

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

**National Credit Union Administration - 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

N/A

\* 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

N/A

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					
Grades GS-1 to GS-10					

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

Although NCUA does not have specific numerical goals, it developed a human capital dashboard that displays current disability representation for all hiring managers and recruiter's visibility.

## 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

- 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

N/A

- 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)
Processing reasonable accommodation requests from applicants and employees	1	1	0	Vanessa Jackson, HR Specialist, OHR, vjackson@ncua.gov Tiffany Thompkins, HR Specialist, OHR, tthompkins@ncua.gov
Section 508 Compliance	0	0	1	Nickol Davenport, Website Admin/ Section 508 Coordinator, OEAC, edavenport@ncua.gov
Answering questions from the public about hiring authorities that take disability into account	4	0	0	Homayra Jami, Lead HR Specialist, OHR, hjami@ncua.gov; Lauren Portwood, HR Specialist, OHR, LPortwood@ncua.gov; Michele Sullivan, HR Specialist, OHR; Wayne Shrader, HR Specialist, OHR, sshrader@ncua.gov; Separations during the year: Jodi Johnson, Director Staffing and Classification; Lisa Bazemore, Lead HR Specialist; Amanda Brown, HR Specialist; Jasmin Sneed, HR Specialist; Kayla Greene, HR Specialist; Doreen Rizopoulos, National Recruiter.
Processing applications from PWD and PWTD	4	0	0	Homayra Jami, Lead HR Specialist, OHR, hjami@ncua.gov; Lauren Portwood, HR Specialist, OHR, LPortwood@ncua.gov; Michele Sullivan, HR Specialist, OHR; Wayne Shrader, HR Specialist, OHR, sshrader@ncua.gov; Separations during the year: Jodi Johnson, Director Staffing and Classification; Lisa Bazemore, Lead HR Specialist; Amanda Brown, HR Specialist; Jasmin Sneed, HR Specialist; Kayla Greene, HR Specialist; Doreen Rizopoulos, National Recruiter.
Architectural Barriers Act Compliance	0	0	1	Karl Overman, Visual Information Specialist Koverman@ncua.gov
Special Emphasis Program for PWD and PWTD	0	0	0	Separated during the year: Holly Aguilar, Diversity Specialist, OMWI, HAgUILAR@ncua.gov

- 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

OMWI regularly attends EEOC webinars for federal EEO practitioners. Additionally, human resources staff are provided on-the-job training regarding the sourcing, use, and processing of various hiring appointing authorities and their associated required documentation, including those related to PWD and PWTD. New HR specialists are trained by senior specialists on the agency disability program and responsibilities. OMWI keeps up to date through cyberFEDS and other resources regarding disability issues.

**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

N/A

## **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.

NCUA participates in several activities to enhance outreach to individuals with disabilities. These efforts include:

- Maintaining a "talent bank" of Schedule A applicants who apply for agency positions.
- Participating in targeted outreach events for people with disabilities.
- Expanding the NCUA's outreach through LinkedIn Recruiter and the USAJOBS Agency Talent Portal resume mining tool to reach qualified applicants, including those with disabilities.
- Offering the Workforce Recruitment Program as an additional resource for managers to source potential applicants to fill vacant positions, in addition to the regular competitive recruitment process.
- Distributing NCUA vacancy announcements to a newly established email distribution list of potential applicants who have expressed interest in NCUA opportunities during recruitment and outreach events.

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.

The agency uses all available and appropriate hiring authorities to employ persons with disabilities. The NCUA's recruitment and outreach efforts included the following:

- Using LinkedIn, a tool that allows the NCUA to expand outreach efforts to a more qualified pool of applicants, to include targeting and connecting with various disabled veterans' groups and communities on LinkedIn.
- Distributing NCUA vacancy announcements to a variety of organizations, colleges, and universities through the digital tool Handshake.

This outreach effort includes veterans' organizations and organizations focused on hiring qualified individuals with disabilities.

- Posting all NCUA vacancy announcements on targeted websites to ensure maximum distribution to a qualified audience, which includes individuals with disabilities.
- Maintaining a talent bank of Schedule A applicants, which includes disabled veterans who apply for positions with the agency.
- Using the USAJOBS Agency Talent Portal resume mining database to search for highly qualified individuals with disabilities and/or veterans with a disability rating of 30 percent or more.
- Distributing NCUA vacancy announcements to an email distribution list of potential applicants who have expressed interest in NCUA opportunities during recruitment and outreach events.
- Leveraging social media channels established by the NCUA's Office of External Affairs and Communications to announce the NCUA's participation at recruitment outreach events.

Additionally, the Disability Employment Program Manager served as a Workforce Recruitment Program recruiter for the Department of Labor applicant database, interviewing potential qualified Schedule A applicants from assigned colleges and universities.

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 Selective Placement Manager uses a searchable Schedule A candidate database to assist hiring managers. Human Resources Staffing Specialists discuss the process and review the Schedule A database with managers for each recruitment during the strategic conversation pipeline step for recruitment/ hiring. Managers are encouraged to consider all available candidates before posting the vacancy. Additionally, once vacancy announcements are posted, each specialist is responsible for confirming the eligibility of qualified Schedule A candidates before issuing certificates to the hiring managers. When Schedule A candidates apply to agency postings through a vacancy announcement, their resume package is reviewed to determine their qualifications and eligibility. Thereafter, qualified candidates are forwarded to the hiring official on a referral list for consideration. Once the candidate's application and supporting documentation are received, the coordinator will conduct a qualifications analysis of all materials submitted. After careful review, candidates are notified of their status (qualified/not qualified). Qualified candidates are added to the agency's Schedule A database. Each HR Specialist is required to review the database before posting the vacancy announcement and refer qualified candidates to the hiring manager (at the hiring manager's request).

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

The agency has a supervisory orientation program where new supervisors receive training on EEO laws and procedures, harassment laws, and an overview of alternative dispute resolution. New supervisors receive access to the Supervisor Resource Center, which provides an overview of training requirements as well as immediate access to external training, webinars, and job aids. The agency provides a Schedule A job aid tool in the NCUA Learning Management System, which covers the hiring authority details and answers several commonly asked questions. In addition, new supervisors receive in-person training on the Schedule A hiring authority and process during the strategic conversation pipeline step of recruitment/hiring. The agency offers hiring managers Recruitment and Hiring Flexibilities training throughout the year to include a 4-hour Recruitment Bootcamp for managers with a large focus on flexible hiring authorities for PWD and PWTD. Finally, the OMWI manages the disability solutions desk mailbox for questions or concerns for any disability-related issue.

## 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 recruitment strategy includes a strong focus on outreach to PWDs and PWTDs. In sourcing candidates, we used multiple resume databanks, such as the Department of Labor's Workforce Recruitment Program and OPM's USAJOBS Agency Talent Portal, which has a direct sourcing search for potential qualified PWDs/PWTDs. We attended multiple disability-focused career fairs, such as OPM's "Bender List" and "Level up for Federal Government", both in person and virtually to maximize access. We have established partnerships with universities and colleges such as Gallaudet University and Rochester Institute of Technology - National Institute for the Deaf. The NCUA also participated in mock interviews with students at Gallaudet University. Current NCUA employees have access to the following programs available to assist and support to help provide reasonable accommodations.

- Reasonable Accommodations Support Services:

- American Sign Language (ASL)
  - Communications Access Realtime Translation (CART)
  - Virtual Remote Interpretation (VRI)
  - Mobility Services
  - Specialized Computer Equipment
  - Ergonomic Assessments
- Employee Assistance Program (EAP)
- WorkLife4U.

Lastly, the agency had a robust training and development program, described in Section A. ADVANCEMENT PROGRAM PLAN below.

## 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

There was a total of 38 permanent new hires in FY25. Based on the 12 Percent target, we expected 4 PWD to be selected and 4 were selected. In addition, we expected 0 PWTD to be selected and 1 selection was made.

Calculations for expected number of selections (Table B8)

PWD: 12 Percent \* Number of selections = 12 Percent \* 38 = 4.56, or 4 selections.

PWTD: 2 Percent \* Number of selections = 2 Percent \* 38 = 0.76, or <1 selection.

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	2265	6.09	0.00	2.47	0.00
% of Qualified Applicants	690	5.22	0.00	2.46	0.00
% of New Hires	16	0.00	0.00	0.00	0.00

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

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

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

There were a total of 16 MCO new hires selected in FY25. Based on the qualified applicant pool, we expected 0 PWD selections and made 0 selections. In addition, we expected 0 selections to PWTD and made 0 selections.

Calculations for expected number of selections:

PWD: 36 PWD out of 690 qualified applicants \* 16 selections =  $36/690*16 = 0.83$ , <1 selection

PWTD: 17 PWTD out of 690 qualified applicants \* 16 selections =  $17/690*16 = 0.39$ , <1 selection.

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
<b>Numerical Goal</b>	--	<b>12%</b>	<b>2%</b>
0580 CREDIT UNION EXAMINER	16	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. 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

In our current relevant applicant pool, approximately 7 Percent of our employees have elected not to identify their disability status; however, the majority (53.33 Percent) of internal qualified applicants have done so when applying for positions in USA Jobs. This results in unreliable comparisons between our relevant applicant pool and our qualified applicants. Alternatively, we can compare our relevant applicant pool to our actual promotions.

There were a total of 13 competitive promotions made to MCO's in FY25. Based on the relevant applicant pool we would have expected 2 (2.58) PWD to be selected and we did select 2. In addition, we would have expected 0 (0.61) PWTD to be selected and we did select 0.

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

There was a total of 6 selections made from all internal applicants. Based on the qualified applicant pool, we would have expected 0 selections made from PWD and we did make 0 selections. In addition, we expected to select 0 PWTD and did make 0 selections.

Calculations for Expected Selections

PWD: 9 PWD out of 60 qualified applicants \* Number of selections =  $9/60*6 = 0.9$ , <1 selection.

PWTD: 5 PWTD out of 60 qualified applicants \* Number of selections =  $5/60*6 = 0.5$ , <1 selection.

## 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 NCUA's primary occupation is the Credit Union Examiner (CUE), representing close to 70 percent of the agency staff. Entry-level CUE positions are advertised and recruited as career ladder positions with promotion opportunities to a target level of CU-12. CUEs are provided extensive training to develop and reach the full performance level.

Note: All CUE announcements are open to Schedule A candidates.

The agency also advertises Leadership Development Programs, which are open to all employees at all levels. Briefings are provided to employees before the program's opening to ensure employees understand the development opportunities and the application process and have an opportunity to ask questions. In addition, reasonable accommodations are available to help CUEs be successful in all essential functions of the job, and the Disability Solutions Desk supports on challenges or issues that employees with disabilities may experience.

### B. CAREER DEVELOPMENT OPPORTUNITIES

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

NCUA's career development model deploys a two-pronged approach, balancing focus on technical and leadership competencies. The technical aspect of this model is described in Section IV-A above. The leadership development component is described below.

NCUA's leadership development efforts are guided by its leadership vision and leadership journey. The leadership vision describes key leadership behaviors expected from leaders at all levels across four key pillars: Inspiring Others, Demonstrating Emotional Intelligence, and Driving Results. The leadership journey describes growth as a function of seniority, identifying key competencies expected at various levels of responsibility.

To formally support leadership development at all levels, the NCUA sponsors the following leadership development programs:

(1) Aspiring Leader Program (ALP): NCUA CU 4-6 staff may apply for this two-month program designed to provide competency-based leadership training.

(2) New Leader Program (NLP): NCUA CU 7-10 staff may apply for this program designed to develop future leaders. While remaining in their position of record, participants complete a variety of activities including a developmental detail, formal training sessions, management book reviews and interviews, and a team project.

(3) Executive Leadership Program (ELP): NCUA CU 11-12 staff are eligible to apply for this program. While remaining in their position of record, participants complete a variety of activities including a developmental detail, formal training sessions, management book reviews and interviews, and a team project. ALP, NLP, and ELP are offered federal government-wide by the Graduate School's Center for Leadership and Management. NCUA nominates individuals using our internal competitive selection process; the Graduate School's Center for Leadership and Management has final approval authority.

(4) Management Development Program: an 18-month developmental program for non-supervisors. The Program focuses on learning to lead others. Candidates are exposed to defining project scopes, delegating work, developing others, setting organizational goals, and understanding the broader agency mission.

(5) Excellence in Government Fellows offered by the Partnership for Public Service: a 12-month program for supervisors/managers. Candidates enhance their skills through a combination of coursework, action-learning projects, executive coaching, and government-wide networking. Fellows remain in their full-time jobs, meet every 6 weeks, and spend a total of 24 days in session.

(6) NCUA Executive Training Program: an 18-month program for CU-15 employees. This program prepares employees to transition from supervisory or managerial positions into senior executive positions within the agency.

In addition to leadership training, NCUA has commissioned and is investing heavily in coaching. Executive Coaching Program: a 12-month program for the NCUA's executive staff. The program is designed to help managers become more highly effective leaders, reinforce leadership competencies, enhance performance, etc. In addition, the agency offers a series of training opportunities through its internal training catalog, external training organizations, agency shadowing assignments, and opportunities to participate in short-term detail assignments. The agency also provides career development opportunities through its agency-wide mentorship program.

NOTE: These programs are not presented in Tables A/B12 & 20 because they are available for grade ranges and do not align with the tables.

Group Coaching: NCUA offers group coaching to both supervisory and non-supervisory personnel.

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 Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
Coaching Programs	6	6	1	1	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Other Career Development Programs	5	5	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

Based on the number of career development training applicants, there were no meaningful discrepancies.

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: No

b. Selections (PWTD)

Answer: No

Based on the number of career development training applicants, there were no meaningful discrepancies.

## 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

N/A

<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	4.00	25.00	75.00	25.00	75.00
Time-Off Awards 1 - 10 Hours: Total Hours	28.00	28.57	71.43	28.57	71.43
Time-Off Awards 1 - 10 Hours: Average Hours	7.00	8.00	6.67	8.00	6.67
Time-Off Awards 11 - 20 hours: Awards Given	7.00	14.29	85.71	0.00	100.00
Time-Off Awards 11 - 20 Hours: Total Hours	108.00	14.81	85.19	0.00	100.00
Time-Off Awards 11 - 20 Hours: Average Hours	15.43	16.00	15.33	0.00	15.43
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	1135.00	18.15	81.85	5.82	94.19
Cash Awards \$500 and Under: Total Amount	275825.00	17.15	82.85	4.92	95.08
Cash Awards \$500 and Under: Average Amount	243.02	229.63	245.99	205.76	245.32
Cash Awards: \$501 - \$999: Awards Given	330.00	18.48	81.52	3.94	96.06
Cash Awards: \$501 - \$999: Total Amount	196175.23	18.00	82.00	4.13	95.87
Cash Awards: \$501 - \$999: Average Amount	594.47	578.97	597.99	623.62	593.28
Cash Awards: \$1000 - \$1999: Awards Given	280.00	21.79	78.21	5.36	94.64
Cash Awards: \$1000 - \$1999: Total Amount	418094.00	22.21	77.79	6.08	93.92
Cash Awards: \$1000 - \$1999: Average Amount	1493.19	1521.98	1485.17	1693.40	1481.86
Cash Awards: \$2000 - \$2999: Awards Given	59.00	20.34	79.66	3.39	96.61
Cash Awards: \$2000 - \$2999: Total Amount	142794.00	20.13	79.87	3.19	96.81
Cash Awards: \$2000 - \$2999: Average Amount	2420.24	2395.58	2426.53	2280.50	2425.14
Cash Awards: \$3000 - \$3999: Awards Given	17.00	17.65	82.35	0.00	100.00
Cash Awards: \$3000 - \$3999: Total Amount	61263.00	18.33	81.67	0.00	100.00
Cash Awards: \$3000 - \$3999: Average Amount	3603.71	3742.67	3573.93	0.00	3603.71
Cash Awards: \$4000 - \$4999: Awards Given	18.00	16.67	83.33	5.56	94.44
Cash Awards: \$4000 - \$4999: Total Amount	81664.00	16.06	83.94	4.98	95.02
Cash Awards: \$4000 - \$4999: Average Amount	4536.89	4372.00	4569.87	4067.00	4564.53
Cash Awards: \$5000 or more: Awards Given	343.00	16.62	83.38	3.79	96.21
Cash Awards: \$5000 or more: Total Amount	4518175.00	16.47	83.53	3.17	96.83
Cash Awards: \$5000 or more: Average Amount	13172.52	13052.25	13196.49	11025.23	13257.11

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

N/A

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

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

This year we only had 12 competitive promotions across the senior grades (7 CU13s, 1 CU14, 2 CU15, and 2 SSPs). With so few actions, no meaningful triggers were detected.

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

Due to the small number of new hires selected to these grades this year (7 CU13, 4 CU14, 1 CU15, and 0 SSPs). No meaningful triggers were detected.

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

Due to the small number of new hires selected to these grades this year (1 CU-13, 3 CU-14, 0 CU-15, and 0 SSPs), no meaningful triggers were detected.

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

Due to small number of hires (4) made at these grades this year, no meaningful triggers were detected.

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: N/A

ii. Internal Selections (PWD) Answer: N/A

With 0 executives, 1 manager, and 0 supervisors selected in FY25, there was not enough data to detect any meaningful triggers.

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: N/A

ii. Internal Selections (PWTD) Answer: N/A

With 0 executives, 1 manager, and 0 supervisors selected in FY25, there was not enough data to detect any meaningful triggers.

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

There was no new hire selections made for Executives, Manager or Supervisory positions in the FY25 USA Staffing data.

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

a. New Hires for Executives (PWTD) Answer: N/A

b. New Hires for Managers (PWTD) Answer: N/A

c. New Hires for Supervisors (PWTD) Answer: N/A

There was no new hire selections made for Executives, Manager or Supervisory positions in the FY25 USA Staffing data.

## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer: Yes

N/A

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

N/A

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.48	0.71
Permanent Workforce: Resignation	11	0.96	0.92
Permanent Workforce: Retirement	26	1.92	2.24
Permanent Workforce: Other Separations	12	1.92	0.82
Permanent Workforce: Total Separations	57	5.29	4.69

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

N/A

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.00	0.70
Permanent Workforce: Resignation	11	0.00	0.97
Permanent Workforce: Retirement	26	3.77	2.11
Permanent Workforce: Other Separations	12	1.89	0.97
Permanent Workforce: Total Separations	57	5.66	4.75

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 internet address on the NCUA'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 is <https://ncua.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 NCUA Accessibility Statement on its public website at <https://ncua.gov/accessibility> includes a notice of employees' and applicants' rights under the Architectural Barriers Act. It also includes a description of how to file a complaint.

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.

The Office of the Chief Information Officer (OCIO) Section 508 Program team identifies and assists with the remediation of agency information technology. OCIO maintains a Section 508 Resource Center on the internal website for staff and contractors. The resource center offers training, resource guides, and best practices for creating accessible content. In FY 2026, the team will promote this resource to internal content creators. Accessibility language was updated in the NCUA's Style Guide for content creators in FY 2024. Also, the NCUA updated the Accessibility Statement to conform with the requirements for accessibility statements in OMB Memorandum M-24-08 during the reporting period.

## 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 time frame for processing initial requests for reasonable accommodation averages 10-20 business days, absent extenuating circumstances. The time to process a request depends on the nature of the accommodation requested and the receipt of sufficient supporting 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.

NCUA's Reasonable Accommodation (RA) program includes processing and approvals of accommodation requests within regulatory time frames. In FY25, a total of 76 reasonable accommodation cases were completed with an average processing time of 24 days. The RA Program Manager tracks requests by types of accommodations requested, testing accommodations, equipment needs, and full-time telework, as applicable. NCUA conducts RA training for all new supervisors and reasonable accommodation refresher training sessions for all supervisors and employees. NCUA's RA Specialist consults with managers, supervisors, and employees on the reasonable accommodation process and the laws governing reasonable accommodations.

## 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.

NCUA's Reasonable Accommodation Instruction was finalized on March 28, 2022, and made available to both agency personnel and the public. An update to the instruction to include Religious Accommodations is currently under review. Guidance on PAS services is incorporated into the updated Instruction. To this date, there have been no requests for PAS services.

## 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.

N/A

### 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.

N/A

## 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.

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