

## 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

\*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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	559	176	31.48	20	3.58
Grades GS-11 to SES	8875	1534	17.28	173	1.95

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

The agency communicated numerical goals to CDC leaders, hiring managers, and recruiters through written communication with the CDC Management Official Team (MOT), Schedule A-related trainings, the annual State of the Agency briefing, the OEEOWE Annual Report, and other services and support for Persons with Disabilities.

### 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 PWTB	2	0	0	Sandra Williams, Supervisory HR Specialist, CDC/HRO Special Emphasis Program, Client Services Office, AVY6@cdc.gov Davedra Pierce, Disability Program Manager, CDC/OEEO, NPR9@cdc.gov
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Sandra Williams, Supervisory HR Specialist, CDC/HRO Special Emphasis Program, Client Services Office, AVY6@cdc.gov Nina Ooft, Supervisory Workforce Development Advisor, CDC/HRO, Strategic Program Office HUD8@cdc.gov
Processing applications from PWD and PWTB	1	0	0	Sandra Williams, Supervisory HR Specialist, CDC/HRO Special Emphasis Program, Client Services Office, AVY6@cdc.gov
Processing reasonable accommodation requests from applicants and employees	5	0	0	Anthony Stockton, Reasonable Accommodations Program Manager, CDC/OEEO, CNX9@cdc.gov Laura Taylor, EEO Specialist, CDC/OEEO, KWJ1@cdc.gov Lucille Stevenson, EEO Specialist CDC/OEEO, LOF1@cdc.gov
Section 508 Compliance	1	0	0	Mark Urban, CDC Section 508 Coordinator, CDC/OCCO, FKA2@cdc.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	Davedra Pierce, Disability Program Manager, CDC/OEEO, NPR9@cdc.gov

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

Answer Yes

In FY 2022, CDC provided nine training sessions on the Americans with Disabilities Act as Amended (ADAAA) and Rehabilitation Act of 1973 as Amended to over 390 managers, supervisors, and employees, including the Disability Program Managers and Reasonable Accommodation (RA) staff. The training included a focus on statutory and legal authorities, recent legal developments, and how to provide reasonable accommodations. Six of these interactive sessions were facilitated by the National Employment Law Institute (NELI). In addition, the Disability Program Manager and RA Staff attended the 2022 National ADA Symposium, Federal Dispute Resolution (FDR), EEOC’s Examining Conflicts in Employment Law (EXCEL), ADR, and ADAAA training conferences.

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

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

Answer Yes

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

<b>Brief Description of Program Deficiency</b>	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]		
<b>Objective</b>	In line with DHHS efforts to develop and maintain a model EEO program, the headquarters EEODI and the operating divisions (OpDiv) have continued working together to assess the strengths and weaknesses of DHHS EEO and diversity programs. Please refer to the DHHS FY 2022 MD-715 reports for a department-wide action plan regarding this measure.		
<b>Target Date</b>	Sep 30, 2023		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

**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 PWTDD

**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.

In FY 2022, CDC coordinated and participated in a total of 51 recruitment and outreach events, many of which were conducted virtually that resulted in over 2,000 contacts. Of these 51 recruitment events, eight targeted Persons with Disabilities, including veterans with disabilities. Eight events targeted Persons with Disabilities, including veterans with disabilities, resulting in over 1,200 contacts. CDC administers a Persons with Disability Internship Program to provide work experience in scientific, technical, and administrative career fields for individuals at various levels of education and skills. This program aims to reduce barriers and grow opportunities for PWDs interested in seeking federal employment. Additionally, the agency regularly promotes non-competitive hiring as a practice during Quarterly Enterprise Hiring Planning (EHP) meetings with hiring managers to discuss staffing plans and other HR-specific needs. The agency utilizes the USAJobs Agency Talent Portal (ATP) to identify and review resumes of Schedule A and other candidates who could be hired non-competitively. All hiring officials can access information about Schedule A candidates within the ATP. Individuals applying to vacancies through Schedule A are also placed on a non-competitive referral list that is shared with hiring managers for consideration. CDC continues to distribute and promote vacancy announcements, training opportunities, and detail positions internally while encouraging employees, including those with disabilities, to participate in various mentorship programs.

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

CDC continues to utilize 5 CFR 213.3102(u) to hire persons under the Schedule A authority. In addition, the agency uses the Veterans Recruitment Act (VRA) and 30% or More Disabled Veterans Noncompetitive Appointment as a recruitment tool to hire students and other applicants under the Workforce Recruitment Plan (WRP), Persons with Disabilities Internship Program, and the federal Non-Paid Work Experience Program for disabled veterans. Hiring flexibilities are discussed and encouraged during the pre-consultation phase of all hiring actions and during Quarterly Enterprise Hiring Planning meetings with CIOs.

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.

CDC currently utilizes the ATP to identify and review resumes of Schedule A and other candidates who could be hired non-competitively. To determine eligibility for appointment, HR Specialists conduct thorough reviews of applicant resumes and supporting materials, which include but are not limited to a Schedule A letter, transcripts, and Department of Veterans Affairs documents. Hiring managers have direct access to the ATP, but HR specialists provide a list of eligible candidates during the pre-consultation phase of hiring actions with an explanation of how and when the individual may be appointed. Upon determining an applicant’s eligibility for the position and subsequent interview, the hiring official makes a selection. As part of the final review of hiring selections, HR Specialists conduct a Schedule A authenticity check to verify the submitted Schedule A letter by contacting the health care provider. Once verified, HRO extends a tentative offer letter to the selectee.

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

Yes. Schedule A and other hiring flexibilities are discussed with agency hiring managers during Quarterly Enterprise Hiring Planning (EHP) meetings and during pre-consultations for all hiring actions. In June, the OEEOWE held a Disability Awareness Webinar for supervisors and managers, who received training on Schedule A and other hiring authorities.

**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.

CDC maintained and expanded its partnership with multiple organizations that assist PWD in securing and maintaining employment. In FY 2022, CDC participated in recruitment and outreach activities with DisABILITY Link, Disabled American Veterans, Department of Labor, and the U.S. Department of Veteran Affairs.

**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

The hiring rates for PWD and PWTDs in the grade clusters GS-1 to GS-10 were 5.7% and 1.5% respectively, which are below the targets of 12% and 2%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	7682	9.03	4.28	4.00	1.72
% of Qualified Applicants	5966	9.00	4.54	3.69	1.86
% of New Hires	82	9.76	6.10	3.66	2.44

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

Based on a review of applicant flow data (AFD), triggers exist for the following mission-critical occupations: Triggers for New Hires for MCOs with Qualified Applicant Pool as Benchmark Occupational Series Code % PWD Qualified Applicants % PWD New Hires PWD Trigger 0403 - Microbiology 4.6% 0.0% Yes Triggers for New Hires for MCOs with Qualified Applicant Pool as Benchmark Occupational Series Code % PWTD Qualified Applicants % PWTD New Hires PWTD Trigger 0301 – Miscellaneous Administration and Program 5.2% 0.0% Yes 0403 - Microbiology 2.8% 0.0% Yes 0601 – General Health Science 1.6% 1.1% Yes 0602 – Medical Officer 3.0% 0.0% Yes 0685 – Public Health Program Specialist 2.4% 1.1% Yes 1530 - Statistician 1.9% 0.0% Yes

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISC ADMIN/PROGRAM	3	33.33	33.33
0343 MGMT ANALYSIS	0	0.00	0.00
0401 GEN BIOLOG SCI	11	0.00	0.00
0403 MICROBIOLOGY	5	0.00	0.00
0601 GEN HLTH SCI	33	15.15	3.03
0602 MEDICAL OFF	4	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0685 PUB HLTH PROG SPEC	4	50.00	25.00
1320 CHEMISTRY	0	0.00	0.00
1530 STATISTICIAN	1	0.00	0.00
2210 INFORMATION TECHNOLOGY SPEC	1	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

Based on a review of the AFD, triggers exist for the following mission-critical occupations: Triggers Among Qualified Internal Applicants for Promotions for MCOs with Total Applicants as Benchmark Occupational Series Code % PWD (Total Eligible Applicants) % PWTD (Total Eligible Applicants) % PWD (Qualified) % PWTD (Qualified) PWD Trigger PWTD Trigger 0401 - General Biological Science 3.5% 0.6% 2.9% 0.0% Yes Yes 0601 - General Health Science 7.8% 3.1% 8.9% 2.8% No Yes

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

Based on a review of the AFD, triggers exist for the following mission-critical occupations: Triggers for Promotions for MCOs with Qualified Applicant Pool as Benchmark Occupational Series Code % PWD (Qualified) % PWTD (Qualified) % PWD (Promoted) % PWTD (Promoted) PWD Trigger PWTD Trigger 0403 - Microbiology 10.9% 5.5% 2.4% 2.4% Yes Yes 0601 – General Health Science 8.9% 2.8% 9.4% 1.2% No Yes 0602 – Medical Officer 18.8% 6.3% 7.7% 0.0% Yes Yes 0685 – Public Health Program Specialist 10.7% 4.0% 13.2% 2.5% No Yes

## 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.

CDC is committed to supporting the career advancement of Persons with Disabilities, Persons with Targeted Disabilities, and disabled veterans within the organization. Examples of such commitment in the past year include, but are not limited to: a. Distribution of vacancy announcements, training opportunities, and detail positions broadly throughout CDC. b. Training Hiring Officials about hiring, retaining, and converting qualified PWDs using the Special Hiring Authorities. c. Conducting data analyses to understand the representation of PWDs within the CDC workforce, to identify potential barriers to advancement, and to develop

effective strategies to improve the advancement of PWDs within the workforce. d. Encouraging employees to participate in various mentorship programs, such as the Mentoring Circle for Employees and Veterans with Disabilities. e. Educating the workforce on available resources for disabled veterans via multiple communication channels within CDC and externally (e.g., Feds Hire Vets). f. Promoting participation in and support for disability and veteran-specific Employee Organizations, Associations, and Workgroups among employees, including the CDC/ATSDR Military Veterans Professional (MVP) Employee Association and Disability Interest Group (DIG).

**B. CAREER DEVELOPMENT OPPORTUNITIES**

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

CDC offers several programs, tools, resources, and opportunities to support and encourage professional growth and advancement for all employees. The cornerstone of the agency’s efforts to support professional development is the Individual Development Plan (IDP). Development of the IDP facilitates two-way communication between employees and supervisors about short and long-term goals for advancement. Additional services, tools, and resources include: a. Instructor-led and self-guided trainings b. Competency modeling and gap assessments c. Career map development and individual development plans d. Formal and Informal Coaching and Mentorships e. Temporary details and other career development opportunities, such as the Long-Term Education Program, which allows federal employees to receive full-time training through non-government entities for up to two years.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	UNKN	6	UNKN	0.0%	UNKN	0.0%
Mentoring Programs	35	35	31.4%	31.4%	2.9%	2.9%
Coaching Programs	495	495	17.9%	17.9%	1.8%	1.8%
Fellowship Programs	UNKN	247	UNKN	2.5%	UNKN	0.8%
Detail Programs	0	0	0.0%	0.0%	0.0%	0.0%
Other Career Development Programs						
Training Programs	UNKN	271	UNKN	26.2%	UNKN	3.3%

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

Data is not available to complete a comprehensive assessment of participation by PWD.

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

Data are not available to complete a comprehensive assessment of participation by PWTB.

**C. AWARDS**

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

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTB) Answer Yes

Triggers for Cash Awards Using Inclusion Rate as Benchmark Cash Award Group % Received Award (No Disability) % Received Award (PWD) % Received Award (PWTB) PWD Trigger PWTB Trigger \$1000-1999 20.60% 23.50% 20.50% No Yes \$2000-2999 12.90% 14.10% 12.30% No Yes \$3000-3999 11.60% 11.70% 10.80% No Yes \$4000-4999 11.10% 9.50% 10.00% Yes Yes \$5000+ 13.90% 8.30% 11.40% Yes Yes Triggers for Time Off Awards Using Inclusion Rate as Benchmark Time Off Award Group % Received Award (No Disability) % Received Award (PWD) % Received Award (PWTB) PWD Trigger PWTB Trigger 1-10 Hours 7.00% 8.60% 6.80% No Yes 31-40 Hours 7.80% 9.10% 7.70% No Yes 51+ Hours 3.60% 3.60% 3.10% Yes Yes

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1725	19.32	16.95	20.00	19.23
Time-Off Awards 1 - 10 Hours: Total Hours	14786	171.08	144.98	185.13	169.30
Time-Off Awards 1 - 10 Hours: Average Hours	8	0.46	0.11	4.62	-0.07
Time-Off Awards 11 - 20 hours: Awards Given	1458	17.70	13.62	20.51	17.34
Time-Off Awards 11 - 20 Hours: Total Hours	27426	336.90	258.41	353.85	334.75
Time-Off Awards 11 - 20 Hours: Average Hours	18	1.10	0.25	8.72	0.13
Time-Off Awards 21 - 30 hours: Awards Given	1276	14.23	12.19	17.44	13.82
Time-Off Awards 21 - 30 Hours: Total Hours	35483	397.34	338.41	523.08	381.36
Time-Off Awards 21 - 30 Hours: Average Hours	27	1.56	0.37	15.38	-0.20
Time-Off Awards 31 - 40 hours: Awards Given	1205	10.82	12.41	7.69	11.21
Time-Off Awards 31 - 40 Hours: Total Hours	49550	444.25	509.14	315.90	460.56
Time-Off Awards 31 - 40 Hours: Average Hours	41	2.37	0.56	21.03	0.00
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	2281	27.94	21.16	23.59	28.49



Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Total Amount	1741143	21135.45	16149.73	18006.15	21533.25
Cash Awards: \$501 - \$999: Average Amount	763	43.72	10.49	391.28	-0.46
Cash Awards: \$1000 - \$1999: Awards Given	5408	56.74	54.54	46.67	58.02
Cash Awards: \$1000 - \$1999: Total Amount	7173594	73680.10	72862.29	60092.31	75407.37
Cash Awards: \$1000 - \$1999: Average Amount	1326	75.07	18.37	660.00	0.72
Cash Awards: \$2000 - \$2999: Awards Given	2053	19.49	21.24	21.03	19.30
Cash Awards: \$2000 - \$2999: Total Amount	4931227	47737.02	50784.66	50317.95	47408.93
Cash Awards: \$2000 - \$2999: Average Amount	2401	141.64	32.86	1227.18	3.65
Cash Awards: \$3000 - \$3999: Awards Given	1853	14.46	20.92	16.41	14.21
Cash Awards: \$3000 - \$3999: Total Amount	6341013	49063.79	71789.50	55379.49	48260.95
Cash Awards: \$3000 - \$3999: Average Amount	3422	196.24	47.15	1730.26	1.24
Cash Awards: \$4000 - \$4999: Awards Given	1358	5.49	16.84	4.10	5.67
Cash Awards: \$4000 - \$4999: Total Amount	5966260	24149.33	74035.40	17973.85	24934.35
Cash Awards: \$4000 - \$4999: Average Amount	4393	254.19	60.43	2246.67	0.91
Cash Awards: \$5000 or more: Awards Given	348	1.04	4.18	0.51	1.11
Cash Awards: \$5000 or more: Total Amount	2972444	8077.56	35870.11	5249.74	8437.03
Cash Awards: \$5000 or more: Average Amount	8541	448.70	117.98	5249.74	-161.60

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

Triggers for QSI/Performance-Based Pay Increase Using Inclusion Rate as Benchmark QSI/Performance-Based Pay % Received QSI (No Disability) % Received QSI (PWD) % Received QSI (PWTD) PWD Trigger PWTD Trigger Received QSI/PBPI 16.00% 17.30% 15.10% No Yes

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

No data available.

**D. PROMOTIONS**

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

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

Triggers Among Qualified Internal Applicants for Promotions to Senior Grade Levels with Total Applicants as Benchmark Grade % PWD (Total Eligible Applicants) % PWD (Qualified) PWD Trigger Grade 13 9.00% 11.80% No Grade 14 7.90% 8.10% No Grade 15 7.60% 7.30% Yes SES/Executive 3.70% 1.70% Yes Triggers Among Internal Selections for Promotions to Senior Grade Levels with Qualified Applicants as Benchmark Grade % PWD (Qualified) % PWD (Promoted) PWD Trigger Grade 13 11.80% 27.80% No Grade 14 8.10% 15.50% No Grade 15 7.30% 12.90% No SES/Executive 1.70% 15.40% No

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 No

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 No
  - ii. Internal Selections (PWTD) Answer No

Triggers Among Qualified Internal Applicants for Promotions to Senior Grade Levels with Total Applicants as Benchmark Grade % PWTD (Total Eligible Applicants) % PWTD (Qualified) PWTD Trigger Grade 13 3.80% 4.80% No Grade 14 2.80% 2.50% Yes Grade 15 3.70% 3.20% Yes SES/Executive 1.30% 0.60% Yes Triggers Among Internal Selections for Promotions to Senior Grade Levels with Qualified Applicants as Benchmark Grade % PWTD (Qualified) % PWTD (Promoted) PWTD Trigger Grade 13 4.80% 5.60% No Grade 14 2.50% 0.70% Yes Grade 15 3.20% 2.00% Yes SES/Executive 0.60% 7.70% No

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

- a. New Hires to SES (PWD) Answer No
- b. New Hires to GS-15 (PWD) Answer No
- c. New Hires to GS-14 (PWD) Answer No
- d. New Hires to GS-13 (PWD) Answer No

Triggers Among New Hires for Senior Grade Levels with Qualified Applicants as Benchmark Grade % PWD (Qualified) % PWD (New Hire) PWD Trigger Grade 13 5.70% 24.80% No Grade 14 5.30% 20.80% No Grade 15 4.80% 25.00% No SES/Executive 3.70% 16.70% No

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

- a. New Hires to SES (PWTD) Answer No
- b. New Hires to GS-15 (PWTD) Answer Yes
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

Triggers Among New Hires for Senior Grade Levels with Qualified Applicants as Benchmark Grade % PWTD (Qualified) % PWTD (New Hire) PWTD Trigger Grade 13 1.80% 2.60% No Grade 14 1.80% 2.10% No Grade 15 2.10% 0.00% Yes SES/Executive 2.80% 16.70% No

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

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

Part J IV, D.5 & D.6: Triggers Among Qualified Internal Applicants for Promotions to Supervisory Positions with Total Applicants as Benchmark Supervisory Status % PWD (Total Eligible Applicants) % PWD (Qualified) PWD Trigger Executive 6.80% 6.20% Yes Manager 7.90% 8.70% No Supervisor 0.00% 0.00% No Triggers Among Internal Selections for Promotions to Supervisory Positions with Qualified Applicants as Benchmark Supervisory Status % PWD (Qualified) % PWD (Promoted) PWD Trigger Executive 6.20% 13.50% No Manager 8.70% 4.80% Yes Supervisor 0.00% 0.00% No

6. Does your agency have a trigger involving PWT D 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 (PWT D) Answer Yes
  - ii. Internal Selections (PWT D) Answer Yes
- b. Managers
  - i. Qualified Internal Applicants (PWT D) Answer Yes
  - ii. Internal Selections (PWT D) Answer Yes
- c. Supervisors
  - i. Qualified Internal Applicants (PWT D) Answer No
  - ii. Internal Selections (PWT D) Answer No

Triggers Among Qualified Internal Applicants for Promotions to Supervisory Positions with Total Applicants as Benchmark Supervisory Status % PWT D (Total Eligible Applicants) % PWT D (Qualified) PWT D Trigger Executive 3.10% 2.60% Yes Manager 2.90% 2.70% Yes Supervisor 0.00% 0.00% No Triggers Among Internal Selections for Promotions to Supervisory Positions with Qualified Applicants as Benchmark Supervisory Status % PWT D (Qualified) % PWT D (Promoted) PWT D Trigger Executive 2.60% 2.60% Yes Manager 2.70% 0.00% Yes Supervisor 0.00% 0.00% No

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

- a. New Hires for Executives (PWD) Answer No

- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

Triggers Among New Hires to Supervisory Positions with Qualified Applicants as Benchmark Supervisory Status % PWD (Qualified) % PWD (New Hire) PWD Trigger Executive 4.50% 23.5% No Manager 5.20% 25.0% No Supervisor 0.00% 0.0% No

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

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

Triggers Among New Hires to Supervisory Positions with Qualified Applicants as Benchmark Supervisory Status % PWTD (Qualified) % PWTD (New Hire) PWTD Trigger Executive 2.30% 5.90% No Manager 1.80% 0.00% Yes Supervisor 0.00% 0.00% No

## 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 No

Over 79%, a 9% increase from FY 2021, of eligible Schedule A employees that successfully completed the two-year trial were converted to a career-conditional appointment. Most of remaining eligible Schedule A employees were converted to another Schedule A appointment while the others resigned or were terminated.

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.00	0.03
Permanent Workforce: Resignation	132	0.74	1.20
Permanent Workforce: Retirement	316	2.32	2.76

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Other Separations	91	0.90	0.75
Permanent Workforce: Total Separations	542	3.96	4.73

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	3	0.00	0.03
Permanent Workforce: Resignation	132	0.95	1.13
Permanent Workforce: Retirement	316	2.37	2.69
Permanent Workforce: Other Separations	91	1.42	0.76
Permanent Workforce: Total Separations	542	4.74	4.61

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.

An individual that desires to file a complaint can go to <https://www.cdc.gov/contact/accessibility.html>

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 information on Architectural Barriers Act is found at <https://www.cdc.gov/oeowe/eoguidance/policy.htm#barriers>

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.

CDC is committed to complying with federal regulations to improve and advance accessibility of its facilities and technology. Agency leaders from OEEOWE; the Office of Safety, Security, and Asset Management; and the Office of the Chief Information Officer (OCIO) collaborate to proactively identify and improve accessibility of agency facilities and/or technology. Some of the practices, programs, and plans to create an accessible workplace includes the following: • Establishment of a reserve for most

requested accessibility technology equipment. • Briefings on upcoming building and facility projects to employees with disabilities. • Use of the Deque University Accessibility Training program to implement long-term system, application, and infrastructure solutions. • Upgrades to MS Teams and Zoom platforms to provide captioning and transcription features in a virtual setting. • Video Remote Interpreting to allows person who are deaf or hard of hearing to communicate with a hearing person at the same site via videoconferencing instead of live, on- site interpreting.

### C. REASONABLE ACCOMMODATION PROGRAM

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

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

The RA program managed 747 requests for reasonable accommodations in FY 2022, with 88% closed within 60 days of receiving qualifying information.

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.

FY 2022 Reasonable Accommodations Accomplishments/New Initiatives Report The top three accommodations provided were related to: a. Modified Work Schedules b. General Equipment (e.g., chairs, sit/stand workstations) c. Other (e.g., change in supervisory methods, job coach) Accomplishments: a. Developed two e-Learning ADA training videos on Reasonable Accommodation for employees, supervisors, and managers. b. Developed Religious Accommodation process, job aid, training, and flow diagrams for supervisors, managers, and employees to track all requests for religious accommodations in accordance the Title VII. c. Developed customer service surveys for the Accommodation Tracking System (ATS). d. Provided the National Employment Law Institute (NELI) Training for Supervisors/Managers and Employees by conducting 6 training sessions for CDC employees, managers, and supervisors. e. Processed a total of 32 Other than coach class travel requests with a 100% efficiency rating. f. Processed a total of 747 reasonable accommodation requests, a 211% increase from previous year. g. Provided Personal Assistant Services (PAS) and collaborated with HHS and Precision HealthCare Consultants that resulted in accommodations for Persons with Targeted Disabilities. h. Collaborated with outside organizations such as the Job Accommodation Network (JAN), GA State Rehabilitation Agency, Bobby Dodd Institute which resulted in the acquisition of assistive technology devices and services for providing reasonable accommodations. i. Developed new enhancements for the Accommodation Tracking System (ATS) by working with the Management Information Systems Office (MISO) for more efficiency to process reasonable accommodation requests. j. Collaborated with the 508 Coordinator for RA solutions by providing approved IT solutions for equipment such as monitors, software (Dragon Naturally Speaking Software). k. Provided RA training for the HRO Workers Compensation staff to address the cross-over of RA issues which resulted in the inclusion of reasonable accommodation training in the quarterly briefings to employees and supervisors and developed the training materials for presentation. l. Coordinated with the CDC HRO Selective Placement Coordinator for 6 HHS-Wide reassignment searches because of reasonable accommodations.

### 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 Policy was approved in August 2019. There was one request for PAS in FY 2022.

## 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.

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### 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 Yes

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.

In pursuant to the Elijah E. Cummings Federal Employee Antidiscrimination Act of 2020, a notification of EEO violation was electronically posted on September 23, 2022. CDC was found to have violated EEO laws by engaging in disability and reprisal-based discrimination, was ordered to pay back pay and compensatory damages, and discipline the manager. In accordance with the Elijah E. Cummings Federal Employee Antidiscrimination Act of 2020, CDC posted a Notification of Equal Employment Opportunity Violation on its Internet and intranet sites.

## Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

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



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