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

PWD represent 20% of the permanent employees at the GS-1 to GS-10 grade level cluster and 15% of permanent employees at the GS-11 to SES grade level cluster.

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*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

PWTD represent 6% of the permanent employees at the GS-1 to GS-10 grade level cluster and 4% of the permanent employees at the GS-11 to SES grade level cluster.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	888	134	15.09	28	3.15
Grades GS-1 to GS-10	239	48	20.08	13	5.44

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

DOT issued an agency-wide memorandum in 2011 and again in 2014 communicating specific numerical goals for DOT and each OA. In addition, these numerical goals are incorporated into DOT's Human Capital Operating Plan.

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="right">Answer   Yes</div>

DOT meets these requirements by having its Disability Resource Center (DRC) (https://www.transportation.gov/drc/disability-resource-center), Departmental Disability Program Manager, disability employment managers, a Departmental selective placement program manager, and Schedule A Hiring Coordinators at each OA. The Department also has full-time staff to assist applicants, process reasonable accommodation requests, manage special emphasis programs for persons with disabilities, and ensure compliance with the Architectural Barriers Act and Section 508 of the Rehabilitation Act for accessible communication technology.

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	
Section 508 Compliance	1	0	3	Martin Erb, Section 508 Program Coordinator Office of the Chief Information Officer
Processing applications from PWD and PWTD	1	0	0	Freddie Ellis, Selective Placement Coordinator Office of Human Resources
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Freddie Ellis, Selective Placement Coordinator Office of Human Resources
Architectural Barriers Act Compliance	5	0	0	Yvonne Medina, Director Office of Facilities, Information, and Asset Management
Special Emphasis Program for PWD and PWTD	1	0	0	Carolyn Butler, Disability Program Manager Office of Civil Rights
Processing reasonable accommodation requests from applicants and employees	1	0	0	Ben Tate, Reasonable Accommodations Program Manager Office of Civil Rights

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

DOCR provides communication skills and anti-harassment training to all DOT staff, along with reasonable accommodation training, as part of its model EEO program efforts. The DRC provides training on Schedule A hiring to OAs.

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

DOT funds the Agency's DRC, which manages centralized interpreting services and personal assistance services for any DOT applicant or employee with a disability.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]

Brief Description of Program Deficiency	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]

Brief Description of Program Deficiency	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]

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.

FMCSA conducted outreach activities with agencies, organizations, and transition centers. FMCSA also recruited through vacancy postings, application circulations, and manager/employee referrals. FMCSA provided advisory services, workshops, and circulated resumes of internal/external employees.

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

FMCSA used both competitive and noncompetitive appointing authorities, Schedule A, and other excepted service authorities. Hiring was also conducted under 5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4).

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 vacancies that are advertised "government-wide" and "all-sources" include a statement on People with Disabilities and consideration under special appointing authorities. Eligibility criteria are addressed on open competitive vacancy announcements to educate those candidates unfamiliar with application procedures, forms, and requirements. Additionally, reasonable accommodation statements are included on vacancy announcements to ensure that applicants with disabilities are informed of available accommodations. Applicants who meet the job qualifications are referred to hiring managers on a non-competitive certification list. Human Resource Specialists discuss with hiring officials the use of hiring flexibilities, non-competitive appointment authorities to include Schedule A and disabled veteran's appointments.

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

DOT provides training on hiring authorities, including Schedule A, at least annually. DOT also maintains the Disability Program website (https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/people-disabilities), which is a resource for job applicants and human resources professionals. Additionally, DOT has a resource on its intranet for managers to use for hiring people with disabilities. DOT also provides managers with the policy on Reasonable Accommodations and DOT hiring tool kit for managers.

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.

FMCSA will continue to conduct outreach activities with other agencies, organizations, and transition centers who work with and provide services for disabled veterans. These groups include state and local vocational rehabilitation agencies and employment offices; the Department of Veterans Affairs; Wounded Warrior Agencies; Women Veteran Organizations; U.S. Department of Labor; and other organizations whose primary focus is working to employ disabled veterans.

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   Yes

   b. New Hires for Permanent Workforce (PWTD)   Answer   Yes

In FY 23, 133 hires were made. Of this number, (13) 9.77% were PWD new hires and 2 (1.50%) were PWTD new hires.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	0				
% of Qualified Applicants	0				

% of New Hires	0				

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

Applicant flow data for MCO PWD and PWTD was not available at the time this report was prepared.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%

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

    a. Qualified Applicants for MCO (PWD)   Answer   N/A

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

Applicant flow data for MCO PWD and PWTD was not available at the time this report was prepared.

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

Promotion data for MCO PWD and PWTD was not available at the time report was prepared.

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.

FMCSA's HR Managers will provide mini sessions on various recruitment topics such as hiring veterans for non-competitive appointments during visits to the service centers. Management will start recruiting for the Motor Carrier Safety Specialist (MCSS) - (Safety Investigator (SI)), 2 -3 months before each Academy and develop a mentoring program for each MCSS-SI selectee. This increases the chances of the Academy students successfully passing each exam as well as passing the Academy, ensuring OJT

experience while shadowing a Senior Safety Investigator. The Academy is held twice a year (January and July). FMCSA HR Specialists and managers will attend Veteran job fair and/or partner with other agencies. FMCSA also participates in the Pathways Job Fair.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DOT has developed a career path guide that is available to all employees. This guide outlines the various pathways available for career advancement at DOT, the necessary core and technical competencies, and information on developmental experiences.

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	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Training Programs	47	47	0	0	0	0
Mentoring Programs	52	52	0	0	0	0
Coaching 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   N/A

        b. Selections (PWD)   Answer   N/A

PWD data on our career development programs was not available.

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

PWTD data on our career development programs was not available.

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

No Disability PWD PWTD PWD Trigger? PWTD Trigger? Time-Off Awards - 1-10 hours Total Awards Given 29 6 0 No Yes Total Workforce 843 182 41 Inclusion Rate 3% 3% 0% Time-Off Awards - 10+ hours Total Awards Given 20 4 2 No No Total Workforce 843 182 41 Inclusion Rate 2% 2% 5% Cash Awards - $100 - $500 Total Awards Given 238 45 11 Yes Yes Total Workforce 843 182 41 Inclusion Rate 28% 25% 27% Cash Awards - $501+ Total Awards Given 757 154 31 Yes Yes Total Workforce 843 182 41 Inclusion Rate 90% 85% 76%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	41	3.30	3.44	0.00	4.26
Time-Off Awards 1 - 10 Hours: Total Hours	308	21.98	26.10	0.00	28.37
Time-Off Awards 1 - 10 Hours: Average Hours	7.51	3.66	0.90	0.00	4.73
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	31	2.20	2.37	4.88	1.42
Time-Off Awards 31 - 40 Hours: Total Hours	1120	74.73	86.36	175.61	45.39
Time-Off Awards 31 - 40 Hours: Average Hours	36.13	18.68	4.32	87.80	-1.42
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	157	17.58	12.46	19.51	17.02
Cash Awards: $501 - $999: Total Amount	117770	13326.92	9246.38	15270.73	12761.70
Cash Awards: $501 - $999: Average Amount	750.13	416.47	88.06	1908.85	-17.49
Cash Awards: $1000 - $1999: Awards Given	128	13.74	10.91	12.20	14.18
Cash Awards: $1000 - $1999: Total Amount	176263	19170.33	14853.50	15160.98	20336.17
Cash Awards: $1000 - $1999: Average Amount	1377.05	766.81	161.45	3032.20	108.09

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $2000 - $2999: Awards Given	172	17.03	14.59	12.20	18.44
Cash Awards: $2000 - $2999: Total Amount	433530	42004.40	36938.32	29556.10	45624.11
Cash Awards: $2000 - $2999: Average Amount	2520.52	1354.98	300.31	5911.22	30.11
Cash Awards: $3000 - $3999: Awards Given	202	17.58	18.03	12.20	19.15
Cash Awards: $3000 - $3999: Total Amount	707818	62108.24	62942.82	42146.34	67912.77
Cash Awards: $3000 - $3999: Average Amount	3504.05	1940.88	414.10	8429.27	54.19
Cash Awards: $4000 - $4999: Awards Given	131	8.24	12.93	12.20	7.09
Cash Awards: $4000 - $4999: Total Amount	580935	37217.03	57299.53	52046.34	32904.96
Cash Awards: $4000 - $4999: Average Amount	4434.62	2481.14	525.68	10409.27	175.79
Cash Awards: $5000 or more: Awards Given	207	10.44	20.88	7.32	11.35
Cash Awards: $5000 or more: Total Amount	1488374	68478.02	150971.17	47214.63	74660.99
Cash Awards: $5000 or more: Average Amount	7190.21	3604.10	857.79	15738.22	75.74

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   Yes

      b. Pay Increases (PWTD)   Answer   Yes

PWTD's did not receive any QSI's. PWD's received 9.09% of QSI's compared to 90.91% received by persons without a disability.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	15	0.55	1.54	0.00	0.71

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   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

Promotion data for PWD and PWTD was not available at the time report was prepared. OCR will work with DOCR to obtain this information for next report.

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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 (PWTD)   Answer   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

Promotion data for PWD and PWTD was not available at the time report was prepared. OCR will work with DOCR to obtain this information for next report.

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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

OCR will work with DOCR to obtain this information for next report.

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

        a. New Hires to SES (PWTD)   Answer   N/A

        b. New Hires to GS-15 (PWTD)   Answer   N/A

        c. New Hires to GS-14 (PWTD)   Answer   N/A

        d. New Hires to GS-13 (PWTD)   Answer   N/A

OCR will work with DOCR to obtain this information for next report.

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

OCR will work with DOCR to obtain this information for next report.

6.

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

     a. Executives

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

          ii. Internal Selections (PWTD)   Answer   N/A

     b. Managers

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

          ii. Internal Selections (PWTD)   Answer   N/A

     c. Supervisors

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

          ii. Internal Selections (PWTD)   Answer   N/A

OCR will work with DOCR to obtain this information for next report.

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

OCR will work with DOCR to obtain this information for next report.

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

        a. New Hires for Executives (PWTD)   Answer   N/A

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

       c. New Hires for Supervisors (PWTD)   Answer   N/A

OCR will work with DOCR to obtain this information for next report.

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	16	2.75	1.15
Permanent Workforce: Retirement	46	3.30	4.20
Permanent Workforce: Other Separations	22	1.10	2.10
Permanent Workforce: Total Separations	84	7.14	7.45

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	16	2.44	1.37
Permanent Workforce: Retirement	46	0.00	4.20
Permanent Workforce: Other Separations	22	4.88	1.83
Permanent Workforce: Total Separations	84	7.32	7.40

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.

FMCSA does not use exit interviews at this time.

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.transportation.gov/accessibility

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://dotnet.dot.gov/employeeservices/facilities/index.html The information is located under the "Facility Accessibility" tab. Once the Department posts this information on the public website, we will provide a link to it.

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.

FMCSA will work closely with the DOCR on this initiative.

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.)

25 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.

FMCSA distributed a copy of its reasonable accommodations policy to all employees. OCR provided training to employees during the in-service training conducted during the reporting period.

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 PAS is a reasonable accommodation; therefore, obtaining these services are handled in the following manner: 1. The employee requests the accommodation (PAS) by informing either the supervisor, human resources personnel, designated decision maker, or other suitable DOT representative that he or she requires assistance with daily life activities because of a medical condition. 2. The employee and/or representative contacts the DRC to speak with a Reasonable Accommodation Analyst to begin the interactive reasonable accommodation process. 3. If an employee works with classified information or a in a secured area, DOT should work to locate a service provider who can obtain the appropriate security clearance. Once an employee has been approved for PAS, the vendor is immediately notified. The vendor contacts the employee within 24 hours to discuss approved services and set up a

schedule of services. Employees that are required to travel can utilize PAS via: 1. Nationwide contract: Services are procured through DRC's nationwide contract, or 2. Invitational travel: employee has their own Personal Assistant (typically a spouse or family member). 3. There is an on-site PAS Coordinator in place. Having an on-site Coordinator allows for easier handling of customer late/last minute PAS requests. Issues and customer complaints are able to be addressed quickly. Additionally, the agency has posted an FAQ on PAS on its public-facing website.

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   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?	Fewer than 2% of all new hires consisted of PWTD.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	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**
	Low participation rate in new hires	Fewer than 2% of all new hires consisted of a PWTD

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2011	09/30/2026	Yes	09/30/2023		To ensure that 2% of all new hires consist of a PWTD.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Direcctor, Human Resources	Karen Atcherson	Yes
Director, Office of Civil Rights	Kennie May, Sr.	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	FMCSA will establish a Recruitment Technical Advisory Group (R-TAG) which implemented efforts to attract & recruit people with the right skills that our agency needs to be successful. This group worked under the authority of the Office of Human Resources and implemented recruitment activities on their behalf including efforts to reach the goals identified in the FMCSA Workforce Plan.	Yes		09/30/2023

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2025	Provide managers with Reasonable Accommodations Training; develop tools to gather current DEIA/Equity employee sentiment; provide equity and DEIA data to Equity/DEIA SharePoint site.; and develop a Recruitment ToolKit.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2023	PWTD have a participation rate of 3.64% in the workforce which is above the 2% goal. The FMCSA Office of Human Resources, Training & Professional Development Division (TPDD) developed effective and promising practices to advance Diversity, Equality, Inclusion, and Accessibility (DEIA). The agency advertised professional development offerings via agency email broadcasts to All-FMCSA federal employees. The TPDD ensured that every FMCSA federal employee, regardless of grade level, race, age, sex, disability, and geographic location was notified of and had an equal opportunity to register and/or compete for attendance in all FMCSA training and development opportunities. FMCSA used this same practice to provide skill-based, position-based, aspiring leaders, and current leaders training and development opportunities. The TPDD conducted assessments via the Talent Management Program, and racked skills-insight data via LinkedIn Learning to ensure the Agency closed skill gaps while providing content of interest to employees and supported Individual Development Plans. DOT recognizes that many veterans hired with preference based on 30% or more disability do not report a targeted disability on the SF-256 during the onboarding process. DOHRM and DOCR are considering opportunities to enhance DOT data on employees with disabilities. FMCSA will incorporate these enhancements accordingly.

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

Too few selections of PWTD were made.

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

DOT recognizes that many veterans hired with preference based on 30% or more disability do not report a targeted disability on the SF-256 during the onboarding process. DOHRM and DOCR are considering opportunities to enhance DOT data on employees with disabilities. The enhancements to the DOT data may reveal that the agency employs more PWD and PWTD employees than what is currently shown in the workforce analysis.

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.

Monitor: Leverage Data dashboards to identify opportunities to improve data analytics. Monitor results against complaints and identify areas for improvement. Report RNO and DEIA/Equity opportunities to leadership (FEVS, EEO, MD715). Evaluate: Ensure all managers have DEIA/Equity Performance Management Goals. Recommend intervention strategies to management based on data analysis and identified gaps. Adapt: Reinforce the change through ongoing communication, recognition, and support. Identify areas for improvement and make necessary adjustments to the change management plan. Continuously assess organizational culture and climate to ensure alignment with DEIA and Equity goals.