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   Yes

PWD in GS-11 to SES cluster was below the 12% benchmark for representation at 8.03%.

*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

Pursuant to data below from EEOC, the benchmarks were met.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	1943	156	8.03	40	2.06
Grades GS-1 to GS-10	916	121	13.21	28	3.06

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

The Acting Director, Office of Equal Employment and Supplier Diversity (OEESD) provided two updates during FY23 to Senior leadership on units under their purview. Briefings included updates on workforce demographics and how snapshots of their workforces align with CLF data in terms of representation.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Amelda Fuller, Recruitment Branch Manager, Office of Human Resources, Fullera@si.edu
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Marie Parks, Selective Placement Coordinator, Office of Human Resources, ParksMa@si.edu
Processing reasonable accommodation requests from applicants and employees	1	0	0	Carol Gover, EEO Program Manager and Accommodations Coordinator, Office of Equal Employment and Supplier Diversity, goverc@si.edu
Section 508 Compliance	1	0	0	Deron Burba, Chief Information Officer, Office of the Chief Information Officer, BurbaD@si.edu
Architectural Barriers Act Compliance	1	0	0	Beth Ziebarth, Head Diversity Officer, ziebarth@si.edu
Special Emphasis Program for PWD and PWTD	1	0	0	Shahin Nemazee, Special Emphasis Program Manager, Office of Equal Employment and Supplier Diversity, nemazees@si.edu

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

OEESD staff who process requests for reasonable accommodation attended the course, "Reasonable Accommodation Training for Human Resource Professionals" by Roy Matheson in FY 2023. EEO Program Manager who serves as Accommodations Coordinator previously attended training on "Resolving ADA Workplace Questions" by the National Employment Law Institute (NELI) and EEOC updates on What You Should Know About COVID-19, the Americans with Disabilities Act, and Rehabilitation Act.

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

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Ensure that managers and supervisors understand their role of approving accommodation requests and meeting timeframes.		
Target Date	Sep 30, 2025		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2023	Interim accommodations were provided when delays occurred. This is a new deficiency for FY 2023. Updates will be provided in Annual EEO Program Status Report for FY 2024.	

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 Smithsonian's OEESD will partner with OHR and Smithsonian Facilities to attend upcoming FY 2024 career fairs with potential for immediate hiring opportunities. Additionally, SI will provide informational sessions to transitioning warriors and other PWD and PWTDs regarding SI job opportunities, Schedule A, and Veterans Preference hiring authorities. In FY 2023, the Smithsonian participated in Operation Warfighter Internship/Career Fair at Ft. Belvoir. Representatives provided information on career and internship opportunities for transitioning warriors (military service members) along with sharing information on Veterans Preference and Schedule A hiring authorities.

---

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 Smithsonian uses a variety of appointing authorities to hire job applicants to include a special Schedule A (5 C.F.R. 213.3102(u)) appointing authority for persons with qualifying Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities. Disabled veterans may also be considered under special hiring programs for veterans with disability ratings from the Department of Veterans Affairs of 30% or more. The Smithsonian fills positions two ways, competitively and non-competitively. Candidates are considered solely based on their credentials submitted against the job requirements. The non-competitive process is engaged when a manager has identified a PWD with Schedule A certification and a position which are compatible. At that point, the recruitment package is prepared and submitted to the Office of Human Resources and processed accordingly. In FY 2023,14 employees were hired under the Schedule A appointment.

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.

The Smithsonian Institution determines if the PWD is eligible for appointment under such authority by verifying that the Schedule A documentation for job readiness is acceptable from the following entities: A licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. OHR reviews the resume of the PWD against the classified position description along with the needs of the organization/unit/museum. This information is verified thoroughly prior to being presented to the hiring manager for position compatibility. Once this process is solidified by the HR Specialist, the documentation is then forwarded to the manager to review the credentials of the PWD, interview, and assess the overall qualifications of each qualified candidate. The manager may receive the PWD application via several ways: on a merit promotion certificate or using a standard email system as a password protected document. In addition, requests for reasonable accommodations are processed according to the Smithsonian's procedures. An explanation of how and when the PWD may be appointed is provided to each manager at that time.

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

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

Managers and supervisors receive EEO for supervisors and Fundamentals for supervisors training. These quarterly sessions provide information on SI hiring authorities and recruitment flexibilities to include VRA and Schedule A.

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.

During quarter 2 of FY 2023, SI participated in Operation Warfighter Internship/Career Fair at Ft. Belvoir. SI representatives provided information on career and internship opportunities for transitioning warriors (military service members) along with sharing information on Veterans Preference and Schedule A hiring authorities. SI is poised to have a diversity of job openings beginning FY 2024 and has coordinated with DOD program administrators to establish a pipeline of potential candidates that can be hired using VRA or Schedule A as appropriate.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD)   Answer   No

b. New Hires for Permanent Workforce (PWTD)   Answer   No

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	1126	80.11	19.09	37.03	8.70
% of Qualified Applicants	642	78.19	20.72	35.51	8.10
% of New Hires	7	28.57	42.86	14.29	42.86

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for MCO (PWD)   Answer   Yes

   b. New Hires for MCO (PWTD)   Answer   Yes

PWD new hires were 0.6% of the qualified applicant pool. PWTD had no new hires.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0301 MISCELLANEOUS ADMINISTRATION & PROGRAM	1	100.00	0.00
0401 GENERAL NATURAL RESOURCES MANAGEMENT & BIOLOGICAL SCIENCES	0	0.00	0.00
1001 GENERAL ARTS AND INFORMATION	2	50.00	50.00
1015 MUSEUM CURATOR	0	0.00	0.00
1016 MUSEUM SPECIALIST & TECHNICIAN	0	0.00	0.00
1310 PHYSICS	0	0.00	0.00
1330 ASTRONOMY & SPACE SCIENCE	1	0.00	0.00
1701 GENERAL EDUCATION AND TRAINING	0	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   Yes

   b. Qualified Applicants for MCO (PWTD)   Answer   Yes

Table B9 showed there were no qualified internal applicants for PWD or PWTD

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

Table B9 showed there were no promotions for PWD or PWTD

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 Smithsonian monitors applicant and selection criteria for career development programs to identify triggers impacting PWD and PWTD. In FY 2024, OEESD will establish a cadre of employees, Institution-wide to identify perceived barriers to PWD/PWTD opportunities for advancement and engage SI-leadership with recommendations as appropriate.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Emerging Leaders Development Program (ELDP) is a leadership development program for employees who are competitively selected at the GS/IS 11-12. Palmer Leadership Development Program (PLDP) is a leadership development program for employees who are competitively selected in grades GS13 and14. Foundations of Professional Development is a professional development program for Smithsonian staff targeting grades 7, 8, 9, and 10.

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

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

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

a. Applicants (PWD)   Answer   N/A

b. Selections (PWD)   Answer   N/A

No new selections occurred in FY 2023.

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

a. Applicants (PWTD)   Answer   N/A

b. Selections (PWTD)   Answer   N/A

No selections occurred in FY 2023.

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 Awards – Inclusion rate benchmark is 12% and 2%: 1-10 Hours: PWTD represented 0.6% of awards. 21-30 Hours: 4.71% were provided to PWD. 21-30 Hours: 1.88% were provided to PWTD. 31-40 Hours: 9.16% were provided to PWD. 31-40 Hours: 1.3% were provided to PWTD. Cash Awards: $500 and Under 11.5% of the awards were provided to PWD. $501-$999: 9.4% of the awards were provided to PWD. $1000-1999: 10% were provided to PWD. $2000-2999 5.19% PWD and 1.63% PWTD. $3000-3999: 3.16% PWD and 0.63% PWTD. $4000-4999: 6.45%PWD no PWTD received award. $5000 or more: 3.77% PWD and 0.9% PWTD.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	153	4.84	4.28	1.09	6.07
Time-Off Awards 1 - 10 Hours: Total Hours	1297	38.98	36.73	8.70	48.93
Time-Off Awards 1 - 10 Hours: Average Hours	8	2.15	0.26	8.70	0.00
Time-Off Awards 11 - 20 hours: Awards Given	177	5.91	4.86	2.17	7.14
Time-Off Awards 11 - 20 Hours: Total Hours	3000	96.77	82.99	34.78	117.14
Time-Off Awards 11 - 20 Hours: Average Hours	16	4.30	0.55	17.39	0.00
Time-Off Awards 21 - 30 hours: Awards Given	75	1.08	2.26	2.17	0.71
Time-Off Awards 21 - 30 Hours: Total Hours	1846	25.81	55.41	52.17	17.14

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 21 - 30 Hours: Average Hours	24	6.45	0.77	26.09	0.00
Time-Off Awards 31 - 40 hours: Awards Given	384	9.41	10.66	6.52	10.36
Time-Off Awards 31 - 40 Hours: Total Hours	14630	367.74	405.09	260.87	402.86
Time-Off Awards 31 - 40 Hours: Average Hours	38	10.48	1.19	43.48	-0.36
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	515	13.98	14.56	18.48	12.50
Cash Awards: $501 - $999: Total Amount	392886	10150.27	11182.15	13785.87	8955.71
Cash Awards: $501 - $999: Average Amount	762	195.16	24.71	810.87	-7.14
Cash Awards: $1000 - $1999: Awards Given	1064	31.72	29.70	36.96	30.00
Cash Awards: $1000 - $1999: Total Amount	1452604	43273.66	40572.16	50600.00	40866.43
Cash Awards: $1000 - $1999: Average Amount	1365	366.67	43.98	1488.04	-1.79
Cash Awards: $2000 - $2999: Awards Given	428	7.80	12.44	8.70	7.50
Cash Awards: $2000 - $2999: Total Amount	1016653	18395.43	29570.49	21136.96	17494.64
Cash Awards: $2000 - $2999: Average Amount	2375	634.14	76.58	2641.30	-25.36
Cash Awards: $3000 - $3999: Awards Given	163	2.42	4.67	2.17	2.50
Cash Awards: $3000 - $3999: Total Amount	539239	8059.14	15455.93	7119.57	8367.86
Cash Awards: $3000 - $3999: Average Amount	3308	895.43	106.57	3559.78	20.00
Cash Awards: $4000 - $4999: Awards Given	36	0.54	1.06	0.00	0.71
Cash Awards: $4000 - $4999: Total Amount	151127	2352.15	4458.02	0.00	3125.00
Cash Awards: $4000 - $4999: Average Amount	4197	1176.08	135.08	0.00	1562.50
Cash Awards: $5000 or more: Awards Given	76	1.08	2.32	0.00	1.43
Cash Awards: $5000 or more: Total Amount	434976	6720.43	13207.99	0.00	8928.57
Cash Awards: $5000 or more: Average Amount	5723	1680.11	183.44	0.00	2232.14

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   N/A

b. Other Types of Recognition (PWTD)   Answer   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   Yes

ii. Internal Selections (PWD)   Answer   Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)   Answer   Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)   Answer   Yes

Among qualified internal applicants for senior level, there was only one qualified internal applicant (GS-13 PWD), which represented 2.04% of GS-13 applicants. There were no other qualified internal applicants at any other senior grade level.

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   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

   c. Grade GS-14

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

   d. Grade GS-13

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

There were no qualified internal applicants who identified as PWTD for senior grade level positions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires to SES (PWD)   Answer   Yes

   b. New Hires to GS-15 (PWD)   Answer   Yes

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

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

No new hires identified as 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   Yes

   b. New Hires to GS-15 (PWTD)   Answer   Yes

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

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

No new hires identified as 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   Yes

            ii. Internal Selections (PWD)   Answer   Yes

      b. Managers

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   Yes

      c. Supervisors

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   Yes

Of the 33 qualified internal applicants identified in table B19, there were no qualified internal applicants or selections (PWD) for managers and supervisors.

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   Yes

            ii. Internal Selections (PWTD)   Answer   Yes

      b. Managers

            i. Qualified Internal Applicants (PWTD)   Answer   Yes

            ii. Internal Selections (PWTD)   Answer   Yes

      c. Supervisors

            i. Qualified Internal Applicants (PWTD)   Answer   Yes

            ii. Internal Selections (PWTD)   Answer   Yes

Of the 33 qualified internal applicants identified in table B19, there were no qualified internal applicants or selections (PWTD) for managers and supervisors.

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

           a. New Hires for Executives (PWD)   Answer   Yes

        b. New Hires for Managers (PWD)   Answer   Yes

        c. New Hires for Supervisors (PWD)   Answer   Yes

Of the 105 new hires identified in table B18, 0 (0%) identified as a PWD across executives, managers, and supervisors

---

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

        c. New Hires for Supervisors (PWTD)   Answer   Yes

Of the 105 new hires identified in table B18, 0 (0%) identified as a PWTD across executives, managers, and supervisors.

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

---

In FY 2023, OEESD sent email notifications to applicable unit HR liaisons containing lists of employees in their units eligible to be converted to permanent career or career-conditional appointment in the competitive service. As a result, confirmation of PAR actions was received.

---

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	38	2.34	0.88
Permanent Workforce: Resignation	85	2.34	2.30
Permanent Workforce: Retirement	143	2.34	4.05
Permanent Workforce: Other Separations	99	3.90	2.54
Permanent Workforce: Total Separations	365	10.91	9.76

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   Yes

    b.Involuntary Separations (PWTD)   Answer   No

The rate of voluntary separations for PWTD (3%) exceeded the inclusion benchmark (2%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	38	4.26	0.94
Permanent Workforce: Resignation	85	5.32	2.22
Permanent Workforce: Retirement	143	0.00	3.97
Permanent Workforce: Other Separations	99	4.26	2.64
Permanent Workforce: Total Separations	365	13.83	9.78

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.

OEESD staff met with HDO and OHR leadership in December of 2023 to review FY23 exit survey data. While the rate of voluntary separations for PWTD exceeded the inclusion benchmark, survey results yielded no identifiable triggers.

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 Smithsonian Institution's website provides Information and Communication Technology (ICT) guidance that aligns with federal best practices and Section 508 of the Rehabilitation Act. https://www.si.edu/FAQs/Access

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 Smithsonian updated ABA and Section 508 language and received concurrence from the HDO and OGC. In collaboration with OCEA, the information was posted on www.si.edu in FY 2023 as required by feedback in the EEOC Technical Assistance Visit letter. The Architectural Barriers Act (ABA), P.L. 90–480, is followed by the Smithsonian Institution as a best practice as indicated on the Institution's website. https://www.si.edu/FAQs/Access

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.

During FY 2023, the Smithsonian updated ABA and Section 508 language and received concurrence from the HDO and OGC. In collaboration with OCEA, the information was posted on www.si.edu in FY23 as required by feedback in the EEOC Technical Assistance Visit letter. This resulted in up-to-date guidance on accessibility being made available to both internal and external

stakeholders. In FY 2024 OEESD, in collaboration with OHR and SI's Disability ERG, will engage colleagues from across the Institution in a conversation on workplace accommodations and inclusive hiring opportunities at SI.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average time frame for processing initial requests for reasonable accommodations during FY 2023 was 23.5 days.

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

During FY 2023, the Institution provided Smithsonian-wide email announcements regarding EEO programs, including Reasonable Accommodation for persons with disabilities and pregnancy. These emails effectively enabled employees to know their rights and responsibilities in the reasonable accommodation and EEO complaints processes. During FY 2023, OEESD provided required EEO training to over 2,100 employees, managers, and supervisors. Trainings contain detailed information on the Reasonable Accommodation process. OEESD provided information on EEO complaint process, EEO training and Reasonable Accommodation during bi-weekly New Employee Orientation sessions.

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 Smithsonian Institution processes requests for personal assistance services (PAS) according to procedures. Requests were processed timely.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer   Yes

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

Answer   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   Yes

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

   Answer   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   Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

   Answer   Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Overall underrepresentation of Smithsonian's PWD workforce (9.94%). This representation is below the 12% EEOC benchmark. GS-11 to Senior Level was below the 12% benchmark for representation at 7.3% For FY 2023, the Smithsonian workforce at the GS-11 to Senior Level was below the benchmark (1.65%) Among qualified internal applicants for senior level, there was only one qualified internal applicant (GS-13 PWD), which represented 2.04% of GS-13 applicants. There were no other qualified internal applicants at any other senior grade level. There were no qualified internal applicants who identified as PWTD for senior grade level positions. Of the 33 qualified internal applicants identified in table B19, there were no qualified internal applicants or selections (PWD) for managers and supervisors. Of the 105 new hires identified in table B18, 0 (0%) identified as a PWD across executives, managers, and supervisors. Of the 105 new hires identified in table B18, 0 (0%) identified as a PWTD across executives, managers, and supervisors. The rate of voluntary separations for PWTD (3%) exceeded the inclusion benchmark (2%).
STATEMENT OF BARRIER GROUPS:	***Barrier Group*** People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice
	Identified Barriers	• Low employee turnover rate. • Limited pool of candidates in the highly/best qualified categories. • Limited use of Schedule A authorities and special appointing procedures. • Limited availability of mission critical employment opportunities.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
10/01/0023	09/30/0024	Yes			To continue recruitment and retention strategies that increase opportunities for hiring, developing, and retaining PWD and PWTD by proactively Identifying and publishing resources that identify organizations and other sources for PWD and PWTD for SI hard to fill career opportunities. SI will conduct in-reach initiatives to help units identify new and more diverse sources to recruit individuals.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Director, Office of Equal Employment and Supplier Diversity (OEESD)	Aretha Carr	Yes
Director, Office of Academic Appointments and Internships (OAAI)	Roshni Lal	Yes
Director, Office of Human Resources	Antonio Guzman	Yes
Head Diversity Officer/Director, Access Smithsonian	Beth Ziebarth	Yes

	Planned Activities Toward Completion of Objective			
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
05/01/2024	Policy review and dissemination: Review "applicant flow" data to determine triggers by race, ethnicity, gender, and disability. Review, and monitor OHR policies to identify and remove barriers	Yes		
06/30/2024	New Hires: Promote Schedule A appointments. SI will proactively Identify and publish resources that will assist hiring managers recruit qualified candidates with disabilities that can be hired using Schedule A or Veterans preference. Engage disability ERG and other relevant internal stakeholders to conduct barrier analysis/ in-reach.	Yes		
07/30/2024	Provide SI-wide reminder to all federal and trust staff of option to update their disability, gender, and race/ ethnicity status.	Yes		
09/30/2024	Review "applicant flow" for hiring (external applicants) and OHR's career development programs (SI employees in eligible grade groups) to determine if PWD and or PWTD applied, were considered, and selected.	Yes		
09/30/2024	Provide unit HR liaisons lists of employees eligible under the Schedule A appointing authority for persons with disabilities for conversion and obtain updates. During FY 2024, In collaboration with OHR, promote the usage of Schedule A via: o Links on intranet site o Short educational briefing for Disability ERG, liaisons and managers about benefits of Schedule A o Provide notifications to HR liaisons regarding Schedule A conversions	Yes		
09/30/2024	Accommodations: Provide and report on reasonable accommodations provided to qualified applicants and employees with disabilities.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2023	PWD in the GS-1 to GS-10 cluster was above the 12% benchmark for representation at 13.28% for FY 23 PWTD in the GS-1 to GS-10 Cluster were above the 2% benchmark for representation in FY23 (3.11%) Awards: • $500 and Under: 2.22% of the awards were provided to PWTD. • $501-$999: 2.19% of the awards were provided to PWTD. • $1000-1999: 2.28% were provided to PWTD, which is above the inclusion rate. • 1-10 Hours: PWD represented 12.9% • 11-20 Hours: 12.6% were provided to PWD. • 11-20 Hours: 2.04% were provided to PWTD. The Smithsonian updated ABA and Section 508 language and received concurrence from the HDO and OGC. In collaboration with OCEA, the information was posted on www.si.edu in FY23 as required by feedback in the EEOC Technical Assistance Visit letter. The Smithsonian participated in Operation Warfighter Internship/Career Fair at Ft. Belvoir. Representatives provided information on career and internship opportunities for transitioning warriors (military service members) along with sharing information on Veterans Preference and Schedule A hiring authorities. The Institution continued to encourage the use of hiring authorities that allowed the noncompetitive appointment of individuals with disabilities, such as Schedule A. The Smithsonian provided a Fundamentals for Supervisor Training on various human resources topics, including hiring persons with disabilities. This training was offered 3 to 4 times per year by the Office of Human Resources (OHR) to all new managers and supervisors. Training delivered to over 50 managers and supervisors.

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

Planned activities for FY 23 (highlighted in FY22 report) were to: Promote Schedule A appointments, increase outreach / targeted recruitment, analyze applicant data to identify barriers in hiring process and continue to provide and report on Reasonable Accommodation. There were no factors that prevented timely completion of these activities.

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

OEESD built relationships with DOD sponsored Solider Recovery Unit (SRU) and Operation Warfighter (OWF) programs that engaged wounded warriors and created a foundation to expand to facilities-related opportunities in FY 2024 with a goal of increasing the representation of PWD and PWTD at Smithsonian.

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.

Proactively identify and publish resources that will assist hiring managers to recruit qualified candidates with disabilities that can be hired using Schedule A or Veterans Preference. Partner with OHR and Disability ERG to engage SI community for a presentation on Reasonable Accommodation and inclusive hiring authorities. Engage Disability ERG and other relevant internal stakeholders to conduct barrier analysis/in-reach to address triggers identified and create action plan to address them.