Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

Fiscal Year 2018

Transportation
Security
Administration

Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWD)   Answer   Yes

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

> The percentage of Persons with Disabilities in the GS-1 to GS-10 cluster was 4.36% in FY 2018, which falls below the goal of 12%. The percentage of Persons with Disabilities in the GS-11 to SES cluster was 11.12% in FY 2018, which falls below the goal of 12%.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWTD)   Answer   Yes

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

> The percentage of Persons with Targeted Disabilities in the GS-1 to GS-10 cluster was .73% in FY 2018, which falls below the goal of 2%. The percentage of Persons with Targeted Disabilities in the GS-11 to SES cluster was 1.20% in FY 2018, which falls below the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	45421	1656	3.65	332	0.73
Grades GS-11 to SES	17955	940	5.24	215	1.20

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

> The agency has communicated the numerical goals through emails, broadcast messages and information sessions.

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	
Processing applications from PWD and PWTD	2	0	0	
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Mark Escherich, Veterans Hiring Coordinator, Human Capital, Mark.Escherich@tsa.dhs.g
Processing reasonable accommodation requests from applicants and employees	4	0	0	
Section 508 Compliance	1	0	0	Thomas Lockley, Section 508 Coordinator, Information Technology, Thomas.Lockley@tsa.dhs.g

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	Michael Looney, Disability Program Manager, Civil Rights & Liberties, Ombudsman and Traveler Engagement, Michael.Looney@tsa.dhs.g
Special Emphasis Program for PWD and PWTD	1	0	0	Michael Looney, Disability Program Manager, Civil Rights & Liberties, Ombudsman and Traveler Engagement, Michael.Looney@tsa.dhs.g

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 FY18, the Disability Program Manager participated in eight Job Accommodation Network (JAN) reasonable accommodation training webinars, and four Employee Assistance and Resource Network on Disability Inclusion training webinars. The Reasonable Accommodation Program staff participated in webinars that provided training on reasonable accommodation, reasonable accommodation for federal employees with mental health issues, FMLA, religious accommodations, telework and flexible leave polices and reasonable accommodation law, challenges and solutions.

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

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	To increase the total percentage of RA request being processed within the required timeframe.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		Address the matter of cases involved in the reassignment process that take longer than 60 days to close.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
Objective	Update TSA Exit Survey to include new targeted disability list and questions about improving the hiring and retention of individuals with disabilities.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Dec 31, 2018	November 14, 2018	Provide list of new targeted disabilities
	Dec 31, 2018	November 30, 2018	Review TSA Exit Survey to determine what questions need to be added to obtain feedback about TSA efforts to hire and retain individuals with disabilities.
	Sep 30, 2019		Submit questions to Human Capital, Workforce Assessments Office to be added to TSA Exit Survey
Accomplishments	*Fiscal Year*	*Accomplishment*	

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	Post the FY18 Affirmative Action Plan to TSA internal and external website.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jul 31, 2019		Post current Affirmative Employment Plan
Accomplishments	*Fiscal Year*	*Accomplishment*	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Over the last fiscal year, TSA utilized a variety of recruitment sources designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities within TSA occupations. The following offices and organizations were utilized to conduct targeted recruitment for potential PWD/PWTDs and Disabled Veterans applicants for TSA vacancies. • State Vocational Rehabilitation Offices; • Disability Support Organizations; • Veterans Administration Vocational Rehabilitation & Employment Offices; • DoD Transition Assistance Program (TAP); • Workforce Recruitment Program Database TSA's Disability Program Manger volunteered as a recruiter for the Workforce Recruitment Program (WRP) in November 2017 and utilized the WRP for recruitment and referral for TSA vacancies. TSA's Civil Rights & Liberties, Ombudsman and Traveler Engagement office hosted the fourth annual Disability Mentoring Day in October 2017. The program gave individuals with disabilities who are students or seeking employment hands-on career exploration and mentoring relationships. Twelve TSA employees volunteered to mentor twelve individuals with disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

POLICY NO. 1800-28, Appropriate hiring authorities to recruit and hire PWDs and PWTDs. These hiring authorities are n HCM appointment of individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities, directly to TSA positions that have been approved for the use of the non-competitive procedures. This policy does not apply to appointments made under the Transportation Security Executive Service (TSES). This appointing authority may not be used to fill positions with mandatory applicant assessment(s) and/or physical and medical requirements (e.g., Transportation Security Officer (TSO) and Federal Air Marshal (FAM) positions). • HCM POLICY NO. 337-2, Veterans' Appointing Authority: This establishes the policy and procedures for a non-competitive hiring authority for veteran appointments within TSA. TSA "Jobs at TSA" website has webpages specifically for applicants with disabilities and Veterans. The sites contain information for eligible applicants and provides the contact information of the agency point of contact. TSA's Disability Program Manager on a bi-weekly basis sent out broadcast emails with a list of current TSA vacancies and information on how to apply through our non-competitive hiring authorities. These broadcasts were sent to individuals with disabilities who have expressed interest in TSA through our recruitment and outreach efforts. TSA participated in 15 hiring events in FY 2018 exclusively for qualified applicants who are eligible for appointment under the TSA Hiring Authority for Individuals with Disabilities and Veterans Appointing Authority.

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.

The TSA Selective Placement Program Manager reviews the documentation submitted (schedule A letter) by the individual to confirm they qualify for the TSA Hiring Authority for Individuals with Disabilities. All qualified individuals are then forwarded to the hiring official for consideration for the position.

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   No

In FY2018, TSA was not able to train all hiring managers on using the hiring authorities that take disability into account. TSA's Selective Placement Program Manager and Disability Program Manager did conduct information sessions on recruiting and hiring Persons with Disabilities/Persons with Targeted Disabilities to hiring managers which included information on our non-competitive hiring authorities for veterans and individuals with disabilities. In FY 2019, information sessions on hiring IWDs will continue to be provided to hiring officials, TSA Business Management Offices who assist hiring managers with staffing efforts. TSA will also be developing training on recruiting and hiring Persons with Disabilities/Persons with Targeted Disabilities that can be utilized by Human Capital to train HC personnel and TSA hiring managers on how to recruit and hire Persons with Disabilities/Persons with Targeted Disabilities. TSA will also look ways to utilize new manager training to introduce information on non-competitive hiring authorities for Veterans and Individuals with Disabilities.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

In FY 2018, TSA continued to work with State Vocational Rehabilitation Offices, Disability Support Organizations by providing them with information on TSA's Mission Critical Occupations and hiring process for Persons with Disabilities/Persons with Targeted Disabilities. The Virginia, District of Columbia and Maryland vocational rehabilitation offices provided candidates to participate in TSA's 4th Annual Disability Mentoring Day. TSA also participated in career fairs with Gallaudet University and Bender Consulting Services. In FY 2019, TSA's Disability Program Manager (DPM) will continue to conduct information sessions with the VA, DC, MD vocational rehabilitation offices and also establish relationships with colleges/universities that have high populations of Persons with Disabilities/Persons with Targeted Disabilities. TSA's DPM also sent out bi-weekly broadcast emails with a list of current TSA vacancies and information on how to apply through our non-competitive hiring authorities. These

broadcasts were sent to vocation rehabilitation, university and disability organization contacts.

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

Among the new hires in the permanent workforce, triggers exist for Persons with Disabilities (3.22%) and Persons with Targeted Disabilities (0.35%), both of which fall below the respective benchmark of 12% for Persons with Disabilities and 2% for Persons with Targeted Disabilities.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	204825	0.00	0.00	0.00	0.00
% of Qualified Applicants	172005	0.00	0.00	0.00	0.00
% of New Hires	11051	0.00	0.00	0.00	0.00

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

    a. New Hires for MCO (PWD)   Answer   Yes

    b. New Hires for MCO (PWTD)   Answer   Yes

Among the qualified applicant pool for MCO's, triggers exist for Persons with Disabilities (0%) and Persons with Targeted Disabilities (0%). Note: 3 out of 4 of TSA's MCO's have physical and medical standards that significantly limit the total number of potential candidates with Persons with Disabilities and Persons with Targeted Disabilities in MCO's.

New Hires to Mission-Critical Occupations	Total	Reportable Disability		Targetable Disability	
		Qualified Applicants	New Hires	Qualified Applicants	New Hires
	(#)	(%)	(%)	(%)	(%)
Numerical Goal	--	12%		2%	
1801GENERAL INSPECTION, INVESTIGATION & COMPLIANCE	35462	0.00	0.00	0.00	0.00
1802COMPLIANCE INSPECTION AND SUPPORT	203094	0.00	0.00	0.00	0.00
1811CRIMINAL INVESTIGATOR	46	0.00	0.00	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
2210INFORMATION TECHNOLOGY MANAGEMENT	143	0.00	0.00	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

> Among the qualified internal applicants for MCO's, triggers exist for Persons with Disabilities (0%) and Persons with Targeted Disabilities (0%). Both fall below the relevant applicant pool benchmark. Note: 3 out of 4 of TSA's MCO's have physical and medical standards that significantly limit the total number of candidates with Persons with Disabilities and Persons with Targeted Disabilities in MCO's.

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

> Among employees promoted to any MCO, triggers exist for Persons with Disabilities (0%) and Persons with Targeted Disabilities (0%). Note: 3 out of 4 of TSA's MCO's have physical and medical standards that significantly limit the total number of candidates with of Persons with Disabilities and Persons with Targeted Disabilities in MCOs.

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.

> TSA's Disability Program Manager will continue to utilize the communication plan developed in FY18 that promoted TSA programs that support Persons with Disabilities/Persons with Targeted Disabilities at TSA. This plan included: • Issuing weekly and monthly announcements about hiring Persons with Disabilities, providing reasonable accommodations, and the importance of self-disclosure • Hosting brown bag information sessions on a variety of disability-related topics • Utilizing internal websites to provide information to employees with disabilities • Speaking to TSA Program Offices during Management Team Meetings and All Staff or Town Hall meetings to promote TSA Programs TSA Accessibility Support Services Program is working with the Training and Development office to ensure all online training modules are accessible for employees with disabilities. In FY18, TSA DPM established the Individuals with Disabilities Inclusion Council. The purpose of the council is to review TSA's efforts to recruit hire

and retain individuals with disabilities and targeted disabilities and identify problem areas. Members develop impactful action items based on the problem areas identified for TSA program offices to accomplish throughout the fiscal year. The action items will also include the recommendations from the FY16 Barrier Analysis on Hiring Individuals with Disabilities. The goal of the council is to improve the recruitment, hiring and retention of individuals with disabilities and targeted disabilities at TSA.

B. CAREER DEVELOPMENT OPPORTUNITES

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

TSA's Human Capital office has workforce engagement and development programs provided to all employees with the knowledge, skills, and abilities to better equip employees in their current and future positions. Education: TSA education programs are provided to employees in order to advance their education and skills. Individual employees who meet the eligibility criteria of these programs can elect whether they would like to apply. • TSA Associates Program • Leadership Education Program • Earn College Credit for Work Life Experience Training: These courses focus on day-to-day behavioral leadership and supervisory skills critical to becoming a successful leader within TSA. Many of these courses are a requirement for new supervisors. • A Day in the Life of a TSA Supervisor • Working through Strategic Change • Real Time Leadership Skills • Leading People and Managing Operations • Leading Through Change • Leading through the Middle • Fundamentals of Leadership Development: These programs seek to give participants a higher level of preparedness for future career positions in Homeland Security. Individual employees who meet the eligibility criteria of these programs can elect whether they would like to apply. • Rising Leader Development Program • Mid-Level Leadership Development Program • DHS Fellows Program • Senior Leadership Development Program DHS Senior Executive Service Candidate Development Program

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
Fellowship Programs			N/A	N/A	N/A	N/A
Mentoring Programs			N/A	N/A	N/A	N/A
Coaching Programs			N/A	N/A	N/A	N/A
Training Programs			N/A	N/A	N/A	N/A
Detail Programs			N/A	N/A	N/A	N/A
Other Career Development Programs	909	131	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   Yes

    b. Selections (PWD)   Answer   Yes

In FY 2018, TSA did not have the relevant applicant pool data to determine if triggers exist for Persons with Disabilities in all of the 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	Yes
b. Selections (PWTD)	Answer	Yes

In FY 2018, TSA did not have the relevant applicant pool data to determine if triggers exist for Persons with Targeted Disabilities in all of the career development programs.

C. AWARDS

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

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

        b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

Using the inclusion rate, a trigger exists for Persons with Disabilities and Persons with Targeted Disabilities receiving Awards, Bonuses & incentives.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	20697	3.48	75.74	0.23	3.25
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	6597	4.20	80.70	0.36	3.84

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $100 - $500: Total Cash Awards Given	30805	2.96	97.04	0.17	2.79
Cash Awards: $501+: Total Cash Awards Given	58165	3.32	96.68	0.21	3.10

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

        a. Pay Increases (PWD)   Answer   Yes

        b. Pay Increases (PWTD)   Answer   Yes

Using the inclusion rate, a trigger exists for Persons with Disabilities and Persons with Targeted Disabilities for quality step increases or performance-based pay increases.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	0	0.00	0.00	0.00	0.00
Performance Based Pay Increase	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

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   Yes

    b. Grade GS-15

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

> TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Disabilities in promotions to senior grade levels.

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

    a. SES

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

d. Grade GS-13

    i. Qualified Internal Applicants (PWTD)   Answer   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Targeted Disabilities in promotions to senior grade levels.

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

    a. New Hires to SES (PWD)   Answer   Yes

    b. New Hires to GS-15 (PWD)   Answer   Yes

    c. New Hires to GS-14 (PWD)   Answer   Yes

    d. New Hires to GS-13 (PWD)   Answer   Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Disabilities in new hires the senior grade levels.

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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   Yes

    b. New Hires to GS-15 (PWTD)   Answer   Yes

    c. New Hires to GS-14 (PWTD)   Answer   Yes

    d. New Hires to GS-13 (PWTD)   Answer   Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Targeted Disabilities in new hires the senior grade levels.

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

    a. Executives

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

    b. Managers

        i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Disabilities for promotions to supervisory positions.

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	Yes
ii. Internal Selections (PWTD)	Answer	Yes

b. Managers

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Targeted Disabilities for promotions to supervisory positions.

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	Yes
b. New Hires for Managers (PWD)	Answer	Yes
c. New Hires for Supervisors (PWD)	Answer	Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Disabilities among the selectees to supervisory positions.

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	Yes
b. New Hires for Managers (PWTD)	Answer	Yes

    c. New Hires for Supervisors (PWTD)   Answer   Yes

TSA is currently working to collect the qualified applicant pool data to determine if triggers exist for Persons with Targeted Disabilities among the selectees to supervisory positions.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

                                      Answer   Yes

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

        a.Voluntary Separations (PWD)   Answer   No

        b.Involuntary Separations (PWD)   Answer   No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permenant Workforce	63418	4.10	95.90
Total Separations	9793	4.35	95.65
Voluntary Separations	8254	4.18	95.82
Involuntary Separations	1539	5.26	94.74

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 %
Permenant Workforce	63418	0.86	99.14
Total Separations	9793	0.92	99.08
Voluntary Separations	8254	0.87	99.13
Involuntary Separations	1539	1.17	98.83

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.

https://www.tsa.gov/accessibility

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the
Architectural Barriers Act, including a description of how to file a complaint.

https://www.tsa.gov/accessibility

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.

TSA will be relocating to our newly built headquarters in 2020/2021. Planning for this began in 2017. TSA's Disability Program Manager is a member of the TSA Headquarters Consolidation Team that meets bi-weekly to discuss the progress of the project. The DPM reviews plans and provides input on accessibility issues with the floor plans, furniture and general access areas.

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.)

TSA processed reasonable accommodation requests in an average of 45 days in FY 2018.

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.

TSA has policies and procedures in place specific to processing requests for reasonable accommodation. Staff work to adhere to processing requests within the specified time frame of 60 days. Training has been conducted by the RAPM for supervisors and managers and training is available online. Information specific to RA requests are recorded in a database where information can be extracted regarding number and types of requests, number of days for processing, etc.

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.

TSA has not received a request for PAS services. TSA has incorporated PAS information in its reasonable accommodation policy guidance.

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.

No findings in FY2018

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

    Answer   No

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

    Answer   No

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

No findings in FY2018

Section VIII: Identification and Removal of Barriers

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

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

    Answer   Yes

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

    Answer   Yes

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

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The percentage of Persons with Disabilities/Persons with Targeted Disabilities in the GS-1 to SES cluster in FY 2018 falls below the respective benchmark goal of 12% and 2%.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited perception of the ability of Persons with Disabilities to fulfill requirements of TSA Management, Administrative and Professional (MAP), Transportation Security Officer (TSO) and Federal Air Marshal (FAM) positions.

Objective		Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce.
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
		Increase the participation rate of Persons with Disabilities in TSO and FAM positions.
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
		Increase the participation rate of Persons with Disabilities in MAP positions.
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
		Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities.
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
		Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions.
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
Responsible Officials		Michael Looney DPM
		Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Specific medical/physical requirements for TSO and FAM positions.
Objective	Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the participation rate of Persons with Disabilities in TSO and FAM positions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the participation rate of Persons with Disabilities in MAP positions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019
Responsible Officials	Michael Looney DPM Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Fear of disclosing a disability for employees in the TSOs and FAMs positions.

Objective	Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce.

Date Objective Initiated	Jan 1, 2016
Target Date For Completion Of Objective	Sep 30, 2019

Increase the participation rate of Persons with Disabilities in TSO and FAM positions.

Date Objective Initiated	Jan 1, 2016
Target Date For Completion Of Objective	Sep 30, 2019

Increase the participation rate of Persons with Disabilities in MAP positions.

Date Objective Initiated	Jan 1, 2016
Target Date For Completion Of Objective	Sep 30, 2019

Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities.

Date Objective Initiated	Jan 1, 2016
Target Date For Completion Of Objective	Sep 30, 2019

Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions.

Date Objective Initiated	Jan 1, 2016
Target Date For Completion Of Objective	Sep 30, 2019

Responsible Officials	Michael Looney DPM
	Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited knowledge and awareness about reasonable accommodations for TSA employees.
Objective	Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the participation rate of Persons with Disabilities in TSO and FAM positions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the participation rate of Persons with Disabilities in MAP positions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019 Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions. **Date Objective Initiated** Jan 1, 2016 **Target Date For Completion Of Objective** Sep 30, 2019
Responsible Officials	Michael Looney DPM Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Career Development Opportunities at TSA have limited access for employees with disabilities.

Objective	Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the participation rate of Persons with Disabilities in TSO and FAM positions.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the participation rate of Persons with Disabilities in MAP positions.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
Responsible Officials	Michael Looney DPM	
	Darrett Lomax Selective Placement Program Coordinator	

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Data collection and reporting on Persons with Disabilities/Persons with Targeted Disabilities at TSA is inadequate and doesn't provide an accurate representation.
Objective	Increase the awareness of the abilities of Persons with Disabilities/Persons with Targeted Disabilities in the TSA workforce.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the participation rate of Persons with Disabilities in TSO and FAM positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the participation rate of Persons with Disabilities in MAP positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the promotion of career development opportunities to Persons with Disabilities/Persons with Targeted Disabilities.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Improve the tracking of Persons with Disabilities/Persons with Targeted Disabilities in applicant flow data, career development programs and promotions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
Responsible Officials	Michael Looney DPM
	Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Develop a tracking mechanism to accurately record the participation rate of Persons with Disabilities and Persons with Targeted Disabilities in career development opportunities.	Yes		
09/30/2019	Conduct a Resurvey campaign (broadcasts, video vignettes, poster and flyers) for TSA employees to anonymously identify as individuals with disabilities.	Yes		
09/30/2019	Continue to meet monthly with IWD Council to look at the inclusion of Persons with Disabilities and Persons with Targeted Disabilities at TSA.	Yes		
09/30/2019	Educate applicants and current employees on reasonable accommodations.	Yes		
09/30/2019	Maintain iShare webpage communicating TSA's commitment to individuals with disabilities.	Yes		
09/30/2019	Conduct training on disability awareness to TSA workforce.	Yes		

Fiscal Year	Accomplishments
2018	Created an internal iShare page with information and resources for employees with disabilities.
2018	Created the TSA Individuals with Disabilities Inclusion Council
2018	Sent out annual broadcast encouraging employees to self-identify their disability.

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	In the permanent workforce, hiring Persons with Disabilities/Persons with Targeted Disabilities fall below the respective benchmark goal of 12% for Persons with Disabilities and 2% for Persons with Targeted Disabilities.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited targeted outreach and recruitment of Persons with Disabilities/Persons with Targeted Disabilities candidates for TSA positions.

Objective	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in TSOs and FAMs positions.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in MAP positions.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the targeted recruitment of Persons with Disabilities/Persons with Targeted Disabilities.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
	Increase the awareness of TSAs hiring goals and non-competitive hiring authorities.	
	Date Objective Initiated	Jan 1, 2016
	Target Date For Completion Of Objective	Sep 30, 2019
Responsible Officials	Michael Looney DPM	
	Darrett Lomax Selective Placement Program Coordinator	

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Conduct a TSA Career Exploration Day for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Develop a targeted recruitment plan for Persons with Disabilities/ Persons with Targeted Disabilities.	Yes		
09/30/2019	Continue to populate a database with Persons with Disabilities/ Persons with Targeted Disabilities candidates.	Yes		
09/30/2019	Conduct information sessions to National Capital Region colleges and universities to promote TSA and our hiring authority for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Provide training for HC staff and hiring managers on TSA's non-competitive hiring authorities.	Yes		
09/30/2019	Send out bi-weekly broadcasts with current vacancy announcements to Persons with Disabilities applicants.	Yes		

Fiscal Year	Accomplishments
2018	Created an Persons with Disabilities applicant database for recruitment purposes.
2018	Conducted 15 targeted recruitment events for Persons with Disabilities/Persons with Targeted Disabilities candidates.
2018	Hosted Disability Mentoring Day during October that lead to the hire of one Individual with Disabilities.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited perception of the ability of Persons with Disabilities/Persons with Targeted Disabilities to fulfill job requirements.

Objective		Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in TSOs and FAMs positions.			
	Date Objective Initiated	Jan 1, 2016			
	Target Date For Completion Of Objective	Sep 30, 2019			
		Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in MAP positions.			
	Date Objective Initiated	Jan 1, 2016			
	Target Date For Completion Of Objective	Sep 30, 2019			
		Increase the targeted recruitment of Persons with Disabilities/Persons with Targeted Disabilities.			
	Date Objective Initiated	Jan 1, 2016			
	Target Date For Completion Of Objective	Sep 30, 2019			
		Increase the awareness of TSAs hiring goals and non-competitive hiring authorities.			
	Date Objective Initiated	Jan 1, 2016			
	Target Date For Completion Of Objective	Sep 30, 2019			
Responsible Officials		Michael Looney DPM			
		Darrett Lomax Selective Placement Program Coordinator			

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Conduct a TSA Career Exploration Day for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Develop a targeted recruitment plan for Persons with Disabilities/ Persons with Targeted Disabilities.	Yes		
09/30/2019	Continue to populate a database with Persons with Disabilities/ Persons with Targeted Disabilities candidates.	Yes		
09/30/2019	Conduct information sessions to National Capital Region colleges and universities to promote TSA and our hiring authority for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Provide training for HC staff and hiring managers on TSA's non-competitive hiring authorities.	Yes		
09/30/2019	Send out bi-weekly broadcasts with current vacancy announcements to Persons with Disabilities applicants.	Yes		

Fiscal Year	Accomplishments
2018	Created an Persons with Disabilities applicant database for recruitment purposes.
2018	Conducted 15 targeted recruitment events for Persons with Disabilities/Persons with Targeted Disabilities candidates.
2018	Hosted Disability Mentoring Day during October that lead to the hire of one Individual with Disabilities.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Medical and physical standards for TSO's and FAMs positions.

Objective	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in TSOs and FAMs positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in MAP positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the targeted recruitment of Persons with Disabilities/Persons with Targeted Disabilities.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the awareness of TSAs hiring goals and non-competitive hiring authorities.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019

Responsible Officials	Michael Looney DPM
	Darrett Lomax Selective Placement Program Coordinator

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Conduct a TSA Career Exploration Day for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Develop a targeted recruitment plan for Persons with Disabilities/ Persons with Targeted Disabilities.	Yes		
09/30/2019	Continue to populate a database with Persons with Disabilities/ Persons with Targeted Disabilities candidates.	Yes		
09/30/2019	Conduct information sessions to National Capital Region colleges and universities to promote TSA and our hiring authority for Persons with Disabilities/Persons with Targeted Disabilities.	Yes		
09/30/2019	Provide training for HC staff and hiring managers on TSA's non-competitive hiring authorities.	Yes		
09/30/2019	Send out bi-weekly broadcasts with current vacancy announcements to Persons with Disabilities applicants.	Yes		

Fiscal Year	Accomplishments
2018	Created an Persons with Disabilities applicant database for recruitment purposes.
2018	Conducted 15 targeted recruitment events for Persons with Disabilities/Persons with Targeted Disabilities candidates.
2018	Hosted Disability Mentoring Day during October that lead to the hire of one Individual with Disabilities.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited understanding of TSAs Persons with Disabilities/Persons with Targeted Disabilities goals and non-competitive hiring authorities by hiring managers.
Objective	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in TSOs and FAMs positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the hiring of Persons with Disabilities/Persons with Targeted Disabilities in MAP positions.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the targeted recruitment of Persons with Disabilities/Persons with Targeted Disabilities.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
	Increase the awareness of TSAs hiring goals and non-competitive hiring authorities.
	Date Objective Initiated Jan 1, 2016
	Target Date For Completion Of Objective Sep 30, 2019
Responsible Officials	Michael Looney DPM
	Darrett Lomax Selective Placement Program Coordinator

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

TSA completed all of the planned activities for FY 2018.

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

The participation rates for Persons with Disabilities has increased slightly for the both GS 10 and below and GS 11 and above. The Persons with Targeted Disabilities participation rate increased for GS 11 and above.

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.

With the slight improvement, TSA will continue to perform some of the activities and also add additional activities as the year progresses.