

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

## Occupational Safety and Health Review Commission - FY 2025

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

Using the goal of 12 Percent as the benchmark, OSHRC does not believe it has a trigger involving PWD by grade level cluster due to the small size of OSHRC (42 permanent positions in FY 2025), and because most of the positions require specialized experience and specific education requirements. In 2025, OSHRC updated its Attorney Advisor hiring policy and its Administrative Law Judge recruitment hiring process, both of which allows us to attract broad applicant pools. We continue to expand our recruiting efforts, where possible, to reach PWD and PWTD by notifying recruiters and specific professional societies and associations.

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

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

- a. Cluster GS-1 to GS-10 (PWTD) Answer: No
- b. Cluster GS-11 to SES (PWTD) Answer: No

Using the goal of 2 Percent as the benchmark, OSHRC does not believe it has a trigger involving PWTD by grade level cluster due to the small size of OSHRC (42 permanent positions in FY 2025), and because most of the positions require specialized experience and specific education requirements. OSHRC met this goal for FY 2025.

Grade Level Cluster (GS or Alternate Pay Plan)	Total	Reportable Disability Total	Reportable Disability Percentage (Numerical Goal 12 Percent)	Targeted Disability Total	Targeted Disability Percentage (Numerical Goal 2 Percent)
Grades GS-11 to SES	21	1	4.76	1	4.76
Grades GS-1 to GS-10	6	0	0.00	0	0.00

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

Information is conveyed to hiring officials during meetings regarding vacancies and by electronic mail messages.

## 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	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Architectural Barriers Act Compliance	0	0	1	Angela Bridges, Supervisory Budget & Finance Specialist, OEXD, abridges@oshrc.gov
Special Emphasis Program for PWD and PWTD	2	0	0	Debra Gibbs, Executive Director, OEXD, dhall@oshrc.gov Angela Bridges, Supervisory Budget & Finance Specialist, OEXD, abridges@oshrc.gov
Processing reasonable accommodation requests from applicants and employees	2	0	0	Debra Gibbs, Executive Director, OEXD, dhall@oshrc.gov Angela Bridges, Supervisory Budget & Finance Specialist, OEXD, abridges@oshrc.gov
Processing applications from PWD and PWTD	2	0	0	Debra Gibbs, Executive Director, OEXD, dhall@oshrc.gov Michelle Huffman, Human Resources Specialist, OEXD, mhuffman@oshrc.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Debra Gibbs, Executive Director, OEXD, dhall@oshrc.gov Michelle Huffman, Human Resources Specialist, OEXD, mhuffman@oshrc.gov
Section 508 Compliance	2	0	0	John Whitton, Senior Information Technology Specialist, OEXD, jwhitton@oshrc.gov Angela Bridges, Supervisory Budget & Finance Specialist, OEXD, abridges@oshrc.gov

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

Answer: Yes

Disability program staff received routine training needed to carry out their responsibilities.

### 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**

## 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.

OSHRC uses its Selective Placement Program, reasonable accommodation program, general recruitment processes, and qualification analyses conducted by the agency's human resources staff to help identify applicants with disabilities. During most of FY 2025, OSHRC operated under a hiring freeze and filled only one position—an Administrative Law Judge.

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.

OSHRC utilizes hiring appointment authorities to include: 30 Percent or More Disabled Veterans' appointment authority, Veterans Recruitment Appointment authority, Veterans Employment Opportunities Act, and other special hiring authorities. During most of FY 2025, OSHRC operated under a hiring freeze and filled only one position—an Administrative Law Judge.

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 agency's human resources staff, in coordination with Office of Personnel Management personnel as appropriate, thoroughly review resumes and application materials, conduct qualification analyses for open positions, and verify documentation such as disability certificates. Candidates who are eligible under Schedule A or other special hiring authorities are then referred to hiring officials on a separate certificate for consideration. During most of FY 2025, OSHRC operated under a hiring freeze and filled only one position—an Administrative Law Judge.

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

Human resources staff provide routine training and informational materials to managers and supervisors about using hiring authorities that take disability into account.

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

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

The agency's human resources staff maintains contact with Selective Placement Coordinators at other federal agencies; veterans' organizations; the Veterans' Employment and Training Service of the Department of Labor; state and local employment agencies; and other organizations, for explaining the functions of the Review Commission and the types of positions available to persons with disabilities.

### 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", describe the trigger(s) below.

a. New Hires for Permanent Workforce (PWD)

Answer: No

b. New Hires for Permanent Workforce (PWTD)

Answer: No

Using the goal of 12 Percent for PWD and 2 Percent for PWTD as the benchmarks, OSHRC does not believe it has triggers involving PWD and/or PWTD among new hires due to the small size of OSHRC (42 permanent positions in FY 2025), and because most of the positions require specialized experience and specific education requirements. We routinely review our hiring processes to identify barriers for PWD and PWTD and plan to expand our recruiting efforts, where possible, to reach PWD and PWTD by notifying recruiters and specific professional societies and associations. In 2025, OSHRC updated its Attorney Advisor hiring policy which outlines the agency's procedures

for filling positions in the 0905-job series as our goal is to attract broad applicant pools. We also updated our policy on the Administrative Law Judge recruitment hiring process in 2025. We routinely review our hiring processes to identify barriers for PWD and PWTD and expand our recruiting efforts, where possible, to reach PWD and PWTD by notifying recruiters and specific professional societies and associations.

New Hires	Total (Number)	Reportable Disability Permanent Workforce (Percentage)	Reportable Disability Temporary Workforce (Percentage)	Targeted Disability Permanent Workforce (Percentage)	Targeted Disability Temporary Workforce (Percentage)
% of Total Applicants					
% of Qualified Applicants					
% of New Hires					

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

- a. New Hires for MCO (PWD) Answer: No
- b. New Hires for MCO (PWTD) Answer: No

Using the goal of 12 Percent for PWD and 2 Percent for PWTD as the benchmarks, OSHRC does not believe it has triggers involving PWD and/or PWTD among new hires due to the small size of OSHRC (42 permanent positions in FY 2025), and because most of the positions require specialized experience and specific education requirements. During most of FY 2025, OSHRC operated under a hiring freeze and filled only one position—an Administrative Law Judge.

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
Numerical Goal	--	12%	2%

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. 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: No
- b. Qualified Applicants for MCO (PWTD) Answer: No

OSHRC does not believe triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations due to the small size of OSHRC and because most of the positions require specialized experience and specific education requirements. During most of FY 2025, OSHRC operated under a hiring freeze and filled only one position—an Administrative Law Judge.

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

- a. Promotions for MCO (PWD) Answer: No
- b. Promotions for MCO (PWTD) Answer: No

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

The agency will continue to advertise its positions on the USAJobs website. Vacancies that are open to all sources allow individual with disabilities to apply. The agency also has a designated point of contact for communicating with individuals with disabilities and hiring agencies about job opportunities.

### B. CAREER DEVELOPMENT OPPORTUNITIES

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

Career development opportunities are mainly limited to training due to the small size of OSHRC and because most of the positions require specialized experience and specific education requirements. However, individuals are internally promoted if they are deemed qualified for the position and vacancies exist. Individual Development Plans are part of our performance management systems and include training, education, and developmental activities to acquire competencies.

- 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 Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

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

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

- 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: No

b. Selections (PWTD)

Answer: No

Career development opportunities are limited due to the small size of OSHRC and because most of the positions require specialized experience and specific education requirements.

## C. AWARDS

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

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

Employee incentives are distributed to employees on a fair and equitable basis, ensuring that all individuals are recognized and rewarded in alignment with their contributions, performance, and role within the organization.

<b>Time-Off Awards</b>	<b>Total (Number)</b>	<b>Reportable Disability (Percentage)</b>	<b>Without Reportable Disability (Percentage)</b>	<b>Targeted Disability (Percentage)</b>	<b>Without Targeted Disability (Percentage)</b>
Time-Off Awards 1 - 10 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.00	0.00	0.00	0.00

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Cash Awards \$500 and Under: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0.00	0.00	0.00	0.00	0.00

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

a. Awards, Bonuses, & Incentives (PWTB)

Answer: No

b. Pay Increases (PWTB)

Answer: No

In FY 2025 no quality step increases were granted.

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Total Performance Based Pay Increases Awarded	0.00	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 (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: No
- ii. Internal Selections (PWTD) Answer: No
- d. Grade GS-13
- i. Qualified Internal Applicants (PWTD) Answer: No
- ii. Internal Selections (PWTD) Answer: No

Given the small size of OSHRC, opportunities for advancement to senior grade levels are inherently limited. As a result, internal promotions to senior grade levels occur infrequently and are most often tied to staff turnover rather than the creation of new positions.

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 (PWTB) | Answer: No |
| ii. Internal Selections (PWTB)          | Answer: No |
| c. Grade GS-14                          |            |
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB)          | Answer: No |
| d. Grade GS-13                          |            |
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB)          | Answer: No |

Given the small size of OSHRC, opportunities for advancement to senior grade levels are inherently limited. As a result, internal promotions to senior grade levels occur infrequently and are most often tied to staff turnover rather than the creation of new positions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |                             |             |
|-----------------------------|-------------|
| a. New Hires to SES (PWD)   | Answer: N/A |
| b. New Hires to GS-15 (PWD) | Answer: N/A |
| c. New Hires to GS-14 (PWD) | Answer: N/A |
| d. New Hires to GS-13 (PWD) | Answer: N/A |

OSHRC does not believe it has a trigger involving PWD among the new hires to senior grade levels. Due to the small size of OSHRC (42 permanent positions in FY 2025), most of our positions require specialized experience and specific education requirements. In FY 2025, OSHRC did not have any vacancies at the senior grade levels.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)   | Answer: N/A |
| b. New Hires to GS-15 (PWTB) | Answer: N/A |
| c. New Hires to GS-14 (PWTB) | Answer: N/A |
| d. New Hires to GS-13 (PWTB) | Answer: N/A |

OSHRC does not believe it has a trigger involving PWTB among the new hires to senior grade levels as most of our positions require specialized experience and specific education requirements. In FY 2025, OSHRC did not have any vacancies at the senior grade levels.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |  |             |
|--|-------------|
| a. Executives                          |             |
| i. Qualified Internal Applicants (PWD) | Answer: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |
| b. Managers                            |             |
| i. Qualified Internal Applicants (PWD) | Answer: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |
| c. Supervisors                         |             |

- |  |             |
|--|-------------|
| i. Qualified Internal Applicants (PWD) | Answer: N/A |
| ii. Internal Selections (PWD)          | Answer: N/A |

OSHRC does not believe it has a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions. In FY 2025, OSHRC did not have any promotions to supervisory positions.

6. Does your agency have a trigger involving PWTB 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 (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |

b. Managers

- |   |             |
|---|-------------|
| i. Qualified Internal Applicants (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |

c. Supervisors

- |   |             |
|---|-------------|
| i. Qualified Internal Applicants (PWTB) | Answer: N/A |
| ii. Internal Selections (PWTB)          | Answer: N/A |

OSHRC does not believe it has a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions. In FY 2025, OSHRC did not have any 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: N/A |
| b. New Hires for Managers (PWD)    | Answer: N/A |
| c. New Hires for Supervisors (PWD) | Answer: N/A |

OSHRC does not believe it has a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions. In FY 2025, OSHRC did not have any promotions to supervisory positions.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)  | Answer: N/A |
| b. New Hires for Managers (PWTB)    | Answer: N/A |
| c. New Hires for Supervisors (PWTB) | Answer: N/A |

OSHRC does not believe it has a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions. In FY 2025, OSHRC did not have any promotions 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: N/A

OSHRC did not have any eligible Schedule A employees in FY 2025.

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

a. Voluntary Separations (PWD)

Answer: No

b. Involuntary Separations (PWD)

Answer: No

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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(s) in the text box.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

N/A

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The information is provided at the following links: <https://www.oshrc.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.

The information is provided at the following links: <https://www.oshrc.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.

OSHRC continues to collaborate with building management to identify and address architectural barriers within its facilities and to maintain a fully accessible space. This ongoing effort includes assessing current conditions, prioritizing needed modifications, and exploring feasible solutions to improve access for individuals with disabilities. As part of this effort, an ADA-compliant door was installed at the agency's main entrance in our Washington, DC office, improving accessibility to the space.

## 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.)

Within five business days of a request for reasonable accommodation, the requester will receive written confirmation from the Disability Program Manager that the request was received. Approval or denial of a reasonable accommodation request generally takes no longer than 30 days unless there are extenuating circumstances (e.g., additional supporting medical or other information is needed). OSHRC received two reasonable accommodation requests in FY 2025.

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.

Our reasonable accommodation policy outlines the procedures for requesting an accommodation for employees and applicants. OSHRC received two reasonable accommodation requests in FY 2025.

## 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.

1. 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.

OSHRC had no personal assistance services (PAS) requests in FY 2025. Our reasonable accommodation policy includes PAS procedures.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer: No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer: N/A

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

### 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: N/A

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.

## 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. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

OSHRC does not believe it has a trigger involving hiring and/or retaining PWD and PWTD due to its small size (42 permanent positions in FY 2025), and because most of the positions require specialized experience and specific education requirements. In FY 2025, we continued to review policies, procedures, and/or practices for triggers that will prevent us from hiring and/or retaining PWD and PWTD. We did not identify any triggers.

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

No barriers were identified that resulted in planned activities.

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.

No barriers were identified that resulted in planned activities.