

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

FY 2023 US EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AFFIRMATIVE ACTION PLAN



OFFICE OF DIVERSITY, INCLUSION &
EQUAL EMPLOYMENT OPPORTUNITY



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

The GS-1 to GS-10 cluster aligns to only part of NGA's pay band (PB) 2 workforce (PB 2 = GS-6 to GS-11). PB 1 are interns and are not part of the MD-715 analysis. • There was no trigger in FY 23 for PWD in either cluster.

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

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

a. Cluster GS-1 to GS-10 (PWTD)

Answer Yes

b. Cluster GS-11 to SES (PWTD)

Answer No

The GS-1 to GS-10 cluster aligns to only part of NGA's PB 2 workforce (PB 2 = GS-6 to GS-11). PB 1 are interns and are not part of the MD-715 analysis. • There was a trigger for the GS-1 to GS-10 cluster; the percentage of PWTD was 1.13 percent, which is below the benchmark of 2 percent. Of note, 1.13 percent was a decrease from 1.2 percent in FY 22. • There was no trigger in FY 23 for PWTD in the GS-11 to SES cluster.

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
|--|-------|-----------------------|---|---------------------|---|
| | # | # | % | # | % |
| Numerical Goal | -- | 12% | | 2% | |
| Grades GS-11 to SES | | | | | |
| Grades GS-1 to GS-10 | | | | | |

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

The NGA workforce, including hiring managers and recruiters, can access previous MD-715 submissions and various visualizations depicting demographic data. The quantitative goals associated with PWD and PWTD hiring are clearly displayed within the visualization tool. This can be found on the ODE webpages on NGA intranet and NGA's unclassified network.

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

- 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

NGA has several qualified personnel designated to support the end-to-end disability program, both full time and as collateral duty.

- 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 | 4 | 0 | 0 | Melissa Grant Chief, ODE RA and SLI Division (ODER) Melissa.A.Grant@nga.mil |
| Answering questions from the public about hiring authorities that take disability into account | 2 | 0 | 0 | Kenneth Rios Disability Recruitment Program Manager (DRPM) Kenneth.E.Rios@nga.mil |
| Section 508 Compliance | 6 | 0 | 0 | Kelali Dogbe CIO Community Engagement Officer Kelali.K.Dogbe@nga.mil |
| Architectural Barriers Act Compliance | 0 | 1 | 0 | Shawn.P.McGinley@nga.mil |
| Special Emphasis Program for PWD and PWTD | 2 | 0 | 6 | Lillian Talavera Disability Special Emphasis Program Manager Lillian.Talavera@nga.mil |
| Processing applications from PWD and PWTD | 2 | 0 | 0 | Kenneth Rios Disability Recruitment Program Manager (DRPM) Kenneth.E.Rios@nga.mil |

- 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 addition to the disability program staff having prior experience in recruiting, personnel completed the following WBTs: Anti-Harassment, EEO for Decision-Makers, and What You Need to Know About Reasonable Accommodation. Disability program staff also took the disability program manager course offered by EEOC.

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

Adequate resources are provided for the disability program.

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.

NGA’s efforts to identify job applicants with disabilities and targeted disabilities include the following: participating in targeted job fairs and outreach events (including those supporting Schedule A, disabled veterans, and Wounded Warriors); engaging in social networking platforms that support employment of PWD/PWTD; building and strengthening partnerships with local and Federal disability organizations, local colleges, and universities; and leveraging disability SEPs as recruiting ambassadors. NGA actively recruits and hires PWD candidates for competitive job postings through the PWD direct hire and Wounded Warrior programs. The FY 23 percentage of PWD new hires was 19.8 percent, of which over 15 percent were PWD direct hires. NGA also onboarded one Wounded Warrior.

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

NGA continued recruiting PWD and PWTD candidates who indicated that they are eligible under Schedule A hiring or Veteran’s Administration (VA) letter of 30 percent or more disability status for non-competitive and direct hire positions to the permanent workforce. NGA utilized several hiring authorities: Executive Order 13548, Title 10 (Section 1601–1614), US Code Federal Regulations, Section 2108, Veteran, Disability Veteran: Preference Eligible, and 5 CFR 213.3102(u) (3) (ii) Excepted Service—Appointment of Persons with Disabilities to hire PWD, PWTD, and 30 percent or greater service-connected disabled veterans.

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.

Candidates who expressed their desire to apply under the PWD program were required to provide eligibility documentation (e.g., Schedule A letter or VA letter of 30 percent or more disability status) to NGA’s disability recruitment program manager (DRPM). Candidate applications were reviewed for their qualifications and forwarded directly to the applicable Career Services manpower teams that maintain work roles in alignment with the candidates’ knowledge, skills, and abilities. Eligibility documentation was withheld from the applicable Career Services to prevent any unconscious biases when considering these candidates. Candidates for the PWD program applied to NGA’s resume repository and uploaded their eligibility documentation (e.g., Schedule A letter or VA letter of 30 percent or more disability status) with their application. Candidates for the Wounded Warrior Program provide the HD Wounded Warrior program manager with their application and resume through DoD’s Operation Warfighter. HD facilitates

directorate review and selection of candidates.

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. NGA advises hiring managers on the PWD applicant selection process. The DRPM provides the hiring managers with information on the use of hiring authorities, to include frequently asked questions. HD advises hiring managers on NGA’s PWD program’s authorities and policies, how it aligns with the Annual Talent Acquisition Plan and existing hiring processes, and how it is used to fill critical work roles.

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.

NGA continued its established relationships with multiple Government, nonprofit, and for-profit organizations to inform candidates of both full-time and internship opportunities. In accordance with NGA’s hiring strategy, the DRPM partnered with private companies such as ABILITY Jobs, Corporate Gray, Equal Opportunity Publications, MITRE, Melwood, and military organizations affiliated with the DoD’s Operation Warfighter (open to all wounded, ill, and injured service members assigned to a service wounded warrior program) to secure a continuous pipeline of talent. NGA’s DRPM also maintained relationships with Agency partners such as the Defense Intelligence Agency, National Reconnaissance Office, National Security Agency, the IC Diversity and Inclusion Council, DoD Disability Program Manager Working Group, and the DoD Recruiters Consortium Group to share diversity hiring best practices. The DRPM is also an active member of NGA’s Accessibility Council, as well as the Deaf and Hard of Hearing, Disability Advisory, and Veterans Special Emphasis Program councils, and requests recruitment activity support via the NGA Ambassador Program to develop policy to assist in the hiring, placement, and retention of PWD and PWTD talent.

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

No triggers were identified in FY 23.

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

No triggers were identified in FY 23.

| 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 No

There was a trigger for PWD MCO-qualified candidates at 11.53 percent, which is below the applicable benchmark for operations-related positions only.

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

Within the operations category of MCO, a trigger exists for PWD internal applicants (7.55 percent) and PWTD internal applicants (1.26 percent) who were qualified for promotion. Within the critical category of MCO, a trigger exists for PWD internal applicants (11.27 percent) that were qualified for promotion. There was no trigger for PWTD internal applicants for promotion in the critical category of MCO.

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.

NGA regularly assesses the demographics of employees applying for and receiving promotions and provides that information to the workforce. NGA also makes a variety of other products to illustrate overall representation, promotion, hiring, and attrition for PWD available to the workforce via the ODE website via the NGA intranet. All members of the workforce, including PWD personnel, have access to resources for mentoring and coaching; developing their Integrated Talent Profile (i.e., NGA’s version of a resume);

and individualized, constructive feedback designed to prepare them for growth and new challenges. In addition, NGA's Disability Advisory Council (along with the Neurodiversity Working Group) and the DHHC offer sessions to help PWD and PWTD personnel update their ITP to ensure that they are competitive for promotion and other training opportunities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NGA's career development is focused on enabling a healthy partnership and balance between individual career goals and the mission. To meet this objective, the Agency works to establish a culture that facilitates open and ongoing dialogue between employees, supervisors, and career development networks. NGA is committed to shaping and strengthening resources that provide clarity regarding career options and talent requirements. Career development officers play a critical role in employees' talent, professional, and career development journeys, supporting employees as they navigate through their career development experience at NGA. Career development officers facilitate talent development for employees, from career goal-setting to executing a talent development plan. NGA provides career development planning guides and other career service resource guides designed to provide each NGA employee with the tools and information they need to successfully navigate their career choices and take advantage of career development opportunities available to them. This type of individualized support is important for all members of NGA's workforce, including PWD and PWTD. In addition, NGA has a multitude of development programs for employees, including competitive education opportunities (i.e., competitive call), tuition assistance, career advancement, the coaching program, and assignments.

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 (%) |
| Fellowship Programs | ■ | ■ | 11.11% | 4.76% | 0.00% | 0.00% |
| Mentoring Programs | ■ | ■ | 18.12% | 18.12% | 4.70% | 4.70% |
| Coaching Programs | ■ | ■ | 18.12% | 18.12% | 4.70% | 4.70% |
| Internship Programs | ■ | ■ | UNK | 13.78% | UNK | 2.04% |
| Training Programs | ■ | ■ | UNK | UNK | UNK | UNK |
| Detail Programs | ■ | ■ | UNK | 19.05% | UNK | 2.38% |
| Other Career Development Programs | ■ | ■ | 11.80% | 13.78% | 2.18% | 2.55% |

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

In FY 23, there were no triggers identified in any career development programs for 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 No

b. Selections (PWTD)

Answer No

In FY 23, there were no triggers identified in any career development programs for 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

Time-Off and Cash Awards FY 23: 41 or more hours PWD = 0.0 percent; PWTD = 0.0 percent Cash Awards: \$501–\$999 PWD = 11.08 percent; PWTD = 1.35 percent \$3,000–\$3,999 PWD = 10.37 percent \$4,000–\$4,999 PWD = 8.23 percent; PWTD = 1.58 percent

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|-----------------|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |

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

N/A

| 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

N/A

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 | 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 |

NGA operates under a PB structure using the NGA's merit-based promotion process. Eligible employees are considered for promotion based on their self-nomination to the next PB. Senior executive promotion is based on self-nomination and board nomination. Converting to a GS scale for this tasker is based on base pay of employees. • Among qualified internal applicants for SES, a trigger exists for PWD (6.35 percent) and for SES internal selections for PWD (0 percent).

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

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

Note: NGA operates under a PB structure using NGA's merit-based promotion process. Eligible employees are considered for promotion based on their self-nomination to the next PB. Senior executive promotion is based on self-nomination and board nomination. Converting to a GS scale for this tasker is based on the base pay of employees. • Among qualified internal applicants and internal selection applicants for SES, a trigger exists for PWTD (0 percent) in both sections. • Among internal selection for

GS-14, a trigger exists for PWTD (1.20 percent).

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

For new hires, there were no SES self-identified PWD.

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 | No |
| c. New Hires to GS-14 (PWTD) | Answer | No |
| d. New Hires to GS-13 (PWTD) | Answer | No |

For new hires, there were no SES self-identified PWTD.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

| | | |
|--|--------|-----|
| a. Executives | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

NGA's selection process for supervisory positions is separate from the promotions process. NGA does not collect demographic data when employees apply for supervisory positions.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

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

b. Managers

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

c. Supervisors

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

The NGA selection process for supervisory positions is separate from the promotions process. NGA does not collect demographic data when employees apply for supervisory positions.

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 | N/A |
| c. New Hires for Supervisors (PWD) | Answer | No |

Of those selected as executives, 5.88 percent self-identified as PWD. There were no new hires selected into supervisory positions at the manager level who self-identified as PWD.

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

- | | | |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTD) | Answer | N/A |
| b. New Hires for Managers (PWTD) | Answer | N/A |
| c. New Hires for Supervisors (PWTD) | Answer | N/A |

There were no new hires that self-identified as PWTD selected into supervisory positions at the executive, manager, or supervisor levels.

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

There are no employees in the competitive service at NGA; all NGA employees are in the excepted service.

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

No triggers exist in FY 23.

| Separations | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|-------------|---------|---------------------------|-----------------------------------|
|-------------|---------|---------------------------|-----------------------------------|

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

No triggers exist in FY 23.

| Separations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|-------------|---------|-------------------------|---------------------------------|
|-------------|---------|-------------------------|---------------------------------|

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.

Separation Type NOA Code NOA Reason Involuntary (PWD and PWTD) 330 Removal Voluntary (PWD and PWTD) 302 Retirement Involuntary (PWD and PWTD) 350 Other

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The Agency's public website is www.nga.mil. The link <https://www.section508.gov> explains Section 508. The NGA Section 508 program is described here: https://www.nga.mil/resources/Web_Privacy_&_Accessibility.html. NGA's Section 508 program leverages the EEO complaint process as depicted at https://www.nga.mil/resources/Equal_Employment_&_No_Fear_Act_.html to address complaints.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The Agency's public website is www.nga.mil. The link <https://www.access-board.gov/aba/> explains the Architectural Barriers Act.

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.

NGA continues to take steps to ensure that its IT environment is as inclusive and accessible as possible. During FY 23, NGA assessed security and policy barriers to provision wired external webcams to allow DHH employees to utilize unclassified video relay services at or near their desks. To meet security requirements and employee needs, NGA proposed installation of individual web cams, thick client computers, and partitions or privacy screens at each DHH employee's desk at the NGA Washington, NGA St. Louis, and NGA Arnold locations. Based on internal security assessments, NGA submitted an exception to policy request to the Deputy DoD Chief Information Officer for Cybersecurity, requesting approval for the wired external webcams security plan. This is the second phase in the Agency's three-phase plan to ensure every DHH employee has the ability to communicate on demand from their desk regardless of network or location. Additionally, NGA continues to use its sign language interpreting operations centers to ensure that DHH teammates have access to interpreters regardless of work location. NGA continues to pursue an enterprise-wide solution for caption and transcription services. In FY 23, NGA drafted a captioning and transcription policy in preparation for the procurement, implementation, maintenance, and use of a corporate caption and transcription service. Once approved, the policy will outline and assign responsibilities for the oversight, management, remediation, and use of NGA's corporate caption and transcription program. NGA is working to expand the selection of headsets that can be used within the Agency to accommodate a variety of disability needs. During FY 23, NGA purchased several headsets and is performing security testing to determine which headsets are approved for and usable on NGA technology systems. As NGA works to complete its new facility in St. Louis, NGA's Accessibility Council has worked proactively to survey the workforce to ensure seamless transition of RAs already in place. NGA has developed a "book of knowledge," a resource guide that incorporates status updates on accessibility initiatives and is briefed on a recurring basis as the N2W Accessibility Update to the monthly NGA Accessibility Council. The guide outlines the accessibility features of the new N2W facility, including installation of sit-to-stand desks for all employees and multi-use trails/walkways that feature several resting points, avoid excessive inclines, and avoid sources of sudden or excessive auditory stimulation. These are examples of design initiatives undertaken to comply with the Architectural Barriers Act and to follow principles of universal design.

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.)

During FY 23, NGA issued decision letters within 10 business days of receipt of medical documentation for 92 percent of Qualified Individuals with a Disability RA case requests. This was a 7 percent increase over the congressional expected accomplishment. The total RA case processing time frame averaged 87 business days, an increase of 25 days over FY 22. This increase correlates with the increased number of new requests in the same time frame. Overall, the volume and complexity of cases continues to increase. Total case processing includes the time from issuing decision letters, receiving approval from employee's management, and procurement and implementation of purchased RA. Leading and lagging key performance indicators are being analyzed and evaluated to identify whether there are any additional factors contributing to the increase in processing time. A new case management system is also being considered to improve efficiency of processing requests.

- 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.

NGA strives to fulfill RA requests that do not require purchase of equipment within 30 days. For requests that require equipment purchase, the timeline sometimes exceeded 30 days due to rigorous Government purchase requirements and issues with the nationwide supply chain. During FY 23, NGA began assessing the various internal Agency processes that are a part of the RA implementation process (e.g., security/IT reviews, and contract purchasing). Also, NGA continued to provide monthly RA training to managers, supervisors, and employees and held a total of 24 standalone sessions and participated in approximately 20 new employee briefs and 25 supervisor course briefs for FY 23. NGA also provided individualized RA process consultations, upon request.

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.

NGA met all requests for personal assistance services.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VIII: Identification and Removal of Barriers

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

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

Answer 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





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