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FISCAL YEAR 2024
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
AFFIRMATIVE ACTION PLAN

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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 2024 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 No

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 no trigger in FY 2024 for PWTD in either 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 EEO 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	
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Kenneth Rios and Jennifer King Disability Recruitment Program Manager (DRPM) Kenneth.E.Rios@nga.mil and Jennifer.M.King@nga.mil
Processing reasonable accommodation requests from applicants and employees	4	0	0	Melissa Grant Chief, Accommodation Division Melissa.A.Grant@nga.mil
Section 508 Compliance	3	0	0	Kelali Dogbe IT Accessibility Program Manager Kelali.K.Dogbe@nga.mil
Architectural Barriers Act Compliance	0	1	0	Shawn McGinley Chief, Security and Installations, Installation Operations Office Shawn.P.McGinley@nga.mil
Processing applications from PWD and PWTD	3	0	0	Kenneth Rios and Jennifer King Disability Recruitment Program Manager (DRPM) Kenneth.E.Rios@nga.mil and Jennifer.M.King@nga.mil
Special Emphasis Program for PWD and PWTD	2	0	6	Patrice Fenner Disability EEO Program Manager Patrice.A.Fenner@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 web-based trainings: Anti-Harassment 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 (WWs)); 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. NGA actively recruits and hires PWD candidates for competitive job postings through the PWD direct hire and WW programs. The FY 2024 percentage of PWD new hires was 5.4 percent, and 0.6 percent were WW, of which over 15 percent were PWD direct hires. NGA also onboarded one WW.

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), U.S. C.F.R., Section 2108, Veteran, Disability Veteran: Preference Eligible, and 5 C.F.R. 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 DRPMs. 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. 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 WW Program provide the HD WW 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 DRPMs provide the hiring managers with information on the use of hiring authorities, including 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 DRPMs partnered with private companies such as ABILITY Jobs, Corporate Gray, Equal Opportunity Publications, MITRE, and military organizations affiliated with the DOD’s Operation Warfighter (open to all wounded, ill, and injured service members assigned to a service WW program) to secure a continuous pipeline of talent. NGA’s DRPMs also maintained relationships with Agency partners such as the Defense Intelligence Agency, National Reconnaissance Office, National Security Agency, and the DOD Recruiters Consortium Group.

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 2024.

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 2024.

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 No
- 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 No
- b. Promotions for MCO (PWTD) Answer No

Promotions for MCO Triggers PWD PWTD Category Operations 14.38% 2.74% Critical 14.65% 3.03% No triggers were identified in FY 2024.

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 EEO 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.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Career Development team works to educate employees and supervisors on enabling a healthy partnership and balance between individual career goals and the mission. The Agency works to establish a culture that facilitates open and ongoing dialogue between employees, supervisors, and career development networks. NGA provides career development planning guides and career field 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 career 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 (%)
Internship Programs	2749	195	7.9	10.80	UNK	3.1
Fellowship Programs	119	67	10.1	9	1.7	3
Mentoring Programs	79	79	21.5	21.5	6.3	6.3
Coaching Programs	119	119	16.6	16.6	3.4	3.4
Training Programs	937	937	15.7	15.7	3	3
Detail Programs	81	22	17.3	13.6	6.2	0
Other Career Development Programs	152	140	17.8	18.6	5.92	6.4

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 Yes

b. Selections (PWD)

Answer Yes

In FY 2024, a trigger exists for PWD applicants for fellowship programs, as the percentage of PWD applicants is slightly less than NGA's overall PWD representation.

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 Yes

b. Selections (PWTD)

Answer Yes

In FY 2024, a trigger exists for PWTD applicants for fellowship programs, as the percentage of PWTD applicants is less than NGA's overall PWTD representation. Additionally, a trigger exists for PWTD Joint Duty Rotation selectees, as there were no PWTD selected.

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 2024: *41 or more hours PWD = 0.0 percent; PWTD = 0.0 percent Cash Awards: \$501–\$999 PWD = 15.94 percent; PWTD = 5.8 percent \$3,000–\$3,999 PWD = 11.02 percent; PWTD = 2.43 percent \$4,000–\$4,999 PWD = 9.51 percent; PWTD = 2.88 percent *NGA only offers up to 40 hours of time-off awards. FY 2024 Inclusion Rate Non-PWD PWD PWTD Time-Off Awards 41 or more hours 0% 0% 0% Cash Awards \$501–\$999 0.8% 0.8% 1.5% \$3,000–\$3,999 20% 14% 15% \$4,000–\$4,999 4% 3% 4% The percentage of the PWD and PWTD receiving cash awards of \$3,000–\$3,999 were slightly lower than the percentage of the non-PWD workforce, and the percentage of the PWD receiving cash awards of \$4,000–\$4,999 were slightly lower than the percentage of the non-PWD workforce. However, the percentage of the PWD and PWTD receiving other awards were consistent with the percentage of the non-PWD workforce. In FY 2024, a trigger exists for receiving cash awards over \$3,000.

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

In FY 2024, a trigger exists for performance-based pay increases for PWTD because the inclusion rate for PWTD is lower than the inclusion rate for non-PWD.

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 No

ii. Internal Selections (PWD) Answer No

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 N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

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

ii. Internal Selections (PWD) Answer N/A

Note: NGA operates under a PB structure using the NGA's merit-based promotion process. Converting to a GS scale for this report is based on base pay of employees. Eligible employees are considered for promotion based on their self-nomination to the next PB through the Annual Banded Promotion process, and decisions are based on a competitive evaluation of the employee's promotion package against the promotion criteria for the PB. PON and Senior Executive Appointment decisions are based on the mandatory requirements for the assignment. There was no trigger in FY 2024 for qualified PWD internal applicants to all grade levels in comparison to the relevant applicant pool, as well as internal selections of PWDs for SES and GS-14. However, among internal selection applicants for GS-15, a trigger exists for PWD. PWD Qualified Internal Applicants Internal Selections SES 14.29% 14.29% Grade GS-15 13.41% 8.33%

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 Yes

c. Grade GS-14

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

ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13

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

ii. Internal Selections (PWTD) Answer N/A

Note: NGA operates under a PB structure using the NGA's merit-based promotion process. Converting to a GS scale for this report is based on base pay of employees. Eligible employees are considered for promotion based on their self-nomination to the next PB through the Annual Banded Promotion process, and decisions are based on a competitive evaluation of the employee's promotion package against the promotion criteria for the PB. PON and Senior Executive Appointment decisions are based on the mandatory requirements for the assignment. Among qualified internal applicants and internal selection applicants for SES, and internal selection applicants for GS-15, a trigger exists for PWTD. PWTD Qualified Internal Applicants Internal Selections SES 0% 0% Grade GS-15 2.66% 0%

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	No
c. New Hires to GS-14 (PWD)	Answer	N/A
d. New Hires to GS-13 (PWD)	Answer	N/A

There were no PWD new hires to SES.

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	No
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

NGA applicant system does not track PWTD. Using NGA’s PWTD participation rate for the permanent workforce, a trigger for new hires to SES exists as there were no PWTD hires.

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
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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
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ii. Internal Selections (PWTD)	Answer	N/A
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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
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b. New Hires for Managers (PWD)	Answer	Yes
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c. New Hires for Supervisors (PWD)	Answer	Yes
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There were no new hires selected at the executive, manager, or supervisor 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	Yes
------------------------------------	--------	-----

b. New Hires for Managers (PWTD)	Answer	Yes
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c. New Hires for Supervisors (PWTD)	Answer	Yes
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There were no new hires that self-identified as PWTD selected 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 2024.

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 2024.

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.

Answer N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. §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.

- 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.

- 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.

During FY 2024, NGA obtained a waiver from DOD to implement cubicles for videophones for DHH employees in the SCIF. NGA will continue to implement these plans to ensure that DHH employees can receive and make phone calls as close to their desks as possible. NGA refined its online software compliance process for Section 508 and will work with other groups such as cybersecurity to ensure that all compliance databases work together and that the process is as efficient as possible. NGA developed standard contract language for Section 508 compliance and ensured that the language is included in every contract that requires IT products or services. Additionally, NGA continues to use its SLIOCs 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 2024, NGA drafted a captioning and transcription proposal and concept of operations to support the creation of a request for service if and when funds are identified to support the effort. NGA is also working to expand the selection of headsets that can be used within the Agency to accommodate a variety of needs. NGA has developed a "book of knowledge"—a resource guide that incorporates status updates on accessibility initiatives. 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.

- 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 2024, NGA issued decision letters within 10 business days of receipt of medical documentation for 62 percent of qualified individuals with a disability RA case request. This was 23 percent less than the congressional threshold. While the total RA case processing time frame averaged 61 business days, a decrease of 26 days from FY 2023, the decrease in case processing time didn't correlate with the increasing number of new requests in the same time frame. Total case processing includes the time from issuing decision letters, receiving approval from employee's management, and procurement and implementation of purchased RA. Overall, the growing volume and complexity of cases and significant staffing fluctuations directly impacted decision letter issuance. Due to significant staffing fluctuations, the team was unable to validate leading and lagging key performance indicators this FY. These will be assessed in FY 2025 to identify additional factors that may be contributing to the increased time between receipt of medical documentation and issuance of decision letters.

- 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's goal is 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 procedural Government purchase requirements and the continuing issues with the nationwide supply and delivery chain. During FY 2024, NGA assessed the various internal Agency processes that are a part of the RA implementation process (e.g., security/IT reviews, facility changes, and contract purchasing). While increasing the purchase card limits helped with faster turnaround time for some RAs, it didn't completely alleviate the barriers outside of the Agency's control (i.e., vendor timelines). There were no key performance indicators within these internal processes that could be adjusted beyond increased collaboration and communication among the providers. Also, NGA continued to provide monthly RA training to managers, supervisors, and employees. In FY 2024, the Agency conducted 24 standalone sessions, participated in approximately 20 new employee briefs and 25 supervisor course briefs, and provided individualized RA office consultations, upon request.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. §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 PAS.

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.

Answer 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.

Answer 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

Answer N/A

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

Answer N/A

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

Answer 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.

Answer N/A

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