

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

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

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

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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	9645	2123	22.01	269	2.79
Grades GS-1 to GS-10	556	192	34.53	33	5.94

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

The agency communicated numerical goals to CDC leaders, hiring managers, and recruiters through written communication and meetings with the EEO Advisory Groups and DEIAB Councils, AEP Specialist consultations, human resources (HR) pre-employment meetings with selecting officials, Schedule A-related trainings, the annual State of the Agency briefing, the OEEOWE Annual Report, the newly developed Human Capital Health Dashboards which contains workforce demographics including disability goals, and other services and support for PWDs.

### 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

N/A

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	
Special Emphasis Program for PWD and PWTB	1	0	0	Vacant, Disability Program Manager, CDC/OEEOWE
Section 508 Compliance	1	0	0	Mark Urban, CDC Section 508 Coordinator, CDC/OCCO, FKA2@cdc.gov
Processing applications from PWD and PWTB	1	0	0	Sandra Williams, Supervisory HR Specialist, CDC/OHR Special Emphasis Program, Client Services Office, AVY6@cdc.gov
Processing reasonable accommodation requests from applicants and employees	5	0	0	Anthony Stockton, Reasonable Accommodations Program Manager, CDC/OEEO, CNX9@cdc.gov Curtis Huber, EEO Specialist, RA Team, CDC/OEEOWE, ups5@cdc.gov Lucille Stevenson, EEO Specialist CDC/OEEO, LOF1@cdc.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	4	0	0	Sandra Williams, Supervisory HR Specialist, CDC/OHR Special Emphasis Program, Client Services Office, AVY6@cdc.gov Kelly Mathis, Supervisory HR Specialist, HR Strategic Business Support Activity Office, CDC/OHR GWP6@cdc.gov Vacant, Disability Program Manager, AEP Team, CDC/OEEOWE
Architectural Barriers Act Compliance	1	0	0	Vacant, Disability Program Manager, CDC/OEEOWE

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

Answer Yes

In FY 2023, CDC provided training sessions on the Americans with Disabilities Act as Amended (ADAAA) and Rehabilitation Act of 1973 as Amended to over 191 managers, supervisors, and employees, including the Disability Program Managers and RA staff. The training included a focus on statutory and legal authorities, recent legal developments, and how to provide RAs to the agency’s workforce. Six of these interactive sessions were facilitated by the National Employment Law Institute (NELI), four OEEOWE’s Ask the RA Manager trainings and five Basic Employee Relations training sessions. In addition, the Disability Program Manager and RA Staff attended the 2023 National Americans with Disabilities Act (ADA) Symposium, Federal Dispute Resolution (FDR), EEOC’s Examining Conflicts in Employment Law (EXCEL), ADR, and ADAAA training conferences.

**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**

<b>Brief Description of Program Deficiency</b>	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]
<b>Objective</b>	During FY 2023, CDC contributed to HHS’s Supervisory and Non-Supervisory Performance Management Appraisal Program (PMAP) Policy update to ensure EEO compliance for the agency’s leadership team. This performance element is now mandatory for all CDC supervisors and highly encouraged for non-supervisory staff.
<b>Target Date</b>	Jan 1, 2025
<b>Completion Date</b>	Jan 1, 2024
<b>Planned Activities</b>	<u>Target Date</u> <u>Completion Date</u> <u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u> <u>Accomplishment</u>

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

In FY 2023, CDC coordinated and participated in a total of 83 recruitment and outreach events, many of which were conducted virtually that resulted in over 7,000 contacts. Of these 83 recruitment events, two targeted PWDs, including veterans with disabilities yielding 190 contacts. As CDC strives to be the model employer for individuals with disabilities, the PWDs Internship Program works with partnering organizations such as disABILITY LINK and others to provide valuable work experience in scientific, technical, and administrative career fields, to individuals with various levels of education and skills. The program was established in support of the Presidential Initiative to increase federal employment of PWDs under Executive Order 13548. It was designed to reduce barriers and grow opportunities for PWDs interested in seeking employment with the federal government. Additionally, the agency regularly promotes non-competitive hiring as a practice during monthly Strategic Business Partners (SBP) meetings with hiring managers and management officials to discuss hiring plans and other HR-specific needs. The agency’s subject matter experts (SMEs) encourage selecting officials to maximize their use of the USAJobs Agency Talent Portal (ATP) to identify and review resumes of Schedule A and other candidates who could be hired non-competitively. All hiring officials can access information about Schedule A candidates within the ATP. Individuals applying to vacancies through Schedule A are also placed on a non-competitive referral list that is shared with hiring managers for consideration. CDC continues to distribute and promote vacancy announcements, career-advancing training opportunities, and detail positions internally while encouraging employees, including those with disabilities, to participate in various mentorship programs. CDC has extensive relationships with the Department of Defense’s Hiring Our Heroes Skill Bridge Program, and the Department of Veterans Affairs (VA) Non-Paid Work Experience (NPWE) Program. Through these relationships, CDC strengthened its targeted employment initiative efforts. Each program assists in filling mission-critical positions, boosting employee engagement, and increasing morale and DEIAB efforts across CDC. In FY 2023, CDC placed eight disabled veterans in fellowship positions. One of these selectees subsequently secured a permanent position within CDC.

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

CDC continues to encourage the utilization of 5 CFR 213.3102(u) to hire persons under the Schedule A authority. Moreover, the agency uses the Veterans Recruitment Act (VRA) and 30% or More Disabled Veterans Noncompetitive Appointment as a recruitment tool to hire students and other applicants under the Workforce Recruitment Plan (WRP), PWDs Internship Program, and the federal Non-Paid Work Experience Program for disabled veterans. Hiring flexibilities are discussed and encouraged during the pre-consultation phase of all hiring actions and during monthly Strategic Business Partner meetings with CIOs.

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.

CDC currently utilizes the ATP to identify and review resumes of Schedule A and other potential non-competitive eligible individuals. In addition, CDC accepts resumes from Schedule A applicants on numerous external and status announcements. To determine eligibility for appointment, HR Specialists conduct thorough reviews of applicant resumes and supporting documentation, which include but are not limited to a Schedule A letter, transcripts, and Department of Veterans Affairs documents. Hiring managers have direct access to the ATP and are encouraged to use the tool; however, HR specialists provide a list of eligible candidates during the pre-consultation phase of hiring actions with an explanation of how and when the individual may be appointed. For external and status announcements, qualified individuals are referred to the hiring officials on the certificates of eligibles. Upon determining an applicant's eligibility for the position and subsequent interview, the hiring official makes a selection. As part of the final review of hiring selections, HR Specialists conduct a Schedule A authenticity check to verify the submitted Schedule A letter by contacting the health care provider. Once verified, OHR extends a tentative offer letter to the selectee.

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

Answer Yes

Yes. Schedule A and other hiring flexibilities are discussed with agency hiring managers during monthly Strategic Business Partner (SBP) meetings, pre-consultations for all hiring actions, and consultative meetings led by AEP Specialists.

**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.

CDC strengthened its partnership with multiple organizations that assist PWDs in securing and maintaining employment. In FY 2023, the agency participated in recruitment and outreach activities with DisABILITY Link, Disabled American Veterans, Department of Labor, and the U.S. Department of Veteran Affairs.

**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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	46113	9.59	0.80	4.60	0.40
% of Qualified Applicants	36195	9.44	0.82	4.41	0.42

% of New Hires	237	6.75	1.27	2.11	1.27
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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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum"

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISC ADMIN/PROGRAM	0	0.00	0.00
0343 MGMT ANALYSIS	0	0.00	0.00
0401 GEN BIOLOG SCI	26	3.85	0.00
0403 MICROBIOLOGY	10	0.00	0.00
0601 GEN HLTH SCI	118	8.47	3.39
0602 MEDICAL OFF	14	0.00	0.00
0685 PUB HLTH PROG SPEC	19	5.26	0.00
1320 CHEMISTRY	0	0.00	0.00
1530 STATISTICIAN	22	9.09	4.55
2210 INFORMATION TECHNOLOGY SPEC	8	25.00	0.00

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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum"

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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

## 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.

CDC is committed to supporting the career advancement of PWDs to include disabled veterans within the organization. Examples of such commitment in the past year include, but are not limited to: Distribution of vacancy announcements, training opportunities, and detail positions broadly throughout CDC. Training Hiring Officials about hiring, retaining, and converting qualified PWDs using the Special Hiring Authorities. Conducting data analyses to understand the representation of PWDs within the CDC workforce, to identify potential barriers to advancement, and to develop effective strategies to improve the advancement of PWDs within the workforce. Encouraging employees to participate in various mentorship programs, such as the Mentoring Circle for Employees and Veterans with Disabilities. Educating the workforce on available resources for disabled veterans via multiple communication channels within CDC and externally (e.g., Feds Hire Vets). Promoting participation in and support for disability and veteran-specific Employee Organizations, Associations, and Workgroups among employees, including the CDC/ATSDR Military Veterans Professional (MVP) Employee Association and Disability Interest Group (DIG).

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

CDC offers several programs, tools, resources, and opportunities to support and encourage professional growth and advancement for all employees to include: Instructor-led and self-guided trainings Career map development and individual development plans Formal and Informal Coaching and Mentorships Temporary details and other career development opportunities CDC’s CareerReady, Learn and Lead, and Long-Term Education Program, which allows federal employees to receive full-time training through non-government entities for up to two years.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Other Career Development Programs	0	0	0	0	0	0
Detail Programs	UNKN	UNKN	UNKN	UNKN	UNKN	UNKN
Training Programs	UNKN	321	79	79	7	7
Coaching Programs	UNKN	UNKN	UNKN	UNKN	UNKN	UNKN
Internship Programs	UNKN	10	0	0	0	0.0%
Fellowship Programs	UNKN	168	10	10	2	2
Mentoring Programs	16	16	3	3	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

Data is not available to complete a comprehensive assessment of participation by PWD.

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

Data are not available to complete a comprehensive assessment of participation by PWTD.

**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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1808	19.27	16.37	18.36	19.40
Time-Off Awards 1 - 10 Hours: Total Hours	17616	192.90	158.55	170.49	196.24
Time-Off Awards 1 - 10 Hours: Average Hours	9	0.43	0.13	2.95	0.05
Time-Off Awards 11 - 20 hours: Awards Given	1615	18.38	14.30	18.69	18.33
Time-Off Awards 11 - 20 Hours: Total Hours	31056	352.70	272.23	341.31	354.40
Time-Off Awards 11 - 20 Hours: Average Hours	19	0.81	0.27	5.90	0.05
Time-Off Awards 21 - 30 hours: Awards Given	1289	14.16	11.07	15.41	13.98
Time-Off Awards 21 - 30 Hours: Total Hours	36677	413.02	312.75	441.64	408.75
Time-Off Awards 21 - 30 Hours: Average Hours	28	1.23	0.39	9.18	0.05
Time-Off Awards 31 - 40 hours: Awards Given	1229	11.91	11.40	11.80	11.93
Time-Off Awards 31 - 40 Hours: Total Hours	50594	497.36	466.66	481.64	499.71
Time-Off Awards 31 - 40 Hours: Average Hours	41	1.74	0.56	13.11	0.05
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	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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	2237	24.97	19.71	21.31	25.51
Cash Awards: \$501 - \$999: Total Amount	1692616	18964.57	14871.30	15300.00	19510.85
Cash Awards: \$501 - \$999: Average Amount	756	32.28	10.60	235.08	2.05
Cash Awards: \$1000 - \$1999: Awards Given	5325	53.34	49.45	47.87	54.15
Cash Awards: \$1000 - \$1999: Total Amount	7002229	70032.16	65322.67	62911.80	71093.60
Cash Awards: \$1000 - \$1999: Average Amount	1314	55.81	18.56	430.82	-0.10
Cash Awards: \$2000 - \$2999: Awards Given	1897	17.95	18.10	11.15	18.96
Cash Awards: \$2000 - \$2999: Total Amount	4537687	44087.07	42836.80	27512.46	46557.87
Cash Awards: \$2000 - \$2999: Average Amount	2392	104.47	33.28	809.18	-0.59
Cash Awards: \$3000 - \$3999: Awards Given	1930	14.80	20.25	11.48	15.30
Cash Awards: \$3000 - \$3999: Total Amount	6624044	50161.55	69789.90	39023.28	51821.95
Cash Awards: \$3000 - \$3999: Average Amount	3432	144.11	48.45	1114.75	-0.59
Cash Awards: \$4000 - \$4999: Awards Given	1485	8.59	16.83	9.51	8.46
Cash Awards: \$4000 - \$4999: Total Amount	6633045	38686.18	75116.38	42697.05	38088.27
Cash Awards: \$4000 - \$4999: Average Amount	4466	191.49	62.75	1472.13	0.59
Cash Awards: \$5000 or more: Awards Given	333	1.66	3.82	1.64	1.66
Cash Awards: \$5000 or more: Total Amount	2948214	13519.65	34570.85	14328.85	13399.02
Cash Awards: \$5000 or more: Average Amount	8853	346.62	127.10	2865.57	-28.89

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 No

b. Pay Increases (PWTD) Answer Yes

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

No data available.

**D. PROMOTIONS**

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

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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

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

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

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

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWD) Answer Yes
  - b. New Hires to GS-15 (PWD) Answer Yes
  - c. New Hires to GS-14 (PWD) Answer No
  - d. New Hires to GS-13 (PWD) Answer No

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWTD) Answer Yes
  - b. New Hires to GS-15 (PWTD) Answer Yes
  - c. New Hires to GS-14 (PWTD) Answer No
  - d. New Hires to GS-13 (PWTD) Answer Yes

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

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 Yes

- b. Managers
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer Yes
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer Yes
  - ii. Internal Selections (PWTB) Answer Yes
- b. Managers
  - i. Qualified Internal Applicants (PWTB) Answer No
  - ii. Internal Selections (PWTB) Answer Yes
- c. Supervisors
  - i. Qualified Internal Applicants (PWTB) Answer No
  - ii. Internal Selections (PWTB) Answer No

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer Yes
- b. New Hires for Managers (PWD) Answer Yes
- c. New Hires for Supervisors (PWD) Answer No

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer Yes
- b. New Hires for Managers (PWTB) Answer Yes

c. New Hires for Supervisors (PWTD)

Answer No

Please refer to supporting document entitled "CDC FY 2023 MD 715 Report Part J Addendum."

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No

Over 49% of eligible Schedule A employees that successfully completed the two-year trial were converted to a career-conditional appointment. Most of remaining eligible Schedule A employees remained in an excepted service position while the others resigned, accepted a position with another federal agency, or were ineligible 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 No

b. Involuntary Separations (PWD)

Answer No

N/A

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.08	0.05
Permanent Workforce: Resignation	96	0.73	0.79
Permanent Workforce: Retirement	222	1.69	1.83
Permanent Workforce: Other Separations	118	0.88	0.97
Permanent Workforce: Total Separations	443	3.39	3.64

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

N/A

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.00	0.06

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Resignation	96	0.90	0.77
Permanent Workforce: Retirement	222	1.49	1.81
Permanent Workforce: Other Separations	118	0.30	0.97
Permanent Workforce: Total Separations	443	2.69	3.61

- 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.

Triggers do not exist.

**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.

- 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.

An individual that desires to file a complaint can go to <https://www.cdc.gov/other/accessibility.html>

- 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 information on Architectural Barriers Act is found at <https://www.cdc.gov/oeowe/eoguidance/policy.htm#barriers>

- 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.

CDC is committed to complying with federal regulations to improve and advance accessibility of its facilities and technology. Agency leaders from OEEOWE; the Office of Safety, Security, and Asset Management; and the Office of the Chief Information Officer (OCIO) collaborate to proactively identify and improve accessibility of agency facilities and/or 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.

- 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 RA program managed 439 requests for RAs in FY 2023, with 95% closed within 60 days of receiving qualifying information..

- 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 top three accommodations provided were related to: Modified Work Schedules General Equipment (e.g., chairs, sit/stand workstations) Other than Coach Class Travel Accomplishments: Completed the Accommodation Tracking System (ATS) enhancements which included reporting features, streamlined the "Supervisor's" tab, added an "Equipment" tab that tracks expenditures, and included the RA case history for requests submitted. Finalized RA policy to include escalation process for the denials of accommodations. Implemented a new form to place employees in the HR Exchange database for reassignment searches. Collaborated with 508 Compliance subject matter experts to streamline the process for providing software and assistive equipment. Collaborated with OCIO to maintain a stock of 24", 32", and 43" monitors to support RA requests. Responded to 827 inquiries to the RA Inquiry email box within 24 hours. Provided the following agency-wide trainings: Six NELI trainings on ADA and RA Quarterly "Ask the RA Manager" sessions ATS demo and RA training sessions to CIOs Three Basic Employees Relations sessions Two Disability Awareness sessions Reviewed and processed 439 RA and 91 premium travel requests within the required timeframes.

**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 PAS Policy was approved in August 2019. There were four requests for PAS 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 Yes
- 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.

While the Agency had complaints alleging harassment based on disability status that resulted in a settlement agreement, the Agency did not have one or more findings of discrimination alleging harassment based on disability status.

**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 Yes
- 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.

While the Agency had complaints alleging failure to provide a reasonable accommodation that resulted in a settlement agreement, the Agency did not have one or more findings of discrimination involving the failure to provide a reasonable accommodation.

### 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.

N/A

- 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