

## 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 USMS workforce is comprised of 73% law enforcement personnel. These individuals are held to stringent physical and mental requirements of the position which limits the agency's ability to employ PWD as well as individuals with targeted disabilities.

\*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 USMS workforce is comprised of 73% law enforcement personnel. These individuals are held to stringent physical and mental requirements of the position which limits the agency's ability to employ PWD as well as individuals with targeted disabilities.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	1220	187	15.33	35	2.87
Grades GS-11 to SES	4487	321	7.15	47	1.05

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

The numerical goal is communicated to supervisors and managers at the time of notification of recruitment during the issuance of selection certificates. It is also published in the supervisors and managers' toolbox located on the intranet EEO webpage, as well as the annual reports intranet webpage.

### 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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Keya Cooper Lead Human Resources Specialist KCooper@usms.doj.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Katrina E. Queen Chief, Affirmative Employment Programs KQueen@usms.doj.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Keya Cooper Lead Human Resources Specialist KCooper@usms.doj.gov
Architectural Barriers Act Compliance	1	0	0	James O'Hara Assistant Chief, Architectural Services JOHara@usms.doj.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Katrina E. Queen Chief, Affirmative Employment Programs KQueen@usms.doj.gov
Section 508 Compliance	1	0	0	Will Drake Chief, Enterprise Development Branch WDrake2@usms.doj.gov

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

Answer Yes

The Disability Program Manager and Selective Placement Program Specialist received training titled, "The ABC's of Schedule A Hiring." This training focused on streamlining the hiring process available through the Schedule A hiring authority for persons with disabilities.

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

## Section III: Program Deficiencies In The Disability Program

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

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

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The USMS advertises all vacancy announcements through the Office of Personnel Management's USAJobs website. All information about special hiring authorities to include Schedule A is posted in all of the USMS vacancy announcements. The USMS circulates all Administrative (non-law enforcement) vacancies to Gallaudet University, state and local area vocational rehabilitations service centers and veterans organizations.

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

The USMS utilizes the Schedule A hiring authority to recruit PWD and PWTD for all Administrative (non- law enforcement) positions. During FY 2020, the USMS hired 149 individuals under the Schedule A hiring authority. Fifteen individuals reported having targeted disabilities.

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.

All USMS vacancies are advertised on the Office of Personnel Management's USAJobs website. Applicants that wish to be considered under a special hiring authority such as Schedule A are required to submit supporting documentation at the time of application. If the information is not uploaded in the system, a Human Resources Specialist will contact the individual for the documentation to determine their eligibility. Once the applicant is deemed qualified, the individual is placed on a selection certificate and forwarded to the selecting official for consideration for the position.

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

The USMS has provided training to all hiring managers on the use of hiring authorities related to disability hiring. The training was administered through the USMS online learning system, LearnUSMS. These classes/training modules are given every two to three years. Hiring People with Disabilities Made Easy; Veteran Employment training for Federal Hiring Managers; Guidance for Fair Employment Opportunities; Effective Interview and Hiring Strategies; Uniformed Services Employment and Reemployment Rights Act (USERRA).

### B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The USMS has a relationship with Gallaudet University and has in the past conducted information sessions for students to inform them about employment opportunities. In addition to Gallaudet, vacancy announcements are sent to local area state vocational rehabilitation centers and veterans service organizations.

**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 in the permanent workforce for PWD is 13.11% for FY 2020. New hires in the permanent workforce for PWTD is 0.87% for FY 2020. The USMS workforce is comprised of 73% law enforcement personnel. These individuals are held to stringent physical and mental requirements of the position which limits the agency's ability to employ PWD as well as individuals with targeted disabilities.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	5176	3.34	0.00	0.87	0.00
% of Qualified Applicants	1969	1.37	0.00	0.46	0.00
% of New Hires	344	4.07	0.00	0.58	0.00

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

The USMS mission critical occupations are law enforcement positions (Deputy United States Marshal, Criminal Investigator and Detention Enforcement Officer). These positions account for 73% of the USMS workforce. These individuals are held to stringent physical and mental requirements of the positions which limits the agency's ability to employ PWD as well as individuals with targeted disabilities. The recruitment of PWD and PWTD is not a focus for USMS mission critical occupations due to physical and mental requirements of the position.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0082UNITED STATES MARSHAL	0	0.00	0.00	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
1802COMPLAINCE INSPECTION & SUPPORT	0	0.00	0.00	0.00	0.00
1811CRIMINAL INVESTIGATING	0	0.00	0.00	0.00	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 No
- b. Qualified Applicants for MCO (PWTD) Answer No

The USMS mission critical occupations are law enforcement positions (Deputy United States Marshal, Criminal Investigator and Detention Enforcement Officer). These positions account for 73% of the USMS workforce. These individuals are held to stringent physical and mental requirements of the position which limits the agency's ability to employ PWD as well as individuals with targeted disabilities. The recruitment of PWD and PWTD is not a focus for USMS mission critical occupations due to physical and mental requirements of the position.

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

The USMS mission critical occupations are law enforcement positions (Deputy United States Marshal, Criminal Investigator and Detention Enforcement Officer). These positions account for 73% of the USMS workforce. These individuals are held to stringent physical and mental requirements of the position which limits the agency's ability to employ PWD as well as individuals with targeted disabilities. The recruitment of PWD and PWTD is not a focus for USMS mission critical occupations due to physical and mental requirements of the position. Mission critical positions within the USMS are occupied by PWD and PWTD that are mitigated on a case by case bases. The numbers are miniscule therefore there is no trigger to the promotion of these individuals.

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

The USMS announces all career development opportunities to all USMS employees (Administrative and Law Enforcement). The USMS ensures that reasonable accommodations are made for all employees seeking to participate in career development

opportunities. The reasonable accommodation statement is placed in the memorandums to all employees soliciting applications for EEO Training Conferences. During FY 2020, limited career development opportunities were offered due to the COVID-19 pandemic.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

Career development opportunities exist for all operational(law enforcement) employees throughout their USMS career. The career development is structured through the Deputy United States Marshal position (GS-5/7) to the Criminal Investigator (GS-13) level. All development is through classwork and on the job training. Also, when funding is available, Temporary Duty Assignments are another career development opportunity afforded Criminal Investigators. These opportunities allow the employee to obtain diverse skills that aid in their preparation for supervisory/senior level competition for promotion. Administrative (non-law enforcement) employees are offered career development opportunities to include the Administrative Officers conference that provides new and updated information on policies, procedures and processes for uniformity across the agency. Financial system training is offered as well. The USMS also has an online training system, LearnUSMS, that has a catalog of training material accessible by all employees for career development as well. Lastly, the USMS offers all employees the opportunity to participate in various national training conferences through the agency's EEO program.

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 (%)
Mentoring Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

All applicants are selected for career development opportunities within the USMS. PWD represent 8.90% and PWTD represent 1.44% within the agency. Over 73% of the Agency's workforce hold law enforcement positions hence the majority of the career development programs are law enforcement focused. During FY 2020, limited career development opportunities were offered due to the COVID-19 pandemic.

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 (PWTB) Answer No
- b. Selections (PWTB) Answer No

All applicants are selected for career development opportunities within the USMS. PWD represent 8.90% and PWTB represent 1.44% within the agency. Over 73% of the Agency's workforce hold law enforcement positions hence the majority of the career development programs is law enforcement focused.

### C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTB) Answer No

In FY 2020, PWD and PWTB inclusion rate were below that of persons with out disabilities. The USMS workforce consist of 73% law enforcement personnel. Any trigger does not warrant a barrier analysis.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1148	9.65	21.47	4.88	10.56
Time-Off Awards 1 - 10 Hours: Total Hours	7392	66.93	138.02	34.15	73.24
Time-Off Awards 1 - 10 Hours: Average Hours	6.44	1.37	0.13	8.54	-0.01
Time-Off Awards 11 - 20 hours: Awards Given	304	4.13	5.37	4.88	3.99
Time-Off Awards 11 - 20 Hours: Total Hours	4774	66.93	84.08	78.05	64.79
Time-Off Awards 11 - 20 Hours: Average Hours	15.7	3.19	0.31	19.51	0.04
Time-Off Awards 21 - 30 hours: Awards Given	463	10.63	7.81	9.76	10.80
Time-Off Awards 21 - 30 Hours: Total Hours	11246	259.84	189.54	239.02	263.85
Time-Off Awards 21 - 30 Hours: Average Hours	24.29	4.81	0.48	29.88	-0.01
Time-Off Awards 31 - 40 hours: Awards Given	513	8.27	9.04	4.88	8.92
Time-Off Awards 31 - 40 Hours: Total Hours	18726	295.28	331.11	180.49	317.37
Time-Off Awards 31 - 40 Hours: Average Hours	36.5	7.03	0.73	45.12	-0.30
Time-Off Awards 41 or more Hours: Awards Given	10	0.39	0.14	1.22	0.23
Time-Off Awards 41 or more Hours: Total Hours	656	28.35	8.90	97.56	15.02
Time-Off Awards 41 or more Hours: Average Hours	65.6	14.17	1.27	97.56	-1.88
Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	871	16.34	15.15	9.76	17.61

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Total Amount	625129.19	11454.48	10906.62	6656.66	12378.00
Cash Awards: \$501 - \$999: Average Amount	717.71	138.01	14.31	832.09	4.40
Cash Awards: \$1000 - \$1999: Awards Given	2240	32.48	40.17	36.59	31.69
Cash Awards: \$1000 - \$1999: Total Amount	3071974.95	42994.39	55237.80	51862.93	41287.31
Cash Awards: \$1000 - \$1999: Average Amount	1371.42	260.57	27.33	1728.77	-22.04
Cash Awards: \$2000 - \$2999: Awards Given	1712	21.85	31.25	15.85	23.00
Cash Awards: \$2000 - \$2999: Total Amount	3892821.68	49033.07	71135.43	37067.07	51336.38
Cash Awards: \$2000 - \$2999: Average Amount	2273.84	441.74	45.25	2851.32	-22.08
Cash Awards: \$3000 - \$3999: Awards Given	47	0.79	0.83	1.22	0.70
Cash Awards: \$3000 - \$3999: Total Amount	154523	2500.00	2749.41	3902.44	2230.05
Cash Awards: \$3000 - \$3999: Average Amount	3287.72	625.00	65.46	3902.44	-5.87
Cash Awards: \$4000 - \$4999: Awards Given	18	0.20	0.28	0.00	0.23
Cash Awards: \$4000 - \$4999: Total Amount	79098.84	787.40	1224.19	0.00	938.97
Cash Awards: \$4000 - \$4999: Average Amount	4394.38	787.40	87.44	0.00	938.97
Cash Awards: \$5000 or more: Awards Given	55	1.18	0.91	2.44	0.94
Cash Awards: \$5000 or more: Total Amount	573415.5	6102.36	10463.44	12195.12	4929.58
Cash Awards: \$5000 or more: Average Amount	10425.74	1017.06	227.47	6097.56	39.12

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

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 No

b. Other Types of Recognition (PWTD) Answer No



The USMS Director's Honorary Awards Program recognizes employees for outstanding contributions above and beyond standard expectations. The majority of the awards categories are law enforcement specific. The USMS also awards the EEO Award to an individual or district/division for their activities in furthering the goals and objectives of the EEO Program.

**D. PROMOTIONS**

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

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The percentage of all qualified applicants for senior (GS-14,15) grade level positions for FY 2020 was 2.30% for PWD and 0% for PWTD.

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

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The percentage of all qualified applicants for senior (GS-14,15) grade level positions for FY 2020 was 2.30% for PWD and 0% for PWTD.

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

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among new hires for managers because of the mission of the agency.

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 | No |
| 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 |

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among new hires for managers because of the mission of the agency.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |  |        |    |
|--|--------|----|
| a. Executives                          |        |    |
| i. Qualified Internal Applicants (PWD) | Answer | No |

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

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among internal applicants for Executives/Managers/Supervisors because of the mission of the agency.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |   |        |    |
|---|--------|----|
| a. Executives                           |        |    |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |
| b. Managers                             |        |    |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |
| c. Supervisors                          |        |    |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD)          | Answer | No |

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among internal applicants and/or selectees for Executives/Managers/Supervisors because of the mission of the agency.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |                                    |        |    |
|------------------------------------|--------|----|
| a. New Hires for Executives (PWD)  | Answer | No |
| b. New Hires for Managers (PWD)    | Answer | No |
| c. New Hires for Supervisors (PWD) | Answer | No |

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among new hires for managers because of the mission of the agency.

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

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

The USMS is a law enforcement agency. The information provided is based on the law enforcement specific major occupation of Criminal Investigator which has stringent medical requirements for the positions. The USMS does not track PWD and PWTD among new hires for managers because of the mission of the agency.

## 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 Yes

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

PWDs represent less than 8% of the entire workforce and PWTDS represent only 1.25% of the entire workforce. To compare PWD and PWTD against the persons without disabilities will always render a trigger due to the disproportion in number. The USMS mission critical occupation is law enforcement which occupies 73% of the workforce. These positions are held to stringent physical and mental requirements, which limits the agency’s ability to employ PWD as well as individuals with targeted disabilities.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.00	0.25
Permanent Workforce: Resignation	30	0.98	0.47
Permanent Workforce: Retirement	153	2.15	2.68
Permanent Workforce: Other Separations	84	2.93	1.30
Permanent Workforce: Total Separations	280	6.05	4.70

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

PWDs represent less than 8% of the entire workforce and PWTDs represent only 1.25% of the entire workforce. To compare PWD and PWTD against the persons without disabilities will always render a trigger due to the disproportion in number. The USMS mission critical occupation is law enforcement which occupies 73% of the workforce. These positions are held to stringent physical and mental requirements, which limits the agency's ability to employ PWD as well as individuals with targeted disabilities.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.00	0.23
Permanent Workforce: Resignation	30	1.22	0.51
Permanent Workforce: Retirement	153	4.88	2.60
Permanent Workforce: Other Separations	84	3.66	1.42
Permanent Workforce: Total Separations	280	9.76	4.75

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.

A review of the FY 2020, exit survey data provides no information on why PWD and PWTD left the agency. The results show that most employees retired from the agency due to mandatory age retirement for law enforcement personnel. PWDs represent less than 8% of the entire workforce and PWTDs represent only 1.25% of the entire workforce. To compare PWD and PWTD against the persons without disabilities will always render a trigger due to the disproportion in number. The USMS mission critical occupation is law enforcement which occupies 73% of the workforce. These positions are held to stringent physical and mental requirements, which limits the agency's ability to employ PWD as well as individuals with targeted disabilities.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

<https://www.usmarshals.gov/accessibility.htm>

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.

<http://www.justice.gov/jmd/complaint-processing>

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.

None at this time.

**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 2020, the average time frame for processing reasonable accommodation requests is approximately 5-20 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The USMS has established RA and PAS procedures. The USMS provides timely processing of reasonable accommodations. The USMS has centralized funding of accommodations and PAS for the workforce. The USMS Human Resources Division, Information Technology, Management Services Division and the Office of Equal Employment Opportunity have an established partnership that aids in administering accommodations smoothly throughout the agency to include headquarters and 94 District offices. Also, the Office of EEO provides reasonable accommodation training to managers and supervisors.

## **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 USMS has updated its Reasonable Accommodation Procedures to include the personal assistance services (PAS) requirement. A memorandum was issued to the USMS workforce informing them of the service. The USMS has a contract to support employees needing PAS, which results in timely processing of request for services. The USMS has a central funding source for reasonable accommodations with funding to cover PAS for employees. This allows managers and supervisors to quickly address employees' request for assistance.

## **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.

### **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.

### 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.

- 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