

## 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 Yes
- b. Cluster GS-11 to SES (PWD) Answer Yes

CPSC(s) (as clustered by EEOC standards): PWD in the CPSC workforce GS-01 to GS-10 grade cluster represent 0.54% of the workforce, under the 12% Federal goal (-11.46% gap). PWD in the CPSC workforce grade cluster GS-11 to SES represent 8.88% of the workforce, under the 12% Federal goal (-3.9812% gap). The lowest grade representation for CPSC is GS-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 Yes
- b. Cluster GS-11 to SES (PWTD) Answer Yes

CPSC Trigger (s) (as clustered by EEOC standards): PWTD in the CPSC workforce GS-01 to GS-10 grade cluster represent 0.00% of the CPSC workforce, under the 2% Federal goal (-2% gap). PWTD in the CPSC workforce grade cluster GS-11 to SES represent 1.09% of the CPSC workforce, under the 2% Federal goal (-0.91% gap).

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	34	3	8.82	0	0.00
Grades GS-11 to SES	518	49	9.46	6	1.09

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

In FY 2023, The EEO Office collaborated with the Office of Resource Management (EXRM) to establish a partnership with Gallaudet University. Managers and supervisors take a complement of required courses when they become new supervisors, and the hiring goals related to disability are in reference material thereafter, and refresher courses are required. Internal and external applicants both submitted resumes and Schedule A letters to be adjudicated for possible interview and selection to positions within different division across CPSC.

## 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

N/A

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 PWTB	1	0	0	Annie Sachs HR Specialist asachs@cpsc.gov
Special Emphasis Program for PWD and PWTB	1	0	0	Ashley Peterson DEIA Specialist apeterson@cpsc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Annie Sachs HR Specialist asachs@cpsc.gov
Section 508 Compliance	0	0	1	Bertie Hamilton Director, Division of Technical Services bhamilton@cpsc.gov
Architectural Barriers Act Compliance	1	0	0	Mark Oemler Facilities Director moemler@cpsc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Natasha Hoyle EEO Specialist <a href="mailto:nhoyle@cpsc.gov">nhoyle@cpsc.gov</a>

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

In FY2023, OEEODI's staff continued to increase the knowledge, skills, and abilities needed to improve or maintain proficiency in their present roles.

**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 in FY2023 to successfully maintain the reasonable accommodation program (i.e., ergonomics, assistive technology, travel-related). In FY2023, successfully had automatic door openers installed for wheelchair access.

**Section III: Program Deficiencies In The Disability Program**

N/A

**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.

Over the last fiscal year, the agency utilized a variety of recruitment strategies designed to increase the number of applicants with disabilities and applicants with targeted disabilities within the major occupations. Nevertheless, the agency falls well below the goals set forth for overall permanent workforce senior grade levels positions or positions that have upward mobility into the senior grades. The Office of Resource Management (EXRM) hosted training for managers and supervisors on how to use the Special Appointment Authorities afforded to eligible employees with disabilities. The information included an overview of Schedule A, Veterans Recruitment Appointment, and 30 Percent or More Disabled Veterans Appointment Authorities. The agency also conducted outreach and strategic recruitment efforts to PWD with students from Gallaudet University. The Agency timely submitted an annual Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report and annual Federal Equal Opportunity Recruitment Program (FEORP) Plan. The DVAAP focuses on the reporting of methods used to recruit and employ disable veterans, The FEORP establishes targeted recruitment efforts to reach underrepresented groups including PWD and PWTD.

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 Agency uses all available and appropriate non-competitive hiring authorities to recruit and hire PWD and PWTD: Schedule A, Veterans Recruitment Appointment (VRA), 30% or More Disabled Veteran appointing authority, Veterans Employment Opportunities Act of 1998, as amended (VEOA) and Pathways Programs.

- 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.

Applicants who apply under Schedule A via USA Jobs have eligibility determined via the same evaluation process as other candidates but are placed on a separate certificate for hiring managers' consideration.

- 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

Managers and supervisors take a complement of required courses when they become new supervisors, and the hiring goals related to disability are in reference material thereafter in continuing courses for hiring and retaining for individuals with a disability.

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

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

The Disability Program manager will continue to establish connections with Maryland Division of Rehabilitation Services (DORS) by providing the agency's job vacancies.

**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

Among the new hires in the permanent workforce, triggers exist for: Overall Agency Trigger(s): PWD represented 3.85% of new hires in the permanent workforce, which is below the 12% Federal benchmark (-8.15% gap). PWTD represented 1.28% of new hires in the permanent workforce, which is 2% below the Federal benchmark (-0.72 gap)

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	4727	N/A	N/A	N/A	N/A
% of Qualified Applicants	2904	N/A	N/A	N/A	N/A
% of New Hires	78	5.13	0.00	1.28	0.00

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

a. New Hires for MCO (PWD) Answer No

b. New Hires for MCO (PWTD) Answer No

CPSA Workforce (Permanent) 1801 PWD and PWTD both qualified at the rate of 100% and was above their participation rate when selected at the rate of 100%. There were no PWD or PWTD in selections in the other mission critical occupations.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		Selections (%)	Selections (%)
Numerical Goal	--	12%	2%
0301 MISCELLANEOUS ADMINISTRATION & PROGRAM	0	0.00	0.00
0343 SUPV PROGRAM ANALYST	0	0.00	0.00
0830 MECHANICAL ENGINEER	0	0.00	0.00
0905 GENERAL ATTORNEY	0	0.00	0.00
1801 SUPV PROD SAFETY INVES	1	100.00	100.00
2210 SUPV INFORMATION TECHNOLOGY SPECIALIST	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

There were no qualified employees with a disability or with a targeted disability employee eligible or selected for internal

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

In comparison to the qualified applicant pool, triggers existed for PWD and PWTD in all mission critical occupations except 1801 SUPV PROD SAFETY INVES.

## 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.

CPSC is committed to the philosophy that a strong federal workforce is an inclusive federal workforce – one that welcomes the skills and talents of all qualified individuals. All employees with disabilities have access to training, awards, promotions, and individual development plans. There are no specialized programs for employees with disabilities. The Agency also continued to improve and enhance its Reasonable Accommodation (RA) Program to remove any barriers to the advancement of people with disabilities.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

CPSC has a variety of programs to help advance career development. There are programs such as online and in person training opportunities, development of IDP plans with supervisors, communicating vacancies on the intranet, and creating and advertising career ladder positions. CPSC has a Management Development Program (MDP). The MDP will assist CPSC supervisors, managers, and executives in designing their own career development plan.

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

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

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

CPSC does not have career development programs that require employees to compete. All career development programs are available to either all employees or designated by grade.

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

CPSC does not have career development programs that require employees to compete. All career development programs are available to either all employees or designated by grade.

**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 Yes

Based on the date, there were no time off awards for 1-9 hours or cash awards for \$100-\$500 given to PWTDs.

Time-Off Awards	Total (#)	Reportable Disability #	Without Reportable Disability #	Targeted Disability #	Without Targeted Disability #
Time-Off Awards 1 – 9 hours: Awards Given	9	1	8	0	0
Time-Off Awards 1 - 9 Hours: Total Hours	88	8	80	0	0
Time-Off Awards 9+ hours: Awards Given	56	6	47	3	0
Time-Off Awards 9+ hours: Total Hours	2,510	480	1,929	101	0

Cash Awards	Total (#)	Reportable Disability #	Without Reportable Disability #	Targeted Disability #	Without Targeted Disability #
Cash Awards: \$100 - \$500: Awards Given	30	4	26	0	0
Cash Awards: \$100-\$500: Total Amount	\$89,949	\$15,946	\$74,003	0	0
Cash Awards: \$501+: Awards Given	464	42	418	4	0
Cash Awards: \$501+: Total Amount	\$1,976,054	\$165,887	\$1,791,891	\$18,276	0

Quality Step Increase (QSI)	Total (#)	Reportable Disability #	Without Reportable Disability %	Targeted Disability #	Without Targeted Disability #
Total	11	3	8	0	0
Total Amount	\$2,600	\$0	\$2,600	0	0

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTd for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTd) Answer Yes

Based on the data, there was participation for PWTd for QSI’s and performance-based pay increases.

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

CPSC does not receive measurable data on employees’ w/disabilities for other employee recognition programs.

**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 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

There were no internal qualified PWD applicants or selections for GS-13 through SES.

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 internal qualified PWD applicants or selections for GS-13 through SES.

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

There was a total of 83 permanent new hires. There were five hires of PWD, among those, there was one PWTD. Sixteen who did not identify, and 62 with no disabilities. The measurable data for news hires for each GS pay plan is not provided.

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

There was a total of 83 permanent new hires. There were five hires of PWD, among those, there was one PWTD. Sixteen who did not identify, and 62 with no disabilities. The measurable data for news hires for each GS pay plan was not provided.

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

The EEO Director will meet with the HR office to find out if it is possible to capture this information.

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

The EEO Director will meet with the HR office to find out if it is possible to capture this information.

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

The measurable data received does not break the New Hires down into these categories.

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

The measurable data received does not break the New Hires down into these categories.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

There were no eligible employees due for conversions during this reporting period.

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

No triggers noted for this benchmark.

Separations	Total #	Not Identified	No Disability	Targeted Disability	Disability
Permanent Workforce: Voluntary	61	10	47	1	3
Total Separations	100%	16.39%	77.05	1.64	4.92%

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

No triggers noted for this benchmark.

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.

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.

The internet address on the Agency’s public website is [www.cpsc.gov](http://www.cpsc.gov)

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 internet address on the Agency’s public website is [www.cpsc.gov](http://www.cpsc.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.

CPSC is committed to making Technology accessible to individuals with disabilities. CPSC is planning to complete the following tasks over the next fiscal year as part of its ongoing effort to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d): 1. Training: a. Section 508 Awareness Training: Institute mandatory, Agency-wide Section 508 Awareness Training to expand workforce knowledge about Section 508 laws. Work with the 508 Program Coordinator complete Agency Section 508 Awareness training design/development, mandate the Training for the Agency workforce and require at least 80% of questions of the quiz to be correctly answered. b. PDF Document Accessibility Webinar: Develop training to provide PDF accessibility training to ensure that PDF documents posted on the CPSC.gov website conform to Section 508 standards and are accessible to people with disabilities.

**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 accommodation during the reporting period. (Please do not include previously approved requests with repetitive accommodation, such as interpreting services.)

In FY 2023, 17 Reasonable accommodation requests were processed within the established 30 business daytime frame as set forth in CPSC’s Reasonable Accommodation policy with an average processing of 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.

During FY 2023, Agency conducted training on the Pregnancy Workers Fairness Act (PWFA), a new law that requires federal agencies to provide reasonable accommodation (s) for an employee’s or applicant’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation(s) will cause and undue hardship.

**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.

CPSC did not have any request for PAS services in FY23.

**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 N/A

- 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.

N/A

**Section VIII: Identification and Removal of Barriers**

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

- 1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer 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