

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

Based on CRCL-provided data within the FY 2023 MD-715, B4-2 Participation Rates for General Schedule (GS) Grades by Disability (Permanent) data table and the Utilization-Permanent table, CISA is exceeding the 12 percent regulatory onboard goal in both clusters: Clusters GS-1 to GS-10 and GS-11 to SES (PWD). Cluster GS-1 to GS-10 (PWD) 32.43% Cluster GS-11 to SES (PWD) 37.13%

*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

Based on CRCL-provided data within the FY 2023 MD-715, B4-2 Participation Rates for General Schedule (GS) Grades by Disability (Permanent) data table and the Utilization-Permanent Table, CISA is exceeding the 2 percent regulatory onboard goal in both clusters: Clusters GS-1 to GS-10 and GS-11 to SES (PWTD). Cluster GS-1 to GS-10 (PWTD) 4.05% Cluster GS-11 to SES (PWTD) 3.03% Cluster GS-11 to SES (PWTD) 3.03%

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--		12%		2%
Grades GS-11 to SES	2906	1079	37.13	88	3.03
Grades GS-1 to GS-10	74	24	32.43	3	4.05

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

Benchmark hiring goals are established for individuals with disabilities, targeted disabilities, and Schedule A hires, which are

briefed monthly to CISA leadership from OEDIA and with data from Workforce Analytics from OCHCO. Additionally, divisions and MEOs receive office-specific demographics digests every other month to keep everyone abreast of their diversity data as it relates to persons with disabilities and persons with targeted disabilities. During FY 2023, CISA continued to maintain no less than 12 percent hiring goal for Individuals with Disabilities across all grade levels; and no less than two percent hiring goal for Individuals with Targeted Disabilities across all grade levels.

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 No

The Office of Equity, Diversity, Inclusion and Accessibility (OEDIA) was formed in July 2021, and has since brought on nine employees since the time of this report, which includes the OEDIA Chief. However, staffing remains a challenge regarding the disability program. OEDIA will be building out its Accessibility and Equity Sub-division. The Associate Chief has been hired for this sub-division. Furthermore, this sub-division will have its own dedicated staff to carry out the functions within the disability program, including reasonable accommodations (RA), policy and procedures; personal assistance services—as well as its policy and procedures; and, including staff to serve as the Disability Program Manager and Two Reasonable Accommodation Coordinators. While the Associate Chief of this position reports to the Chief, OEDIA (EEO Director), there will be an RA firewall as the Chief will not be involved in the day-to-day functions of the role.

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	

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

The Acting Disability Program Manager and Technical Reasonable Accommodation Coordinator were provided with relevant training as provided by OPM, JAN – Lunch and Learn: Disability Session, the OEDIA New Employee Orientation as part of the CISA Core Academy, and EEO RA sessions at the Blacks in Government Conference – EEO Institute. Further, due to staffing shortages, DHS HQ has been assisting CISA in processing RA requests. For the upcoming year, training will continue to include relevant training from the EEOC Training Institute while also registering for disability and reasonable accommodation- related trainings offered by other federal agencies and the National Employment Law Institute. Additionally, all disability program staff attended the 2023 DHS EEOD Training Conference, where Reasonable Accommodation Training was provided. Finally, the Associate Chief attended DHS Accessibility Day 2023, where training on Section 508 and assistive technology was provided.

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 No

Funding will be requested for particular disability program area functions, such as a comprehensive RA case management and tracking software to effectively manage and process RA requests, a centralized reasonable accommodation fund, funding for relevant workforce training, and additional staff to carry out disability program functions. OEDIA will be building out its Accessibility and Equity Sub-division, which will manage CISA's disability program.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		
Objective	To outline the reasonable accommodation procedures for applicants and employees to members of the public on CISA.gov.		
Target Date	Sep 30, 2023		
Completion Date	Sep 30, 2023		
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	OEDIA has developed and published a Disability Discrimination and Reasonable Accommodation toolkit and Disability Etiquette Brochure, both of which are available on our intranet site. OEDIA will be onboarding an Associate Chief of our Access and Equity/Reasonable Accommodation Division in FY23.	
	2023	CISA's RA process and procedures are posted for employees and the public, and it is also available on the intranet and public CISA.gov sites.	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]								
Objective	With confirmation of billets approved for OEDIA, CISA will permanently fill the Women’s, Hispanic, and Disability SEPM roles to effectively carry out the full functions of the special emphasis program.								
Target Date	Sep 30, 2024								
Completion Date									
Planned Activities	<table border="1"> <thead> <tr> <th data-bbox="415 462 613 504"><i>Target Date</i></th> <th data-bbox="613 462 808 504"><i>Completion Date</i></th> <th data-bbox="808 462 1524 504"><i>Planned Activity</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="415 504 613 546"></td> <td data-bbox="613 504 808 546"></td> <td data-bbox="808 504 1524 546"></td> </tr> </tbody> </table>			<i>Target Date</i>	<i>Completion Date</i>	<i>Planned Activity</i>			
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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)]		
Objective	To develop the anti-harassment policy and procedures to include disability-based harassment examples in compliance with EEOC’s enforcement guidance.		
Target Date	Sep 30, 2024		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	As part of the CISA Core Academy, OEDIA has delivered the current DHS Anti-Harassment policy and procedures to all new employees, including new managers and supervisors, on a bi-weekly basis.	
	2023	CISA hired an Associate Chief of OEDIA’s Access & Equity/Reasonable Accommodation Division, who can work with the appropriate CISA DIVs and MEOs as they develop CISA’s Anti-Harassment Program independent of DHS HQ’s AHU Program.	

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR § 1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	To develop an affirmative action plan I compliance with federal regulations and make it accessible on both the intranet and the public-facing CISA.gov website.		
Target Date	Sep 30, 2025		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	OEDIA established CISA’s special emphasis program is to ensure that agencies take affirmative steps to provide equal opportunity to all CISA employees in all areas in the employee life cycle. This program serves as a channel for management officials to strategically promote diversity, equity, inclusion, and accessibility in the workplace. OEDIA also established the following Employee Association Groups: African American, Asian American, Disability, LGBTQ+, Hispanic, Native American & Alaskan Native, Native Hawaiian & Pacific Islanders, and Women, and has hosted ten (10) special observance events.	
	2023	For the 2023 FEVS, CISA had a 74.6% response rate. 81% of questions are strengths, scoring 65% positive or higher, and 92% of questions have scores higher than DHS, by 10 points on average. - Global Satisfaction Index scores increased from 2022 by 4.9 percentage points or approximately 7.5% - The Employee Engagement Index scores increased from 2022 by 2.2 percentage points or approximately 3% - The Performance Confidence Index scores increased from 2022 by 1 percentage point or approximately 1% - The DEIA Index scores increased from 2022 by 2.2 percentage points or 3%. The 2023 DEIA Survey was expanded based on feedback from the inaugural survey in 2022, allowing CISA to gather information that was not previously captured from its workforce, with a response rate on par with that of the 2022 survey. Results for this survey are still being analyzed.	

Brief Description of Program Deficiency	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]		
Objective	To provide the public with a means of communication with OEDIA for disability-related questions.		
Target Date	Dec 31, 2023		
Completion Date	Sep 30, 2023		
Planned Activities	<i>Target Date</i>	<i>Completion Date</i>	<i>Planned Activity</i>
Accomplishments	<i>Fiscal Year</i>	<i>Accomplishment</i>	
	2022	OEDIA launched the intranet webpage for the workforce to provide the following programs and services: Consulting; Dear Guidance; Special Emphasis Programs; Employee Association Groups; Resolutions; Complaints Processing; Alternative Dispute Resolution; Guidance; Disability Etiquette; Recruit for Diversity; Toolkits; Reasonable Accommodation; Interpreting Services; Policy; Statements & Directives; Executive Orders; Law & Regulations; Workforce Training; and D&I Trend Analyses Reports. OEDIA will create an internet page on CISA.gov outlining its programs and services, and relevant contact information.	
	2023	CISA’s RA process and procedures are posted for employees and the public, and it is also available on the intranet and public CISA.gov sites.	

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.

CISA accepts applications from individuals with disabilities for positions announced under merit promotion selection method. A separate non-competitive list of eligible individuals is provided to the selecting official for individuals with disabilities exempt from competitive procedures, to include qualifying individuals with disabilities. CISA has a publicly identified Selective Placement Program Coordinator (SPPC) that individuals with disabilities may contact directly to inquire about opportunities and receive assistance with placement opportunities within the agency. CISA has a publicly identified Veteran Employment Program Manager (VEPM) that veterans, including veterans with disabilities may contact directly to inquire about opportunities and receive assistance with placement opportunities within the agency. Additionally, CISA has information available on www.cisa.gov/careers regarding special recruitment opportunities for individuals with disabilities and information on www.cisa.gov/veterans regarding resources and special recruitment opportunities for veterans and the military community. CISA hosted 3 virtual career fairs in FY23 during which registrants could indicate their eligibility for non-competitive hiring under Schedule A Authority for Persons with Intellectual Disabilities or Severe Physical Disabilities and Psychiatric Disabilities and 30 Percent or More Disabled Veterans Authority. CISA recruiters followed up with those that indicated their eligibility to validate the candidate’s eligibility and match them with a vacant CISA position. CISA recruiters highlight these candidates to appropriate/matched selecting officials and provide guidance and instruction to the selecting official on the hiring process and next steps. Resumes for non-competitive eligible candidates to include those eligible Schedule A Authority for Persons with Intellectual Disabilities, Severe Physical Disabilities and Psychiatric Disabilities and 30 Percent or More Disabled Veterans Authority are stored in a searchable resume database where any selecting official may search, find, and hire an individual with a disability.

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

CISA leverages Schedule A Authority for Persons with Intellectual Disabilities, Severe Physical Disabilities and Psychiatric

Disabilities and 30 Percent or More Disabled Veterans Authority. These two authorities were among the top three most used hiring authorities within the agency in FY23. In addition to promoting these hiring paths at recruitment engagements, CISA employs recruiters who seek out active and passive talent using platforms such as Dice.com, ClearanceJobs.com, LinkedIn, and the USAJOBS Agency Talent Portal (ATP) that are eligible for Schedule A and 30 Percent or More non-competitive hiring to quickly fill vacant positions.

- 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.

CISA accepts applications from individuals with disabilities for positions announced under merit promotion selection method. A separate non-competitive list of eligibles is provided to the selecting official for consideration of individuals with disabilities exempt from competitive procedures, to include qualifying individuals with disabilities. When the CISA Selective Placement Program Coordinator (SPPC) or Veteran Employment Program Manager (VEPM) is contacted by an individual with a disability, they review the candidate's qualifications against available vacant positions. The SPPC or VEPM then highlight qualified candidates to appropriate/matched selecting officials and provide guidance and instruction to the selecting official on the hiring process and next steps. Resumes for non-competitive eligible candidates to include those eligible Schedule A Authority for Persons with Intellectual Disabilities, Severe Physical Disabilities and Psychiatric Disabilities and 30 Percent or More Disabilities Veterans Authority are stored in a searchable resume database where any selecting official may search, find, and hire an individual with a disability.

- 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 • Hiring Manager Training – Annually; Overview of hiring process at CISA including an overview of available hiring authorities and flexibilities. • HR Essentials – Ongoing; Mandatory training for new supervisors within DHS that must be completed within their first year as a new supervisor. Overview of the hiring process at DHS including an overview of available hiring authorities and flexibilities.

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.

CISA participated in the DHS-led webinar promoting opportunities and hiring resources to individuals with disabilities. CISA is connected to veteran and diversity and inclusion groups on LinkedIn such as "Diversity Professionals Network" and "Diversity Professional Jobs and Resources Network" and Military Veteran to Civilian Career Transitions." CISA recruiters promote CISA vacancy announcements and recruitment events in these groups. In addition, CISA maintained its partnerships with over 100+ military installation Transition Assistance Programs (TAPs) sharing our open vacancies, promoting our events and Information sharing. In addition, connections to multiple State Veteran Program and Veteran Placement groups. CISA Recruiters will work in FY23 to establish contacts with state and local employment services, as well as to establish hiring from the Department of Labor's Workforce Recruitment Program for students and recent graduates with disabilities. Additionally, vacancies and opportunities are shared with the Disability Employee Association Group (DEAG) for wider distribution.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

Table B-1. New Hire for Permanent Workforce (PWD) – 43.11% New Hires for Permanent Workforce (PWTD) – 7.78%

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	245	7.35	0.00	3.67	0.00
% of Qualified Applicants	12	8.33	0.00	8.33	0.00
% 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 No

b. New Hires for MCO (PWTD) Answer No

Table B6-1. A review of Table B6-1 identifies one mission-critical occupation – 2210. New Hires (PWD and PWTD): There were no external hires. Thus, there is no data to analyze.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
2210 INFORMATION TECHNOLOGY	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 N/A

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

Per DHS CRCL, the data are statistically insufficient and unreliable to make a sound determination. First, over 60% of the relevant population has not identified whether they have a disability, because disclosure is voluntary. OPM is aware of that structural issue. Second, only two individuals were selected.

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 No

b. Promotions for MCO (PWTD) Answer No

Table B6-1. A review of Table B6-1 identifies one mission-critical occupation – 2210. Internal Applicants (PWD) – Competitive Promotions: Insufficient data to analyze. Two individuals promoted, and those individuals chose not to disclose whether they are an individual with a disability.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The Office of Chief Learning Officer (OCLO) will begin examining career paths for advancement of CISA employees, including PWD and PWTD. In doing so, and in collaboration with other offices, the agency will review and analyze equity in leadership development program participation rates, opportunities, and outcomes by underserved groups.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

There are currently several career development programs available to CISA employees, including individuals with disabilities, through OCLO: The Leader Development Program (Supervisor and Managerial Training): The Leader Development Program unifies the investment that DHS makes in all leaders anywhere in the Department by providing Leader Development Competencies, standards, and expectations in learning and development at all levels of leadership. The program is developed collaboratively by representatives and senior officials from across DHS and is led by a dedicated central office. It addresses the Leader Development expectations of DHS employees at every level, from Team Member to Team Lead, Supervisor, Manager, and Executive. CISA Coaching Service: In collaboration with the DHS Coaching Talent Bank, our program will pair employees or groups with coaches to provide guidance and improve performance. Percipio: This is Skillsoft's more recent immersive learning platform that offers courses to satisfy the Lead Development Program, as well as other courses to meet one's particular needs and/or interest. CISA Shadow Program: Employees will have an opportunity to: spend time shadowing a leader in action, get a peek into the leadership decision-making process, and discuss challenges they face throughout the day. Treasury Executive Institute: This program focuses on GS-14, GS-15, and SES positions to help successful leaders enrich their leadership and professional skills to strengthen their agencies. This program aligns with the Office of Personnel Management (OPM) Executive Core Qualifications (ECQ) and their supporting competencies, as well as, cutting edge themes. Additionally, in FY23, OCLO plans to roll out CISA's Mentoring Program: This program is designed to provide professional development and to enhance learning between colleagues at different levels in their career and with different perspectives and backgrounds. Competitive career development programs are as follows: The first 13 programs come down from DHS with available seat counts, the last 3 do not, but are included and advertised via our open season programming. - (DHS) National Guard Bureau's Homeland Security Institute (HSI) & Harvard Kennedy School – General and Flag Officer Homeland Security Executive Seminar (GFOS) - (DHS) National Guard Bureau's Homeland Security Institute (HSI) & Harvard Kennedy School - Leadership in Homeland Security Seminar (LHS) - (DHS) Naval Postgraduate School (NPS) – Center for Homeland Defense and Security (CHDS) Master's Degree Program - (DHS) Naval Postgraduate School (NPS) – Center for Homeland Defense and Security (CHDS) Emergence Program - (DHS) Naval Postgraduate School (NPS) – Center for Homeland Defense and Security (CHDS) Executive Leaders Program - (DHS) Defense Civilian Emerging Leader Program - (DHS) National Intelligence University - (DHS) National Security Executive Leadership Seminar - (DHS) DHS Joint Missions Fellows Program - (DHS) Department of Defense Service Schools - (DHS) DHS-RAND Fellowship - (DHS) Air Force Institute of Technology's (AFIT) Test and Evaluation Certificate Program (TECP) - Federal Executive Institute (FEI) - Center for Leadership Development - Harvard Executive Education Programs - Partnership for Public Service Additionally, CISA participated in the DHS Department-wide Executive Women in Motion Program (EWIM) by providing a resource to support the co-sponsorship collaboration activities and efforts with DHS components FPS and USCIS in the planning, coordination, and execution of the program. EWIM is a career development program created by the Office of Personnel Management designed for women in GS13-15

grade levels and focuses on mentorship, and panel discussions on executive core qualifications (ECQs). The Program featured Senior Executive Women serving as mentors and panelists. There were 317 participants across DHS and was reported that participants felt encouraged to advance and achieve their career goals.

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	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
Fellowship 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
Training 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
Mentoring 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 No
- b. Selections (PWD) Answer No

Per Tables B7-1 Filler, B7-2 Filler, B8-1, and B8-2, there were no applicants across the above career development programs. CISA will improve its data collection for demographics across career development programs.

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

As stated above, the data revealed no applicants, including people with targeted disabilities.

C. AWARDS

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

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

Table B9. All levels of inclusion rate for time-off awards (PWD & PWTD) – no trigger as there is parity between all groups. All

levels of inclusion rate for time-off awards (PWD & PWTD) – no trigger as there is relative parity between all groups. 1-10 hours: 27.81% (PWD) and 2.28% (PWTD) 11-20 hours: 33.69% (PWD) and 2.67% (PWTD) 21-30 hours: 35.90% (PWD) and 1.28% (PWTD) 31-40 hours: 43.50% (PWD) and 3.14% (PWTD) 41+ hours: 0% All levels of inclusion rate for cash awards (PWD & PWTD) – no trigger as there is relative parity between all groups. \$500 and under: 43.10% (PWD) and 2.30% (PWTD) \$501-999: 39.32% (PWD) and 2.97% (PWTD) \$1,000-1,999: 35.80% (PWD) and 2.19% (PWTD) \$2,000-2,999: 31.81% (PWD) and 1.83% (PWTD) \$3,000-3,999: 37.10% (PWD) and 3.18% (PWTD) \$4,000-4,999: 39.88% (PWD) and 4.67% (PWTD) \$5,000+: 30.80% (PWD) and 1.64% (PWTD)

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1226	30.92	48.06	30.77	30.93
Time-Off Awards 1 - 10 Hours: Total Hours	9433	230.28	374.29	219.78	231.23
Time-Off Awards 1 - 10 Hours: Average Hours	7.69	0.68	0.49	7.85	0.03
Time-Off Awards 11 - 20 hours: Awards Given	374	11.42	13.52	10.99	11.46
Time-Off Awards 11 - 20 Hours: Total Hours	5772	178.42	208.25	178.02	178.46
Time-Off Awards 11 - 20 Hours: Average Hours	15.43	1.42	0.98	17.80	-0.06
Time-Off Awards 21 - 30 hours: Awards Given	156	5.08	5.14	2.20	5.34
Time-Off Awards 21 - 30 Hours: Total Hours	3739	121.94	123.17	52.75	128.16
Time-Off Awards 21 - 30 Hours: Average Hours	23.97	2.18	1.52	26.37	0.00
Time-Off Awards 31 - 40 hours: Awards Given	223	8.79	6.86	7.69	8.89
Time-Off Awards 31 - 40 Hours: Total Hours	8202	327.74	249.08	307.69	329.55
Time-Off Awards 31 - 40 Hours: Average Hours	36.78	3.38	2.31	43.96	-0.27
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	740	26.38	24.13	24.18	26.58
Cash Awards: \$501 - \$999: Total Amount	478002.08	16716.31	15794.01	15548.35	16821.33
Cash Awards: \$501 - \$999: Average Amount	645.95	57.44	41.56	706.75	-0.94
Cash Awards: \$1000 - \$1999: Awards Given	1095	35.54	37.97	26.37	36.36
Cash Awards: \$1000 - \$1999: Total Amount	1362044.9	43750.89	47242.15	31715.38	44833.13
Cash Awards: \$1000 - \$1999: Average Amount	1243.88	111.61	79.00	1321.47	2.82
Cash Awards: \$2000 - \$2999: Awards Given	437	12.60	16.44	8.79	12.94

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Total Amount	989679.79	28445.43	37306.73	19670.33	29234.50
Cash Awards: \$2000 - \$2999: Average Amount	2264.71	204.64	144.04	2458.79	1.95
Cash Awards: \$3000 - \$3999: Awards Given	283	9.52	9.33	9.89	9.49
Cash Awards: \$3000 - \$3999: Total Amount	936348.08	31953.62	30502.44	32472.66	31906.95
Cash Awards: \$3000 - \$3999: Average Amount	3308.65	304.32	207.50	3608.08	7.24
Cash Awards: \$4000 - \$4999: Awards Given	321	11.60	10.86	16.48	11.17
Cash Awards: \$4000 - \$4999: Total Amount	1441820.05	52120.07	48805.22	75056.44	50057.61
Cash Awards: \$4000 - \$4999: Average Amount	4491.65	407.19	285.41	5003.76	-6.14
Cash Awards: \$5000 or more: Awards Given	1526	42.61	59.11	27.47	43.97
Cash Awards: \$5000 or more: Total Amount	11151584.17	305397.16	438328.38	190908.65	315692.07
Cash Awards: \$5000 or more: Average Amount	7307.72	649.78	470.81	7636.34	21.54

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

Table B9-1. Quality Step Increase inclusion rate (PWD & PWTD) – no trigger as there is at least parity between the groups. PWD = 32.93% and PWTD = 1.22%. NOTE: 7.32% did not identify whether they were a PWD. As stated above, this unknown data point strains the data’s reliability. OPM is aware of this issue.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	56	0.91	2.60	0.00	0.99

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 No
- b. Other Types of Recognition (PWTD) Answer No

Not in data tables.

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

Table B7-1 Filler. SES or Equivalent – There is no reliable data for the appropriate benchmark of the relevant data pool to compare it to the qualified applicant pool. GS-15 – there is not enough data to support a trigger. There were 101 internal qualified applicants. All were referred, and five were selected. Four of the five (80%) selectees did not identify as a PWD. GS-14 – there is not enough data to support a trigger. There were 100 internal qualified applicants. Seventy-two were referred, and six were selected. All five (100%) of the selectees did not identify as a PWD. GS-13 – there is not enough data to support a trigger. There were 68 internal qualified applicants. Sixty-two were referred, and six were selected. Three (50%) of the selectees did not identify as a PWD, and one (17%) PWD was selected.

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

Table B7-1 Filler. The responses above apply to these questions, with one exception. No PWTD was selected.

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

Table B7-2 Filler. a. – d. The data table shows 0’s across the board.

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 No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

Table B7-2 Filler. The data table shows 0% across the board.

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

Table B8-1. Per DHS HQ CRCL, there are too few actions to respond to this question during this reporting period. Furthermore, with respect to those few actions, all are unidentified as PWD.

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

Table B8-1. Per DHS HQ CRCL, there are too few actions to respond to this question during this reporting period. Furthermore, with respect to those few actions, all are unidentified as PWTD.

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

Table B8. Per DHS HQ CRCL, there are too few actions to respond to this question during this reporting period. Furthermore, with respect to those few actions, all are unidentified as PWD.

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

Table B8. Per DHS HQ CRCL, there are too few actions to respond to this question during this reporting period. Furthermore, with respect to those few actions, all are unidentified as PWD.

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

Per data provided by HQ CRCL via the CISA Schedule A detail report FY23Q4, the following represents CISA Schedule A Conversions: • 63 Employees Eligible for Schedule Conversion • 22 Converted (34.92%) • 33 Not Converted (65.08%) • 1 Separated • 7 Assumed new position which restarted their 24 months eligibility or non-competitively promoted. CISA OEDIA will inquire why those 33 individuals have not been converted, and will collaborate on measures to promote efficiency in conversion. Additionally, guidance will be developed for managers regarding the Schedule A conversion process.

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 Yes

Table B1. Data below is for permanent workforce: Voluntary (Resignation & Retirement) (PWD) Resignation – 31.25% (PWD) as compared to 56.25% (No disability) Retirement – 33.33% (PWD) as compared to 60% (No disability) Involuntary (Removal, Other – Note there was no data for RIF) Removal – 63.64% (PWD) as compared to 9.09% (No disability) NOTE: there were 11 total removals, seven (7) where PWD, one (1) was no disability, and three (3) have not identified as a PWD. This is insufficient data to warrant a trigger at this point. Other Separation – 30.77% (PWD) as compared to 56.92% (No disability)

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	11	0.59	0.20
Permanent Workforce: Resignation	64	1.69	2.22
Permanent Workforce: Retirement	45	1.27	1.51
Permanent Workforce: Other Separations	65	1.69	2.27
Permanent Workforce: Total Separations	185	5.25	6.21

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

Table B1. Data below is for permanent workforce: Voluntary (Resignation & Retirement)(PWTD) Resignation – 0% (PWTD) as compared to 56.25% (No disability) Retirement – 4.44% (PWTD) as compared to 60% (No disability) Involuntary (Removal & Other)(PWTD) Removal – 9.09% (PWTD) as compared to 9.09% (No disability) Other – 3.08% (PWTD) as compared to 56.92% (No disability)

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	11	0.95	0.33
Permanent Workforce: Resignation	64	0.00	2.09
Permanent Workforce: Retirement	45	1.90	1.41
Permanent Workforce: Other Separations	65	1.90	2.06
Permanent Workforce: Total Separations	185	4.76	5.89

- 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.

- 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.

Accessibility | CISA

- 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.

Accessibility | CISA at Related Accessibility Laws. “If you believe that the Information and Communication Technology (ICT) used by DHS does not comply with Section 508 of the Rehabilitation Act, you may file a 508 complaint by following the steps outlined on the Civil Rights and Civil Liberties Make a Civil Rights Complaint page, and using the optional DHS Technology Accessibility Issue Reporting Form” (id. at Report Accessibility Issues or File a Formal Complaint).

- 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.

CISA’s new 508 Compliance Program Manager in the Office of the Chief Information Officer (OCIO) and OEDIA are partnering to ensure advancement of accessibility at CISA. Additionally, OCIO is planning to take several actions, such as develop CISA’s Accessible Technology Program to provide an accessible work infrastructure, identify accessible technology partners, remove technology barriers, reviewing best practices, and measuring and reporting on digital accessibility. Further, OEDIA has been working with the Office of Chief Operations Support Officer, Facilities, to ensure that facilities undergoing renovation, St. Elizabeth Campus, follows not only the Architectural Barriers Act but also implementing beyond-compliance measures, such as push-button access for areas of ingress and egress, and restrooms, a certain number of individual stalls that are also wheelchair accessible, among other considerations. Moreover, OEDIA is planning to develop a review process to assess the accessibility of other, existing buildings occupied by CISA, and review the occupant emergency plans to ensure alignment with any updates. Finally, OCIO and OEDIA are developing a streamlined assistive technology process to reduce the administrative burden for RA requestors and decision makers.

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.)

Due to the current staffing resources, DHS HQ has been processing CISA's reasonable accommodation (RA) requests with CISA staffing an Acting Disability Program Manager and Technical RA Coordinator SME. CISA is awaiting confirmation on processing timelines from our RA liaison.

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.

Due to the current staffing resources, DHS HQ has been processing CISA's reasonable accommodation (RA) requests with CISA staffing an Acting Disability Program Manager and Technical RA Coordinator SME. OEDIA will develop the RA policy and procedures. All rights, responsibilities, examples, and processing timelines will also be included. Please note that all policies are reviewed by SPP before forwarded to leadership to review and signature. Once final, it will be accessible on both the intranet and public-facing CISA.gov website.

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.

OEDIA will develop the PAS policy and procedures for qualifying individuals who require assistance with performing activities of daily living that an individual would typically perform if they did not have a disability, and that is not otherwise required as a reasonable accommodation, including, for example, assistance with removing and putting on clothing, eating, and using the restroom. All rights, responsibilities, approved services with examples, and processing timelines will also be included. Please note that all policies are reviewed by SPP before forwarded to leadership to review and signature. Once final, it will be accessible on both the intranet and public-facing CISA.gov 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.

Component 462 report. N/A – there were no findings of discrimination alleging harassment based on disability status in FY23.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer Yes

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

Answer 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.

Component 462 report.

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