.33	0.00
Cash Awards: $5000 or more: Awards Given	79	50.00	68.04	0.00	66.67
Cash Awards: $5000 or more: Total Amount	612211	377991.67	517850.52	0.00	503988.89
Cash Awards: $5000 or more: Average Amount	7749	62991.67	7845.36	0.00	83988.89

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   Yes

      b. Pay Increases (PWTD)   Answer   Yes

> Nine (9) individuals received QSIs in FY 2023. One individual with disabilities (targeted) received a QSI in FY 2023. See chart in "STB- 2023 FINAL PARTS" -Part J

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

> Not applicable, as the STB did not have any other type of employee recognition program during FY 2019.

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   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

See chart in "STB- 2023 FINAL PARTS" -Part J

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   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   Yes

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   Yes

See chart in "STB- 2023 FINAL PARTS" -Part J

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   Yes

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

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

See chart in "STB- 2023 FINAL PARTS" -Part J

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

the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	N/A
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

See chart in "STB- 2023 FINAL PARTS" -Part J

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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	Yes
ii. Internal Selections (PWD)	Answer	Yes

   c. Supervisors

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

See chart in "STB- 2023 FINAL PARTS" -Part J

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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

See chart in "STB- 2023 FINAL PARTS" -Part J

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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 | N/A

      b. New Hires for Managers (PWD) | Answer | Yes

      c. New Hires for Supervisors (PWD) | Answer | Yes

See chart in "STB- 2023 FINAL PARTS" -Part J

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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 | N/A

      b. New Hires for Managers (PWTD) | Answer | Yes

      c. New Hires for Supervisors (PWTD) | Answer | Yes

See chart in "STB- 2023 FINAL PARTS" -Part J

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

In FY 2020, the STB did not have any eligible Schedule A employees to convert into the competitive service.

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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

PWD Voluntary Separations (5%) PWD Involuntary Separations (0%)

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	1	0.00	0.90
Permanent Workforce: Retirement	2	0.00	1.80
Permanent Workforce: Other Separations	3	0.00	2.70
Permanent Workforce: Total Separations	6	0.00	5.41

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

PWTD Voluntary Separations (5%) PWTD Involuntary Separations (0%)

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	1	0.00	0.83
Permanent Workforce: Retirement	2	0.00	1.67
Permanent Workforce: Other Separations	3	0.00	2.50
Permanent Workforce: Total Separations	6	0.00	5.00

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.

Exit interviews do not explain separation rate of PWD or PWTD.

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.

https://www.stb.gov/policies-and-notices/

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.

https://www.stb.gov/policies-and-notices/

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

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

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average processing time from the date of request to approval in 2023 was 13.2 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.

During FY 2023, the STB timely processed 83.3% (5 out of 6) requests for reasonable accommodation. STB had one request out of six where the processing time exceeded our stated processing time. This was due to the time needed to procure a specific piece of technology.

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 STB did not receive any PAS requests in FY 2023.

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.

Not applicable, as there were no findings of discrimination.

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.

Not applicable, as there were no findings of discrimination.

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

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?	Lower than expected participation rate (percentage) of PWD and PWTD in 2022 selections. A review of triggers indicating a lower-than-expected participation rate for PWD and PWTD in the permanent workforce, as well as in the new hires to mission critical occupations. Additionally, triggers existed with regard to internal applicants with disabilities/targeted disabilities entering the selection pool for vacancies in the agency.

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

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

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**

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
03/01/2019	09/30/2019	Yes			To determine why PWD/PWTD participate at a lower rate.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Director	Camella Woodham	Yes
HR Director	Jennifer Layne	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Interview selecting officials and HR; Post Schedule A specific vacancy announcements; Analyze applicant flow data one Schedule A specific vacancy announcements are completed and Research the benefits of collaborating with state rehabilitation centers on outreach initiatives.	Yes	09/30/0025	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2023	EEO established contact with: Career services at Gallaudet University (participate in job announcement board), Federal Exchange on Employment and Disability (FEED) — An interagency working group focused on information sharing, best practices, and collaborative partnerships designed to make the federal government a model employer of people with disabilities.
2022	Ensured all managers and supervisors received training and notification of Schedule A hiring flexibilities

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

NA

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

Although no barrier was identified, the STB was able to increase the number of PWTDs in the workforce.

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.

NA