

MD-715 – Part J
Special Program 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 |

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 |

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

The Human Resources Management Division (HRMD) consistently shares numerical goals with hiring officials during each recruitment action. A crucial part of this process is the Selective Placement Program Coordinator, who plays a pivotal role in discussing strategic recruitment options and hiring goals with officials, particularly when presenting Schedule A candidates for vacancies.

Additionally, for FY 2024:

- HRMD plans to provide bimonthly training sessions for first-line supervisors and their designees, which will include discussions on current workforce statistics and disability goals.
- HRMD plans to communicate the goals during a "Self-identification Campaign" in April and October each year going forward.

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	
Special Emphasis Program for PWD and PWTD	2	0	0	Lavetta Young, Supervisory Human Resources Specialist, youngl@mcc.gov Tahirah Finley, Staffing and Outreach Specialist, finleypringleta@mcc.gov
Processing reasonable accommodation requests from applicants and employees	2	0	0	Lavetta Young, Supervisory Human Resources Specialist, youngl@mcc.gov Talaya Clay, Human Resources Specialist claytr@mcc.gov
Section 508 Compliance	1	0	0	Sarah Carpenter, Deputy CIO carpenterse@mcc.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Lavetta Young, Supervisory Human Resources Specialist, youngl@mcc.gov Tahirah Finley, Staffing and Outreach Specialist, finleypringleta@mcc.gov
Processing applications from PWD and PWTD	1	0	0	Lavetta Young, Supervisory Human Resources Specialist, youngl@mcc.gov
Architectural Barriers Act Compliance	1	0	0	Christina Neumann Managing Director Administrative Services neumann@mcc.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.

The following training was provided:

- Unconscious bias training for disability program staff
- Disability program management training for disability program staff
- Disability program management training for MCC staff

MCC has dedicated staff to implement a model disability program. They are responsible for:

Providing guidance and delivering training to employees and management officials concerning the Agency's reasonable accommodation procedures and disability hiring matters and serving as a resource for information on disability issues that affect the Agency.

- Establish effective tracking systems to monitor the processing of reasonable accommodation requests and affirmative employment initiatives for individuals with disabilities, including complying with all reporting and record retention requirements.
- Regularly reviewing and analyzing MCC reasonable accommodation processes and progress in recruiting and retaining individuals with disabilities.
- Regularly review agency procedures to ensure that vacancy announcements and hiring and promotion procedures include information describing how applicants may submit reasonable accommodation requests.
- Assisting MCC management officials in evaluating accommodations provided to ensure their continued effectiveness.
- Participating in annual training relating to disability laws and regulations, including training on providing reasonable accommodation.

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

The Agency provided sufficient funding and other resources to implement the disability program during FY23 successfully. Adaptive technology requests were funded through the MCC Office of the Chief Information Officer, and requests for furniture were funded through the Administrative Services budget.

Section III: 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 Selective Placement Coordinator (SPPC) actively communicates with Schedule A candidates. MCC also utilizes the Workforce Recruitment Program, a recruitment and referral program that connects federal sector employers nationally with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

For FY 2024, HRMD is working on a strategic recruitment plan that will increase the use of the Schedule A appointment authority to hire PWD and PWTD at MCC. The Pathways Program will be an additional resource to hire students with disabilities.

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.

HRMD maintains an open register of Veteran applicants who are 30 percent or more disabled. This register is shared with hiring managers seeking to fill vacancies.

Human Resource (HR) Specialists regularly communicate and encourage Schedule A-eligible individuals to apply for MCC vacancies that match their educational and employment backgrounds. When a PWD or PWTD contacts MCC to express interest in employment at the MCC, HR requests a copy of the individual's resume to save in the Schedule A Eligible Resume Database. HR also sends vacancy links posted on USAJOBS that match the PWD or PWTD's interests and skill set, when applicable.

HR Specialists encourage candidates to apply to vacancies and to email the job posting ID they applied for so an HR Specialist can communicate with the Hiring Manager regarding the individual's Schedule A preference and any accommodation needs if the individual is called in for an interview. Applicants who have questions or need technical assistance on how to apply under Schedule A are provided information for the SPPCs and central Schedule A email address: DisabilityEmployment@mcc.gov.

Additionally, HR Specialists review resumes of Schedule A eligibles before posting a vacancy announcement on USAJOBS. HR also uses authorities such as Veterans' Recruitment Appointments (VRA), Appointment of 30% or More Disabled Veterans, and Veterans Employment Opportunities (VEOA) Appointments for hiring veterans with disabilities as ways to address critical hiring needs while continuing to ensure that it is recruiting and retaining a diverse group of candidates.

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.

When applicants utilize the Schedule A Hiring Authority for persons with disabilities, the process for eligibility and hire encompasses:

- An application qualification review process is conducted by the servicing HR Specialist, who confirms that the applicants meet the qualification requirements of the announced position and have provided the required proof of disability.
- Applicant referral - individuals deemed qualified are referred to the hiring manager on a Schedule A certificate of eligibility with guidance on selection procedures. This includes the application of veterans' preference, when applicable. Importantly, managers have the flexibility to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, Veterans' Recruitment Appointment (VRA), etc.).
- Alternatively, when individuals submit their resumes directly to the SPPC for vacant positions, the SPPC refers the resumes to the designated servicing HR Specialist. The HR Specialist reviews the resumes to determine qualifications. If qualifications and Schedule A eligibility are met, the resumes are then forwarded to the hiring manager for consideration, with guidance on selection procedures, including the application of veterans' preference, when applicable.

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

HR Specialist/SPPC educates the hiring managers on Schedule A hiring flexibilities at the onset of the recruitment process. The HR Specialist describes the benefits of using these flexibilities for the applicant and MCC. All hiring managers are trained on the appropriate use of hiring flexibilities for hiring people with disabilities.

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.

HR Specialists engage various organizations, such as the Department of Vocational Rehabilitation Centers (DVRC), Veterans Administration (VA), and DOL Employment Service, by partnering, providing lectures, and attending on-site presentations and classroom visits to develop stronger relationships with college students and professors and with college campus clubs and groups that maintain a focus on students with disabilities.

MCC utilizes DOL’s Workforce Recruitment Program, Gallaudet University, and other resources to recruit and hire PWD and PWTD.

HR demonstrates its commitment by proactively planning to meet with professional organizations such as Wounded Warriors and DVRC. These meetings aim to share MCC’s process for providing vacancy announcements and information about opportunities, including career development tracks. HR will also continue to coordinate and participate in career job fairs with organizations such as Bender Consulting, which provides opportunities for hiring persons with disabilities.

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

MCC hired 36 permanent employees in FY 2023. Of those, 11% reported having a disability. Among the new hires, one employee reported having a targeted disability. Although MCC did not meet the federal hiring goal of 12% for people with disabilities, MCC will expand diversity hiring and recruitment efforts to build a diverse talent pool by intentionally leveraging sophisticated sourcing and talent acquisition technology and tools to diversify the MCC talent pool. MCC will create and track the effectiveness of candidate search procedures, sourcing criteria, and resources. MCC will showcase its diversity and inclusive culture by enhancing the Agency’s branding on MCC.gov and social media channels.

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 N/A
- b. New Hires for MCO (PWTD) Answer N/A

In FY 2023, MCC hired and onboarded 36 permanent staff members. Seven newly hired staff members were in MCO positions: three attorneys, three financial management specialists, and one IT management specialist. Eight percent of the newly onboarded MCO permanent staff were PWD.

It is important to note that when comparing the demographic statistics of the qualified applicant pool (QAP), selections, and new hires on-boarded, differences may arise. These variations can be attributed to various factors. For instance, some of the newly hired staff may have applied for a vacancy posted in the prior fiscal year, while others may have chosen not to disclose their demographic information with their application.

For IT Management, 3% of new hires were PWD.

For Attorneys, none of the new hires were PWD.

For Financial Management, none of the new hires were PWD.

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 | N/A |
| b. Qualified Applicants for MCO (PWTD) | Answer | N/A |

According to the data tables, 0.0% of the qualified applicant pool is identified as PWD and 0.0% as PWTD.

Due to a pending vacancy in the position tasked with capturing and managing the data, MCC does not have accurate Applicant Flow data required to submit a response to this question. Given MCC’s commitment to providing accurate and reliable data, MCC has decided to exclude Applicant Flow data from the FY 2023 submission. MCC is hopeful that once the position is filled, efforts made in FY 2024 will provide MCC with the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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 | N/A |
| b. Promotions for MCO (PWTD) | Answer | N/A |

According to the data tables, 0.0% of the qualified applicant pool is identified as PWD and 0.0% as PWTD.

Due to a pending vacancy in the position tasked with capturing and managing the data, MCC does not have accurate Applicant Flow data required to submit a response to this question. Given MCC’s commitment to providing accurate and reliable data, MCC has decided to exclude Applicant Flow data from the FY 2023 submission. MCC is hopeful that once the position is filled, efforts made in FY 2024 will provide MCC with the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

Section IV: 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.

MCC advertises learning and development opportunities to all employees, including employees with disabilities, and encourages employees at all levels within the organization to enhance their knowledge, skills, and abilities through formal training, job rotation, details, and self-development opportunities. MCC also provides funding, which allows employees to attend external training, conferences, certification courses, and management and leadership development training.

Managers are encouraged to use developmental assignments or detailees from within MCC as tools for resourcing special projects. Doing so provides opportunities for employees to gain experience in other areas of MCC. In addition, MCC requires employees to maintain an up-to-date Individual Development Plan (IDP) to track progress and requires an IDP when requesting formal training professional development opportunities. The IDP allows employees to identify competencies or technical skills to be enhanced and developed.

B. CAREER DEVELOPMENT OPPORTUNITES

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

All employees can self-identify internal and external training opportunities to MCC. When requesting formal training, all employees must complete an IDP identifying their short- and long-term goals and the training requested. In addition, MCC is developing a Leadership Academy for leaders at all levels of MCC based on a series of Program Principles and Pillars. The Academy will include a series of curated courses and professional development opportunities that will enable MCC leaders to leap higher and become lifelong learners and high-performers of the Corporation. Programs include but are not limited to the Harvard Senior Executive Fellows Program, the International Career Advancement Program, Partnership for Public Service opportunities, and more.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Other Career Development Programs	6	2	0	0	0	0
Detail Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	6	1	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	7	7	0	0	0	0
Training Programs	161	161	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

Applicant pool data was not available during this reporting period. A checkbox will be added to applications to allow applicants to flag their disability status.

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

Applicant pool data was not available during this reporting period. A checkbox will be added to applications to allow applicants to flag their disability status.

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 No
 b. Awards, Bonuses, & Incentives (PWTD) Answer No

All employees, including PWD/PWTD, who exceed performance targets are considered for recognition through the Agency’s reward and recognition program. This includes consideration for monetary and time-off awards, bonuses, and performance-based merit increases. Increases are based on budget availability and performance ratings.

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 |

All employees, including PWD/PWTD, who exceed performance targets are considered for recognition through the Agency’s reward and recognition program. MCC does not have step increases, but performance-based pay increases are awarded based upon budget availability and performance at the “consistently exceeds expectations” level or higher.

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 |

All employees, including PWD/PWTD, who exceed performance targets are considered for recognition through the Agency’s reward and recognition program. MCC does not have step increases, but performance-based pay increases are awarded based upon budget availability and performance at the “consistently exceeds expectations” level or higher.

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 | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| b. Grade GS-15 | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| 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 |

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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 | N/A |
| ii. Internal Selections (PWTD) | Answer | N/A |
| b. Grade GS-15 | | |
| i. Qualified Internal Applicants (PWTD) | Answer | N/A |
| ii. Internal Selections (PWTD) | Answer | N/A |
| 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 (PWTB)

Answer N/A

ii. Internal Selections (PWTB)

Answer N/A

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

a. New Hires to SES (PWD)

Answer N/A

b. New Hires to GS-15 (PWD)

Answer N/A

c. New Hires to GS-14 (PWD)

Answer N/A

d. New Hires to GS-13 (PWD)

Answer N/A

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 data 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 (PWTB)

Answer N/A

b. New Hires to GS-15 (PWTB)

Answer N/A

c. New Hires to GS-14 (PWTB)

Answer N/A

d. New Hires to GS-13 (PWTB)

Answer N/A

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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

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

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

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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 N/A
- b. New Hires for Managers (PWD) Answer N/A
- c. New Hires for Supervisors (PWD) Answer N/A

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

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

Due to a pending vacancy in the position tasked with capturing and managing the data, MCC does not have accurate Applicant Flow data required to respond to this question. Given MCC’s commitment to providing accurate and reliable data, MCC has decided to exclude Applicant Flow data from the FY 2023 submission. MCC is hopeful that once the position is filled, efforts made in FY 2024 will allow MCC to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

Section V: 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 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

The Agency currently has one (1) Schedule A hire.

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

3. Using the inclusion rate as the benchmark, did the percentage of PWTDD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTDD)	Answer	No
b. Involuntary Separations (PWTDD)	Answer	No

4. If a trigger exists involving the separation rate of PWD and/or PWTDD, please explain why they left the agency using exit interview results and other data sources.

N/A

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.mcc.gov/careers/reasonable-accommodations>

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.

www.mcc.gov

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.

MCC uses a host of technology tools, including VPN Connector, Microsoft Teams, shared resources, personal laptops, CISCO IP Communicator, and Skype for Business.

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.)

Average timeframe to respond to a request for a reasonable accommodation is five (5) business 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 Reasonable Accommodation Coordinator (RAC) coordinates with the MCC Equal Employment Opportunity Director to establish policy and procedures for the MCC Reasonable Accommodation Policy and processes and interprets MCC policy and applicable legislation to educate the workforce on accommodation requirements and limitations under the law. The RAC responds to reasonable accommodation requests in writing within five (5) business days of receipt and reviews requests to determine medical documentation sufficiency. The RAC coordinates with the supervisor and other relevant MCC divisions (Facilities, OCIO, and Financial Management) when applicable to process requests for assistive technology/software, ergonomic assessments, furniture, interpretation services, etc., to ascertain if the requested accommodation poses an undue hardship or if the accommodation can be processed as requested. The RAC tracks and monitors requests for adherence to timeline requirements, expiration, and renewals when applicable. Requests are processed within thirty (30) days of initial receipt, and the requesting employee is provided with written notification indicating whether the accommodation request is granted, denied, or if an alternative accommodation must be proposed. Denied requests for reasonable accommodation and requests requiring an alternative accommodation that is more feasible for the Agency are reviewed by the Office of General Counsel for legal sufficiency.

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.

MCC has a PAS process in place and properly advertises it internally and externally. However, in recent years, including FY 2023, MCC has not received any requests for PAS.

Section VI: 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 government-wide average?

Answer No

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

Answer No

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

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

Section VII: 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 PWTB?

Answer N/A

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

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

N/A

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A