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

Cluster GS-1 to GS-10 contains 424 PWD (5.71 percent). Cluster GS-11 to 15 contains 336 PWD (7.40 percent). Cluster SES contains 3 PWD (11.11 percent), all are below the goal of 12 percent.

*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

Cluster GS-1 to GS-10 contains 66 PTWD (0.89 percent). Cluster GS-11 to 15 contains 59 PTWD (1.30 percent). Cluster SES contains 0 PWD (0.0 percent), all are below the goal of 2 percent.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	3725	302	8.11	41	1.10
Grades GS-1 to GS-10	7378	414	5.61	37	0.50

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

The Agency EEO Managers have communicated hiring goals to managers and supervisors through regularly scheduled meetings with Area IHS senior leadership. The Indian Preference Act provides absolute preference to qualified American Indians and Alaska Natives who are enrolled in federally recognized Indian Tribes as defined by the Secretary of the Department of the Interior. Indian Preference presents challenges to recruitment actions, however, EEO Managers are encouraged to identify qualified American Indians and Alaska Natives with disabilities or targeted disabilities.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

<div align="right">Answer   No</div>

The IHS has not designated sufficient qualified personnel to implement its disability program in all Area/Region offices. However, the DMEEO Director hired an IHS RA Program Manager, to advise, and guide Area/Region RA Coordinators and decision makers through the accommodation process. The Navajo Area designated a permanent Reasonable Accommodation Coordinator.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	

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

<div align="right">Answer   Yes</div>

The IHS Reasonable Accommodation Program Manager provided training on Reasonable Accommodation and PAS across the Agency.

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.

<div align="right">Answer   No</div>

Through its 2020 reorganization and restructuring effort, the IHS will continue to work with senior leadership to identify funding sources and work to obtain other resources to fund the agency disability program. In FY 2023, the EEO restructuring efforts have continued. The DMEEO Diversity and Inclusion Program Manager who is also the IHS RA Program Manager, has responsibilities for implementing the Reasonable Accommodation Program as well as PWD Special Emphasis activities. Also in FY 2023, the Agency RA Policy was finalized, disseminated and published on the Agency web page. There are still vacancies within the Area Offices for RA Coordinators/Disability Program Managers.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Ensure the IHS has sufficient staff and funding to effectively manage the reasonable accommodation program of the agency.		
Target Date	Sep 30, 2024		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2020	No additional accomplishments	
	2022	The DMEEO filled its RA Program Manager. Started RA tracking system.	
	2019	The DMEEO Director and EEO Restructuring Team spent FY 2019 working to address the resource needs of the IHS's EEO program including the reasonable accommodation program. Reasonable Accommodation (RA) tracking products and services developed to meet the specific needs of the IHS and maintain confidentiality of employee's medical information were identified. In FY 2020, the DMEEO and EEO Restructuring Team developed a plan to allocate sufficient budgetary resources for annual training of the DMEEO Area and Headquarters staff to ensure the IHS is able to administer and evaluate all aspects of its reasonable accommodation program.	
	2023	Develop plan to assess needed staff and other resources to effectively administer the reasonable accommodation program.	
	2023	IHS RA tracking system was completed on September 26, 2023. The system will go live FY 2024, 1st – 2nd Qtr.	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	Obtain sufficient resources to support the Special Emphasis Programs		
Target Date	Jan 1, 2024		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2023	The IHS DEIA Strategic Plan was approved February 2, 2023. Special Emphasis proposal and charter in progress. The IHS Circular 23-22, DEIA Council Charter and Action Memo is in the Office of the Director's Office for review and approval as of November 3, 2023. The plan to establish the Special Emphasis Program is in progress and will be established by FY 2024, 2nd quarter. The DEIA Council and Special Emphasis Program will address goals and objectives highlighted within the IHS DEIA Strategic Plan.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Work with OHR to develop and implement AAP for Individuals with Disabilities		
Target Date	Dec 30, 2024		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 1, 2018		Form a senior level working group of HR and EEO professionals to develop AAP, develop and administer training on AAP for all employees.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2021	No progress has been made to date in this area.	
	2023	IHS DEIA Strategic Plan set goal and objectives to address plan for PWD/ PWTD initiatives.	

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.

For FY 2023, the IHS intends to increase the representation and retention of PWD and PWTD. Strategies to address this matter are captured in the IHS DEIA Strategic Plan, which includes the following: conducting barrier analysis to identify triggers within the agency's recruitment efforts; promoting the use of the Schedule A hiring authority for PWD and PWTD; and expanding partnerships with organizations that assist PWD and PWTD in securing employment. To improve recruitment of PWD and PWTDs and enhance outreach efforts, the IHS's DMEEO partnered with the DOL Office of Disability Employment Policy, to implement a feature within their nation-wide resume database to allow registered candidates to identify their eligibility for Indian Preference (American Indians and Alaska Natives) pursuant to Indian Preference Law 25 U.S. Code §§ 5117 . The feature is now permanently available in the system. IHS will utilize the database in FY 2024 to search for potential job candidates eligible for Schedule A hiring. Actions to address retention of PWD and PWTD will include exploring the availability of promotion, recognition, career development, and mentoring opportunities. Additionally, the establishment of PWD Special Emphasis Program Coordinators and Employee Resource Groups at the Area and regional levels can aid in recruitment and outreach efforts and serve as advisors to leadership.

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

After applying Indian Preference (IP), the remaining eligible and qualified candidate names are placed on the certificates of eligibles-depending on their requested & eligible hiring authorities. In FY 2023, the Department resurveyed the workforce using the new Workforce Demographics Survey, for IHS, there was a 2.6 percent increase in the number of employees self-identifying as a PWD/ PWTD. For FY 2024, offices will be encouraged to identify applicants (hiring) and candidates (internal promotions) that are PWD/PWTD and eligible for IP. In addition, participated in the WRP program, Schedule A, and use Veterans' Employment Opportunity Act (VEOA), and Veterans' Readjustment Appointment (VRA) hiring authorities to recruit PWD and PWTD for positions.

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

The applicant must submit documentation of eligibility for employment under Schedule A, which generally comes from a licensed medical or rehabilitation provider. The applicant's name would be placed on a certificate of eligible for consideration if qualified and eligible. Persons claiming Indian Preference are considered priority.

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

Supervisor training on hiring authorities includes an overview of Schedule A. Schedule A training is provided to new supervisors within 6 months of hire. In addition, the DMEEO provided training during the FY 2023 MD 715 overview.

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 IHS must consider Indian Preference first when hiring. This drastically reduces the amount of opportunities for consideration that targets PWD and PWTD applicants. To increase the number of persons with disabilities that identify as American Indian or Alaska Native, the IHS DMEEO staff will partner with both veteran and state rehabilitation organizations in FY 2024. The Area EEO Managers will encourage qualified persons with disabilities to participate in recruiting activities and identify sources of applicants they may be aware of so that contacts can be established. HR expect to identify and attend hiring events by reaching out to local VA resources, colleges and tribal programs for PWD/PWTDs. HR will continue to use Hiring Our Heroes and attend virtual career fairs. In addition, the Agency has received its initial meeting with WRP.

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

New hire percentages of PWD and PWTD are 3.48 percent and .72 percent respectively. Increase from FY 2022, 2.84 percent and .21 percent. Using the goals of 12 percent and 2 percent, triggers exist in the permanent workforce.

New Hires	Total	Reportable Disability		Targeted Disability	
	(#)	Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	11948	0.00	0.00	2.08	0.23
% of Qualified Applicants	4449	0.00	0.00	2.18	0.40
% of New Hires	600	0.00	0.00	2.00	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

Using the goals of 12 percent and 2 percent, triggers exist in the top 4 job titles among new hires in the Mission Critical Occupations. These job titles are: Nurse (0610); Medical Officer (0602); Pharmacist (O660); and Information Technology Management (2210).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability New Hires (%)
Numerical Goal	--	12%	2%
0185 SOCIAL WORK	8	0.00	12.50
0343 MGMT ANALYSIS	0	0.00	0.00
0601 GEN HLTH SCI	7	0.00	0.00
0602 MEDICAL OFF	57	0.00	0.00
0610 NURSE	315	0.00	2.86
0644 MED TECHNOL	12	0.00	0.00
0670 HEALTH ADMIN	0	0.00	0.00
0671 HLTH SYSTEM SPEC	0	0.00	0.00
1102 CONTRACT/PROCUREMENT	9	0.00	11.11
2210 INFORMATION TECHNOLOGY SPEC	12	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

Using the goals of 12 percent and 2 percent, triggers exist in the top 5 job titles among promotions in the permanent workforce. These job titles are: Nurse (0610); Medical Support Assistance (0679); Medical Officer (0602); Pharmacist (O660); and Health Care Technician (0670). Data need further analysis - the possibility of the location of the trigger being somewhere in the hiring process rather than the number of qualified PWD/PWTD applicants entering the system.

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

Internal promotions analyzed for potential triggers. Only potential issues were found in the Nurse (0610) job title. Specifically, PWD and PWTD candidates were qualified and referred at higher rates than non-disabled candidates, but were selected at lower rates. More information needs to be gathered to determine if there is truly a trigger to a barrier.

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.

Recruitment activities will continue to be initiated with organizations that target American Indians and Alaska Natives with disabilities and veterans. The IHS has worked to ensure adequate resources for providing reasonable accommodations and personal assistant services to PWD and PWTD. The IHS utilizes Senior Executive Service Candidate Development Program when offered, as well as a Leadership Training Program. This Leadership Training Program includes a shadowing experience covering IHS-specific administrative and programmatic topics that IHS leadership encounter on a daily basis followed by a practical experience. The DMEEO and HR will encourage managers and supervisors to identify potential candidates for this program that are also qualified persons with disabilities/targeted disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Indian Health Service encourages supervisors to develop an Individual Development Plan with each of their employees.

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					
Fellowship Programs	N/A					
Mentoring Programs	N/A					
Coaching Programs	N/A					
Training Programs	N/A					
Detail Programs	N/A					
Other Career Development Programs	0	32				

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

In FY 2023, the IHS completed an Executive Development Program under Career Development Programs for high potential GS-14 and GS-15 managers interested in executive-level positions within the IHS. In FY 2024, the program will be launched, the first class is schedule to graduate September 2024. In addition, there are various IHS Scholarship Programs designed for students. Currently, there is no mechanism designed to identify disabled participants participating in these programs. In FY 2024-2025, the DMEEO and HR will work in collaboration to develop a tracking system for this program in order to enable analysis to take place.

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

> In FY 2023, the IHS completed an Executive Development Program under Career Development Programs for high potential GS-14 and GS-15 managers interested in executive-level positions within the IHS. In FY 2024, the program will be launched, the first class is schedule to graduate September 2024. In addition, there are various IHS Scholarship Programs designed for students. Currently, there is no mechanism designed to identify disabled participants participating in these programs. In FY 2024-2025, the DMEEO and HR will work in collaboration to develop a tracking system for this program in order to enable analysis to take place.

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 and PWTD have triggers for Time Off Awards and Cash Awards participation rates hover around 6 percent and for PWTD approximately 1 percent. However, these inclusion rates are fairly consistent with IHS's overall inclusion rates of 6.23 percent and 1.11 percent. While IHS is underrepresented with respect to PWD/ PWTD, those employees are receiving awards at a rate consistent with their representation in the agency. Therefore, the IHS will look to increase the numbers of PWD/PWTD in the agency and maintain equitable distribution of awards.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	3244	25.34	24.42	19.57	26.07
Time-Off Awards 1 - 10 Hours: Total Hours	23579	178.23	179.08	143.48	182.66
Time-Off Awards 1 - 10 Hours: Average Hours	7	0.86	0.06	7.61	0.00
Time-Off Awards 11 - 20 hours: Awards Given	810	7.63	5.81	5.43	7.91
Time-Off Awards 11 - 20 Hours: Total Hours	15836	142.68	114.37	100.00	148.13
Time-Off Awards 11 - 20 Hours: Average Hours	19	2.21	0.17	19.57	0.00
Time-Off Awards 21 - 30 hours: Awards Given	945	9.10	6.89	10.87	8.88
Time-Off Awards 21 - 30 Hours: Total Hours	25887	250.06	189.27	286.96	245.35
Time-Off Awards 21 - 30 Hours: Average Hours	27	3.32	0.24	28.26	0.14
Time-Off Awards 31 - 40 hours: Awards Given	3634	28.91	28.01	28.26	28.99
Time-Off Awards 31 - 40 Hours: Total Hours	147775	1162.48	1140.62	1173.91	1161.03
Time-Off Awards 31 - 40 Hours: Average Hours	40	4.92	0.36	44.57	-0.14
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	2104	12.79	16.53	9.78	13.18
Cash Awards: $501 - $999: Total Amount	1660426	10093.48	13048.03	7926.09	10370.04
Cash Awards: $501 - $999: Average Amount	789	97.05	7.15	880.43	-2.91
Cash Awards: $1000 - $1999: Awards Given	3292	25.09	25.72	25.00	25.10
Cash Awards: $1000 - $1999: Total Amount	4633756	34538.13	36397.85	34071.74	34597.64
Cash Awards: $1000 - $1999: Average Amount	1407	169.25	12.83	1480.43	1.94
Cash Awards: $2000 - $2999: Awards Given	1369	12.18	10.65	23.91	10.68
Cash Awards: $2000 - $2999: Total Amount	3250056	28849.69	25319.41	56835.87	25278.64
Cash Awards: $2000 - $2999: Average Amount	2374	291.39	21.55	2582.61	-0.97
Cash Awards: $3000 - $3999: Awards Given	779	6.89	6.13	7.61	6.80
Cash Awards: $3000 - $3999: Total Amount	2690303	24018.70	21145.63	26504.35	23701.53
Cash Awards: $3000 - $3999: Average Amount	3453	428.91	31.28	3785.87	0.55
Cash Awards: $4000 - $4999: Awards Given	341	3.08	2.65	1.09	3.33
Cash Awards: $4000 - $4999: Total Amount	1508126	13658.55	11723.26	4741.30	14796.39
Cash Awards: $4000 - $4999: Average Amount	4422	546.25	40.14	4741.30	10.96
Cash Awards: $5000 or more: Awards Given	508	3.44	4.07	4.35	3.33
Cash Awards: $5000 or more: Total Amount	4109850	25196.80	33062.80	30222.83	24555.48
Cash Awards: $5000 or more: Average Amount	8090	899.88	73.63	7555.43	50.62

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

PWD and PWTD have triggers for QSI participation rate is 0.00 percent and for PWTD .00 percent. This is a trigger because not only are PWD/PWTD underrepresented in the Agency, but those same individuals are underrepresented based on their relative participation in the workforce. There were no QSIs FY 2023.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

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

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

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   No

        ii. Internal Selections (PWD)   Answer   No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

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   No

    ii. Internal Selections (PWTD)   Answer   No

d. Grade GS-13

    i. Qualified Internal Applicants (PWTD)   Answer   No

    ii. Internal Selections (PWTD)   Answer   No

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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   No

    b. New Hires to GS-15 (PWD)   Answer   No

    c. New Hires to GS-14 (PWD)   Answer   No

    d. New Hires to GS-13 (PWD)   Answer   No

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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   No

    b. New Hires to GS-15 (PWTD)   Answer   No

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

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

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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   No

        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   No

        ii. Internal Selections (PWD)   Answer   No

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   No

    b. Managers

        i. Qualified Internal Applicants (PWTD)   Answer   No

         ii. Internal Selections (PWTD)   Answer   No

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer   No

         ii. Internal Selections (PWTD)   Answer   No

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

    a. New Hires for Executives (PWD)   Answer   No

    b. New Hires for Managers (PWD)   Answer   No

    c. New Hires for Supervisors (PWD)   Answer   No

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

    a. New Hires for Executives (PWTD)   Answer   No

    b. New Hires for Managers (PWTD)   Answer   No

    c. New Hires for Supervisors (PWTD)   Answer   No

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

<div align="right">Answer   N/A</div>

> During FY 2023, there were no Schedule A employees converted. This is due to Indian Preference. IP candidates are given priority consideration over non- Indian candidates. A selecting official may not select a non-Indian preference candidate where at least one Indian preference candidate from any source was considered qualified. Section 7-2.10 Selection of Candidates from the IHS Manual Merit Promotion.

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   Yes

        b.Involuntary Separations (PWD)   Answer   No

> The number of separations for PWD and PWTD is high for the IHS overall. Of the 2,038 employees who separated in FY 2023, 147 employees (7.21 percent) identified as PWD, and 28 employees (1.37 percent) identified as PWTD. The separation percentage for PWD was higher than the cumulative participation rate for PWD (6.23 percent) and lower for PWTD (1.11 percent) in the workforce. Analyses of IHS exit survey data will be useful in gaining insight into each employee's employment experience and recommendations for improvement.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	6	0.12	0.04
Permanent Workforce: Removal	78	0.84	0.55
Permanent Workforce: Resignation	815	5.97	5.96
Permanent Workforce: Retirement	309	4.53	2.11
Permanent Workforce: Other Separations	266	2.51	1.91
Permanent Workforce: Total Separations	1472	13.96	10.56

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   Yes

        b.Involuntary Separations (PWTD)   Answer   No

> The number of separations for PWD and PWTD is high for the IHS overall. Of the 2,038 employees who separated in FY 2023, 147 employees (7.21 percent) identified as PWD, and 28 employees (1.37 percent) identified as PWTD. The separation percentage for PWD was higher than the cumulative participation rate for PWD (6.23 percent) and lower for PWTD (1.11 percent) in the workforce. Analyses of IHS exit survey data will be useful in gaining insight into each employee's employment experience and

recommendations for improvement.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	6	0.00	0.04
Permanent Workforce: Removal	78	0.00	0.57
Permanent Workforce: Resignation	815	8.16	5.95
Permanent Workforce: Retirement	309	6.12	2.23
Permanent Workforce: Other Separations	266	4.08	1.93
Permanent Workforce: Total Separations	1472	18.37	10.71

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.

This item is an action plan item found in Part H. More data will be collected and analysis completed in FY 2023.

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.ihs.gov/eeo/section508/

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.access-board.gov/aba/

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.

No additional programs, policies, or practices that the agency has undertaken designed to improve accessibility of the agency's 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.)

In FY 2023, there were 185 Reasonable Accommodation requests logged. 97.84 percent of RA requests were processed between 10-15 business days.

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.

In FY 2023, the DMEEO and Area EEO Managers provided formal training and guidance on Reasonable Accommodation to supervisor, managers, and employees. RA guidance document was developed to provide step by step guidance on processing the RA request from the initial interactive discussion to making a decision on the request. The RAs were follow up to ensure they were closed out in a timely manner. And the accommodation provided, met the needs of the employee or applicant.

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.

To date, there have been no requests for Personal Assistance Services in the agency during FY 2023.

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.

There were no findings of discrimination based on harassment in FY 2023.

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.

There was one (1) findings of discrimination with allegations of Reassignment -Directed based on age and disability for FY 2023. The Area/Region was provided RA training to go over the proper procedures for processing a RA. The employee was accommodated.

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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
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 number of PWD in the IHS is 543 or 3.79% of the current workforce. Similarly, the number of PWTD in the IHS is currently 138 or .96% of the workforce. Both of these percentages fall below the goals of 12% and 2% respectively.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

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.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Disability	Agency (recruitment, hiring and retention) policies, procedures, practices and attitudes are a barriers for attracting and retaining qualified persons with disabilities.
	Disability	Agency (recruitment, hiring and retention) policies, procedures, practices and attitudes are a barriers for attracting and retaining qualified persons with disabilities.
	Disability	Agency (recruitment, hiring and retention) policies, procedures, practices and attitudes are a barriers for attracting and retaining qualified persons with disabilities.
	Disability	Agency (recruitment, hiring and retention) policies, procedures, practices and attitudes are a barriers for attracting and retaining qualified persons with disabilities.
	Disability	Agency (recruitment, hiring and retention) policies, procedures, practices and attitudes are a barriers for attracting and retaining qualified persons with disabilities.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
01/01/2012	09/30/2022	Yes	05/01/2020		Increase the representation of persons with disabilities in the agency.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Director, DMEEO	Angela K. Porter	No
Director, Office of Human Resources	Lisa Gyorda	No

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
12/31/2022	DMEEO, and HR will work together to target/expand recruitment efforts to organizations that serve persons with disabilities.	No	10/01/2020	
09/30/2022	Encourage all new employees to self-identify their disability status on form 256. Reissue 256 internally and work with HR to ensure accurate data captured.	Yes	10/01/2020	
09/30/2022	Work with senior leadership to revise Reasonable accommodation policy. Disseminate policy and continue to train employees, supervisors and managers on disability issues.	No	06/01/2020	
09/30/2022	Work with HR and managers to encourage the use of Schedule A Hiring Authority for every hiring decision within their respective areas.	Yes	06/01/2020	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2019	DMEEO staff have met with and collaborated with HR staff to produce reports – FEORP and DVETS. Training DVD for Reasonable Accommodation has been completed and utilized throughout the agency.
2020	No accomplishments to report.

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

The main factor preventing the agency from timely completing any of the planned activities was lack of resources. The EEO restructuring initiative is putting the framework in place to obtain the necessary staff, contract services, and products to enable goals to be met for FY 2024.

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

None completed.

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.

The IHS will continue to enforce and publicize the HHS policies on Equal Employment Opportunity including Reasonable Accommodation and Anti- Harassment. Revision of the IHS's Reasonable Accommodation, Sexual Harassment Prevention, Anti-Harassment, and Alternative Dispute Resolution policies and procedures were completed and finalized. The IHS will continue to utilize the FEVS and climate assessment surveys to evaluate employees' awareness of and perceptions about EEO programs and their work environment. This will enable IHS to increase the visibility of diversity and inclusion programs throughout the Agency, increase the collaboration between EEO and HR, in order to improve the success of recruitment and retention of Hispanics and Persons with Disabilities. The IHS will utilize awards and recognition programs to recognize accomplishments in EEO such as the IHS Director's Awards. In addition to mandatory training, in FY 2023, all new supervisors will receive additional training on EEO, Reasonable Accommodation, Alternative Dispute Resolution, Anti-Harassment, as well as effective communication and interpersonal skills during new supervisors training. Further, the IHS will continue to develop and deliver in-person and web-based training modules for employees and supervisors using information gathered from prior year reports such as MD-715, NoFEAR, EEOC 462, and Area Office Compliance Reviews. This training will enhance employees' knowledge of EEO and diversity and inclusiveness and reaffirm the commitment of senior leadership to creating a model EEO program for IHS. MD-715 will be

reviewed, monitored, and implemented on an ongoing basis throughout the year to determine what actions to take to correct or improve in any areas noted. This process is to include review by all stakeholders, especially the IHS Human Resources, IHS executive officers, and Area Directors. In addition, barrier identification and action plans will be researched to address shortcomings. EEO will be included in IHS deliberations/decisions relative to recruitment, vacancy projections, training and development, and strategic planning. Personnel policies, procedures, and practices will be submitted to EEO on a regular basis; EEO to be involved in reassignments such as 638 discussions with the goal of providing input on EEO law to assist in the reduction of EEO complaints, settlements, and to improve the overall employee engagement as recommended by EEOC.