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

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

*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.

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

The agency communicated numerical goals to CDC leaders, hiring managers, and recruiters through written communication with the CDC Management Official Team (MOT), Schedule A-related trainings and briefings, and other services and support for Persons with Disabilities. CDC also provides a Diversity and Inclusion Scorecard for hiring managers, which provides a quarterly snapshot of agency performance related to hiring initiatives.

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>Full Time: 1, Part Time: 0, Collateral Duty: 0</td>
<td>Sandra Williams, Supervisory HR. Specialist, CDC/HRO Special Emphasis Program, Client Services Office, <a href="mailto:AVY6@cdc.gov">AVY6@cdc.gov</a></td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>Full Time: 5, Part Time: 0, Collateral Duty: 0</td>
<td>Anthony Stockton, Reasonable Accommodations Program Manager, CDC/OEEO, <a href="mailto:CNX9@cdc.gov">CNX9@cdc.gov</a> Laura Taylor, EEO Specialist, CDC/OEEO, <a href="mailto:KWJ1@cdc.gov">KWJ1@cdc.gov</a> Laura Taylor, EEO Specialist, CDC/OEEO, <a href="mailto:KWJ1@cdc.gov">KWJ1@cdc.gov</a> Lucille Stevenson, EEO Specialist CDC/OEEO, <a href="mailto:LOF1@cdc.gov">LOF1@cdc.gov</a></td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>Full Time: 3, Part Time: 0, Collateral Duty: 0</td>
<td>Sandra Williams, Supervisory HR. Specialist, CDC/HRO Special Emphasis Program, Client Services Office, <a href="mailto:AVY6@cdc.gov">AVY6@cdc.gov</a> Nina Smith, Supervisory Workforce Development Advisor, CDC/HRO, Strategic Program Office <a href="mailto:HUD8@cdc.gov">HUD8@cdc.gov</a></td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>Full Time: 1, Part Time: 0, Collateral Duty: 0</td>
<td>Mark Urban, CDC Section 508 Coordinator, CDC/OCOO, <a href="mailto:FKA2@cdc.gov">FKA2@cdc.gov</a></td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>Full Time: 1, Part Time: 0, Collateral Duty: 0</td>
<td>Davedra Pierce, Disability Program Manager, CDC/OEEO, <a href="mailto:NPR9@cdc.gov">NPR9@cdc.gov</a></td>
</tr>
</tbody>
</table>
### Disability Program Task

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Answer  Yes

In FY 2021, the agency provided Disability Program staff with training to carry out their responsibilities, including training with the National Employment Law Institute (NELI). NELI conducted 9 Rehabilitation Act trainings to DP staff and over 380 CDC managers, supervisors, and employees to increase understanding of the statutory and legal authorities regarding reasonable accommodations, as well as recent legal developments.

### 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

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

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>In line with DHHS efforts to develop and maintain a model EEO program, the headquarters EEODI and the operating divisions (OpDiv) have continued working together to assess the strengths and weaknesses of DHHS EEO and diversity programs. Please refer to the DHHS FY 2021 MD-715 reports for a department-wide action plan regarding this measure.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2022</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Target Date</td>
</tr>
<tr>
<td>Accomplishments</td>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

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### 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.

In FY 2021, CDC coordinated and participated in a total of 75 recruitment and outreach events, many of which were conducted virtually due to extensive COVID-19 restrictions. Eight events targeted Persons with Disabilities, including veterans with disabilities, resulting in over 1,200 contacts. CDC promotes non-competitive hiring as a practice during Quarterly Enterprise Hiring Planning (EHP) meetings with hiring managers to discuss staffing plans and other HR-specific needs. CDC uses the USAJobs Agency Talent Portal (ATP) to identify and review resumes of Schedule A and other candidates who could be hired non-competitively. Individuals applying to vacancies through Schedule A are placed on a non-competitive referral list that is shared with hiring managers.

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

CDC utilizes 5 CFR 213.3102(u) to hire persons under the Schedule A authority. In addition, the agency uses the special hiring authority to hire students under the Workforce Recruitment Plan (WRP), Persons with Disabilities Internship Program, and the federal Non-Paid Work Experience Program for disabled veterans. Hiring flexibilities are discussed during the pre-consultation phase of all hiring actions and during Quarterly Enterprise Hiring Planning meetings with CIOs.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual’s application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

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

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer Yes

Yes. Schedule A and other hiring flexibilities are discussed with agency hiring managers during quarterly Enterprise Hiring Planning (EHP) meetings and during pre-consultations and consultations for all hiring actions.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

CDC maintained its partnership with multiple organizations that assist PWD in securing and maintaining employment. In FY 2021, CDC participated in recruitment and outreach activities with DisABILITY Link, Goodwill, Disabled American Veterans, Department of Labor, and other organizations such as the U.S. Department of Veteran Affairs and Employment (VR&E) and Non-Paid Work Experience (NPWE) programs to create a pipeline for veterans who may be eligible to transition into full time employment with the CDC. NPWE serves as a vital source for training and non-competitive hiring of veterans into the CDC.
workforce.

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  Yes

   The hiring rate for PWTD in the grade clusters GS-1 to GS-10 was 1.7%, which is below the target of 2%.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>%- of Total Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>%- of Qualified Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>%- of New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   Based on a review of applicant flow data (AFD), triggers exist for the following mission-critical occupations: PWD: 0403 – Microbiology (0.0%) 2.1% benchmark 0602 – Medical Officer (0.0%) 4.0% benchmark PWTD: 0401 – General Biological Science (0.0%) 0.8% benchmark 0403 – Microbiology (0.0%) 0.6% benchmark 0601 – General Health Science (1.3%) 1.3% benchmark 0685 – Public Health Program Specialist (0.4%) 1.7% benchmark 2210 – Information Technology Specialist (2.6%) 2.7% benchmark

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>New Hires</td>
<td>New Hires</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
</tbody>
</table>

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

   Based on a review of the AFD, triggers exist for the following mission-critical occupations: PWD: 0403 – Microbiology (0.0%) 2.1% benchmark PWTD: 0343 – Management and Program Analysis (5.0%) 5.4% benchmark 0401 – General Biological Science
4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Promotions for MCO (PWD)  Answer: Yes

   b. Promotions for MCO (PWTD) Answer: Yes

Based on a review of the AFD, triggers exist for the following mission-critical occupations: PWD: 0401 – General Biological Science (3.4%) 8.6% benchmark 0602 – Medical Officer (10.0%) 20.0% benchmark 1530 – Statistician (0.0%) 6.0% benchmark

PWTD: 0343 – Management and Program Analysis (4.7%) 5.4% benchmark 0401 – General Biological Science (0.0%) 1.7% benchmark 0601 – General Health Science (0.5%) 1.7% benchmark 0602 – Medical Officer (0.0%) 20.0% benchmark 0685 – Public Health Program Specialist (1.9%) 3.6% benchmark 1530 – Statistician (0.0%) 2.4% benchmark 2210 – Information Technology Specialist (0.0%) 12.9% benchmark

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

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

A. ADVANCEMENT PROGRAM PLAN

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

CDC is committed to supporting the career advancement of Persons with Disabilities, Persons with Targeted Disabilities, and disabled veterans within the organization. Examples of such commitment in the past year include, but are not limited to: Distribution of vacancy announcements, training opportunities, and detail positions broadly throughout CDC. Training Hiring Officials about hiring, retaining, and converting qualified PWDs using the Special Hiring Authorities. Conducting data analyses to understand the representation of PWDs within the CDC workforce, to identify potential barriers to advancement, and to develop effective strategies to improve the advancement of PWDs within the workforce. Encouraging employees to participate in various mentorship programs, such as the Mentoring Circle for Employees and Veterans with Disabilities. Educating the workforce on available resources for disabled veterans via multiple communication channels within CDC and externally (e.g., Feds Hire Vets). Promoting participation in and support for disability and veteran-specific Employee Resource Group (ERG) among employees, including the CDC/ATSDR Military Veterans Professional (MVP) Employee Association and Disability Interest Group (DIG).

B. CAREER DEVELOPMENT OPPORTUNITIES

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

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0.000%</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>0</td>
<td>0</td>
<td>0.000%</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>11</td>
<td>11</td>
<td>0.088%</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>325</td>
<td>325</td>
<td>1.415%</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>0</td>
<td>0</td>
<td>0.000%</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>UNKN</td>
<td>12</td>
<td>N/A</td>
</tr>
<tr>
<td>Training Programs</td>
<td>228</td>
<td>228</td>
<td>2.300%</td>
</tr>
</tbody>
</table>

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWD) Answer N/A
   b. Selections (PWD) Answer N/A

Data is not available to complete a comprehensive assessment of participation by PWD. In addition, participation in all training and career development activities was lower than anticipation due to cancellations because of COVID-19 restrictions.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWTD) Answer N/A
   b. Selections (PWTD) Answer N/A

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

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

PWD: Cash Awards $3000-3999 (11.9%) 13.8% benchmark $4000-4999 (7.1%) 8.7% benchmark $5000+ (5.8%) 10.4% benchmark Time Off Awards 1-10 Hours (7.6%) 8.5% benchmark PWTD: Cash Awards $3000-3999 (10.5%) 13.8% benchmark $4000-4999 (4.8%) 8.7% benchmark $5000+ (5.3%) 10.4% benchmark Time Awards 11-20 Hours (7.5%) 8.0% benchmark 21-30 Hours (6.1%) 6.5% benchmark
<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>1740</td>
<td>19.68</td>
<td>16.75</td>
<td>20.90</td>
<td>19.52</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>15303</td>
<td>178.46</td>
<td>145.38</td>
<td>167.80</td>
<td>179.78</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>8</td>
<td>0.56</td>
<td>0.11</td>
<td>4.52</td>
<td>0.07</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>1352</td>
<td>17.68</td>
<td>12.32</td>
<td>19.77</td>
<td>17.42</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>23851</td>
<td>311.83</td>
<td>217.77</td>
<td>370.62</td>
<td>304.55</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
<td>17</td>
<td>1.06</td>
<td>0.22</td>
<td>10.17</td>
<td>-0.07</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
<td>1021</td>
<td>12.64</td>
<td>9.35</td>
<td>12.99</td>
<td>12.60</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
<td>27902</td>
<td>347.26</td>
<td>255.03</td>
<td>368.36</td>
<td>344.65</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
<td>27</td>
<td>1.68</td>
<td>0.36</td>
<td>15.82</td>
<td>-0.07</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
<td>981</td>
<td>10.15</td>
<td>9.66</td>
<td>11.86</td>
<td>9.94</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
<td>40434</td>
<td>418.18</td>
<td>398.00</td>
<td>492.66</td>
<td>408.96</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
<td>41</td>
<td>2.55</td>
<td>0.54</td>
<td>23.16</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
<td>2321</td>
<td>28.83</td>
<td>21.82</td>
<td>31.64</td>
<td>28.48</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
<td>1741839</td>
<td>21480.07</td>
<td>16407.63</td>
<td>23906.21</td>
<td>21179.57</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
<td>750</td>
<td>46.39</td>
<td>9.91</td>
<td>426.55</td>
<td>-0.70</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
<td>4886</td>
<td>53.24</td>
<td>47.76</td>
<td>54.80</td>
<td>53.04</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
<td>6450733</td>
<td>67992.59</td>
<td>64057.26</td>
<td>70138.42</td>
<td>67726.80</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
<td>1325</td>
<td>79.51</td>
<td>17.67</td>
<td>722.60</td>
<td>-0.14</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Awards Given</td>
<td>2060</td>
<td>20.05</td>
<td>20.96</td>
<td>19.21</td>
<td>20.15</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Total Amount</td>
<td>4995434</td>
<td>49206.29</td>
<td>50790.82</td>
<td>47560.45</td>
<td>49410.15</td>
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<tr>
<td>Cash Awards: $2000 - $2999: Average Amount</td>
<td>2424</td>
<td>152.80</td>
<td>31.92</td>
<td>1398.31</td>
<td>-1.47</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Awards Given</td>
<td>1965</td>
<td>12.27</td>
<td>22.54</td>
<td>10.73</td>
<td>12.46</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
<td>6780399</td>
<td>42022.79</td>
<td>77913.29</td>
<td>35901.13</td>
<td>42781.04</td>
</tr>
<tr>
<td>Cash Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Average Amount</td>
<td>3450</td>
<td>213.26</td>
<td>45.53</td>
<td>1889.27</td>
<td>5.67</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Awards Given</td>
<td>624</td>
<td>2.37</td>
<td>7.59</td>
<td>2.26</td>
<td>2.38</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Total Amount</td>
<td>2729781</td>
<td>10261.02</td>
<td>33228.95</td>
<td>9881.92</td>
<td>10307.98</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
<td>4374</td>
<td>269.99</td>
<td>57.68</td>
<td>2470.06</td>
<td>-2.52</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Awards Given</td>
<td>282</td>
<td>1.25</td>
<td>3.21</td>
<td>1.13</td>
<td>1.26</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Total Amount</td>
<td>2164718</td>
<td>8392.65</td>
<td>24779.29</td>
<td>5649.72</td>
<td>8732.40</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
<td>7676</td>
<td>419.61</td>
<td>101.54</td>
<td>2824.86</td>
<td>121.69</td>
</tr>
</tbody>
</table>

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

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

Yes, 18.0% of PWTDs received a QSI/Performance-Based Pay Increase (PBPI) which is below the 18.8% benchmark.

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
</table>

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

   a. Other Types of Recognition (PWD)  Answer  N/A
   b. Other Types of Recognition (PWTD)  Answer  N/A

No data available.

D. PROMOTIONS

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

   a. SES
      i. Qualified Internal Applicants (PWD)  Answer  No
      ii. Internal Selections (PWD)  Answer  No
   b. Grade GS-15
      i. Qualified Internal Applicants (PWD)  Answer  Yes
      ii. Internal Selections (PWD)  Answer  No
c. Grade GS-14
   i. Qualified Internal Applicants (PWD)  Answer  Yes
   ii. Internal Selections (PWD)           Answer  No

d. Grade GS-13
   i. Qualified Internal Applicants (PWD) Answer  No
   ii. Internal Selections (PWD)           Answer  No

PWTD Internal Applicants: Promotions to GS-15 positions were as follows: Among Qualified Internal Applicants for Promotions (4.5%) 5.2% benchmark Promotions to the GS-14 positions were as follows: Among Qualified Internal Applicants for Promotions (6.0%) 6.2% benchmark

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  No
      ii. Internal Selections (PWTD)           Answer  No

   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD) Answer  No
      ii. Internal Selections (PWTD)           Answer  No

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD) Answer  Yes
      ii. Internal Selections (PWTD)           Answer  Yes

   d. Grade GS-13
      i. Qualified Internal Applicants (PWTD) Answer  No
      ii. Internal Selections (PWTD)           Answer  No

PWTD Internal Applicants: Promotions to GS-14 positions were as follows: Among Qualified Internal Applicants for Promotions (2.0%) 2.1% benchmark Among Internal Selections for Promotions (1.0%) 2.0% benchmark

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
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 No

New Hires to SES: 0.0% with a 5.4% benchmark New Hires to GS-15: 0.0% with a 1.0% benchmark New Hires to GS-14: 0.0% with a 1.7% benchmark

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

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

Triggers Among Qualified Internal Applicants for Promotions to Supervisory Positions (PWD) with Total Applicants as Benchmarks Executive: 4.4% with a 5.2% benchmark Supervisor: 0.0% with a 18.2% benchmark

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 No
      ii. Internal Selections (PWTD) Answer Yes
b. Managers

i. Qualified Internal Applicants (PWTD)  Answer No
ii. Internal Selections (PWTD)  Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD)  Answer Yes
ii. Internal Selections (PWTD)  Answer No

Triggers Among Qualified Internal Applicants for Promotions to Supervisory Positions (PWTD) with Total Applicants as Benchmark Supervisor: 0.0% with a 9.1% benchmark Triggers Among Internal Selections for Promotions to Supervisory Positions (PWTD) with Qualified Applicants as Benchmark. Executive: 1.7% with a 2.5% benchmark Manager: 0.0% with a 2.6% benchmark

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

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

Triggers Among New Hires to Supervisory Positions with Qualified Applicants as the Benchmark Managers: 0.0% with a 3.6% benchmark

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 No

Triggers Among New Hires to Supervisory Positions with Total Applicants as the Benchmark Executives: 0.0% with a 0.8% benchmark Managers: 0.0% with a 0.9% benchmark

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
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

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reducing in</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Force</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>5</td>
<td>0.06</td>
<td>0.04</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>126</td>
<td>0.91</td>
<td>1.13</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>290</td>
<td>2.50</td>
<td>2.52</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>62</td>
<td>0.68</td>
<td>0.51</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>483</td>
<td>4.15</td>
<td>4.20</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reducing in</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Force</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
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<td>0.00</td>
<td>0.04</td>
</tr>
<tr>
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<td>1.10</td>
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<tr>
<td>Permanent Workforce: Retirement</td>
<td>290</td>
<td>1.55</td>
<td>2.54</td>
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<tr>
<td>Permanent Workforce: Other Separations</td>
<td>62</td>
<td>1.55</td>
<td>0.52</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>483</td>
<td>3.61</td>
<td>4.21</td>
</tr>
</tbody>
</table>

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.
An individual that desires to file a complaint can go to https://www.cdc.gov/contact/accessibility.html

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

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

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

CDC is committed to complying with federal regulations to improve and advance accessibility of its facilities and technology. Agency leaders from OEOO, the Office of Safety, Security, and Asset Management, the Office of the Chief Information Officer, as well as the Disability Interest Group (employee resource group) collaborate frequently to proactively identify and improve accessibility of agency facilities and/or technology.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The RA program managed 240 requests for reasonable accommodations in FY 2021, with 97% closed within 60 days of receiving qualifying information.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.
The PAS Policy was approved in August 2019. There were no requests for PAS in FY 2021.

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: Yes

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.
   
   Not applicable as there were no findings of discrimination.

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.
   
   Not applicable as there were no findings of discrimination.

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