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

Central Intelligence Agency - 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: Yes

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

   The PWD percentages in both clusters were below the benchmark of 12 Percent.
   • GS-1 to GS-10 cluster = 2.50 Percent
   • GS-11 to SES cluster = 6.45 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

   The PWTD percentages in both clusters were below the benchmark of 2 Percent.
   • GS-1 to GS-10 cluster = 0.83 Percent
   • GS-11 to SES cluster = 1.57 Percent

Grade Level Cluster (GS or Alternate Pay Planb)	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.

   In FY25, the Talent Acquisition Office (TAO) continued to inform recruiters about the Agency's efforts to hire employees based on skillset and merit, while ensuring PWD have the necessary information and resources to successfully navigate the hiring process. The CIA does not appoint its employees under Title 5, Schedule A, and instead hires its employees under Section 8 of the CIA Act; therefore, the CIA does not have mandatory hiring goals for PWD.

Section II: Model Disability Program

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

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

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

Answer: Yes

In FY25, the CIA had sufficient qualified personnel to implement its programs.

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

Disability Program Task	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Section 508 Compliance	0	0	1	Reasonable Accommodations Staff and Information Technology Enterprise
Architectural Barriers Act Compliance	0	0	1	Reasonable Accommodations Staff and Office of Facilities and Mission Delivery
Special Emphasis Program for PWD and PWTD	0	0	0	Talent Acquisition Office
Answering questions from the public about hiring authorities that take disability into account	0	1	0	Office of Public Affairs and Talent Acquisition Office
Processing reasonable accommodation requests from applicants and employees	7	0	0	Reasonable Accommodations Staff and Talent Acquisition Office
Processing applications from PWD and PWTD	0	0	0	Talent Acquisition Office

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

Answer: Yes

The Office of General Counsel (OGC) continues to provide ongoing training and support to both Reasonable Accommodations Staff management and staff on the rules and procedures governing the provision of reasonable accommodations (RA). Individuals responsible for RA continue to be provided training opportunities through the National Employment Law Institute and the ADA Symposium to deepen understanding of the Americans with Disabilities Act, which has been extended to the Federal Government by the Rehabilitation Act of 1973. Finally, sign language interpreters, readers, and assistive technology specialists regularly participate in training on job-specific duties to ensure the highest level of service delivery.

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

In FY25, CIA continued to provide sufficient resources to hire employees based on merit and with the necessary skillset to support our global mission, to include PWD and PWTD officers.

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.

   The CIA does not have a separate hiring pool for applicants with disabilities (ex. falling under Schedule A). If a PWD expresses interest in and/or applies to a position at the CIA, the individual would follow the standard process. Individuals needing accommodations can find helpful information under Accessibility on the CIA website, which includes a contact number. The individual would request accommodations and/or express accessibility concerns as needed throughout each phase of processing via the Ability Talent Broker and Reasonable Accommodations Staff. Information on an applicant's disability status is considered personal identifying information and is not shared with hiring officials.

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.

   CIA does not appoint employees under Title 5, Schedule A and instead hires employees under Section 8 of the CIA Act. Moreover, the CIA does not have a separate hiring pool for applicants with disabilities (ex. falling under Schedule A).

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 CIA does not have a separate hiring pool for applicants with disabilities (ex. falling under Schedule A). If a PWD expresses interest in and/or applies to a position at the CIA, the individual would follow the standard process. Individuals needing accommodations can find helpful information under Accessibility on the CIA website, which includes a contact number throughout each phase of processing via Ability Talent Broker and Reasonable Accommodations Staff. Information on an applicant's disability status is considered personal identifying information and is not shared with hiring officials.

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: N/A

   CIA does not appoint employees under Title 5, Schedule A, and instead, hires employees under Section 8 of the CIA Act.

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 CIA does not have a separate hiring pool for applicants with disabilities (ex. falling under Schedule A). If a PWD expresses interest in and/or applies to a position at the CIA, the individual would follow the standard process. Individuals needing accommodations can find helpful information under Accessibility on the CIA website. Information on an applicant's disability status is considered personal identifying information and is not shared with hiring officials. The individual would request accommodations/accessibility concerns as needed throughout each phase of processing via the appropriate contact numbers provided.

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

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

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

   a. New Hires for MCO (PWD) Answer: Yes

   b. New Hires for MCO (PWTD) Answer: Yes

The Agency identified 12 mission critical occupations for this review.

For New Hire MCO PWD, the Agency noted triggers for 5 of the 12 mission critical occupations (0132, 0201, 0341, 0346, and 1102) where the external selection percentage was more than two percentage points below the qualified external applicant percentage.

For New Hire MCO PWTD, the Agency noted a trigger for 6 of the 12 occupations (0800, 0340, 0341, 0346, 0905, 1102).

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

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

   a. Qualified Applicants for MCO (PWD) Answer: No

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

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

The Agency identified 12 mission critical occupations for this review. A rank in-person system is used at the Agency. Promotions are not occupation or position-dependent.

The Agency reviews applicants for internal vacancies on a competitive, per vacancy basis and does not specifically identify a group of Qualified Internal Applicants. The Internal applicants were evaluated using the standard internal hiring process.

Triggers were found for both the PWD and PWTD with the percent of internal selections falling more than two percentage points below the internal applications percentage.

-- Promotion PWD Triggers for five occupations (0346, 0505, 0560, 1102, and 2210).
-- Promotion PWTD Triggers for two occupations (0341, and 1102).

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.

CIA has conducted initial focus groups on accessibility issues across the enterprise, which assessed to be a factor in ensuring PWD have sufficient opportunities for advancement. CIA is working on a number of initiatives.

-- CIA maintains an employee feedback loops through its accessibility and accommodations council for suggestions and initiatives to reduce obstacles PWD may experience in the workplace.

-- CIA introduced web-based tools for speech to text transcribing as well as captioning of virtual meetings. CIA continues to refine these tools based on PWD feedback.

-- CIA will continue to increase the accessibility of technology by adding new assistive technology items to IT Products and Services catalog.

-- CIA will ensure leadership courses meet accessibility standards and has conducted outreach to key communications and IT stakeholders to train them on document remediation and other accessibility standards and offerings to enhance workforce accessibility.

-- CIA migrated its facilities accessibility catalog that records accessibility features in CIA facilities abroad, providing information for officers with disabilities to aid their decision-making on overseas Permanent Change of Station (PCS) or Temporary Duty (TDY) opportunities. The catalog and key points of contact are available to the workforce on the new internal accessibility website.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The Talent Center offers a variety of learning opportunities for all employees and is responsible for a majority of internal formal learning programs. Courses are organized into categories aligned to the Professional Development Model to include Leadership Attributes, Intelligence Acumen, and Tradecraft Excellence. The CIA also supports numerous external training and career development opportunities. External development opportunities include externships and fellowships with academia, military academies, and national labs. Internally, the CIA supports career development with clear career expectations, opportunities to take on challenging assignments, and development resources such as mentoring, coaching, and other sources of feedback and guidance.

Data regarding “Other Career Development Programs” is based on participation by GS-13 and GS-14 officers in the CIA’s Leadership on the Line (LOTL) training program, and by GS-15 officers in the CIA’s Managing and Leading Change from the Middle (MALCM) training program. These courses require Career Service Board or equivalent approval to participate. Participation in LOTL and MALCM programs is based on a selection process that varies by Directorate and career service. Figures on applicants are therefore based on those officers who had not yet taken these programs but were considered eligible to do so. Figures on selectees are based on those officers who took the programs during the fiscal year.

Although other categories listed below may include supervisory approval, they generally involve very little to no competition and do not require supervisory recommendation to participate. Therefore, data is not provided for the other categories listed above.

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)
Internship Programs	n/a	n/a	n/a	n/a	n/a	n/a
Fellowship Programs	n/a	n/a	n/a	n/a	n/a	n/a
Other Career Development Programs	n/a	n/a	6.58%	6.22%	1.70%	1.06%
Mentoring Programs	n/a	n/a	n/a	n/a	n/a	n/a
Coaching Programs	n/a	n/a	n/a	n/a	n/a	n/a
Training Programs	n/a	n/a	n/a	n/a	n/a	n/a
Detail Programs	n/a	n/a	n/a	n/a	n/a	n/a

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

   a. Applicants (PWD) Answer: N/A

   b. Selections (PWD) Answer: No

Using the eligible population as the benchmark for selection, none of the PWD selection rates were more than two percentage points below the benchmark, therefore no triggers were identified. (An applicant group is not available for comparison.)

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: No

Using the eligible population as the benchmark for selection, none of the PWTD selection rates were more than two percentage points below the benchmark, therefore no triggers were identified. (An applicant group is not available for comparison.)

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

In terms of the Time-Off Awards, there were no triggers for PWD and PWTD.

In terms of the Cash Awards, there were triggers for both PWD and PWTD with the percentages more than two percentage points lower than the persons without disabilities inclusion rate.
• PWTD for $1000-$1999 and for $2000 - $2999.
• PWD for $5000 or more.

Time-Off Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)

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", describe the trigger(s) below.

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

    b. Pay Increases (PWTD) Answer: No

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)

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

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

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

D. PROMOTIONS

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

    a. SES

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD) Answer: No

        ii. Internal Selections (PWTD) Answer: No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD) Answer: N/A

        ii. Internal Selections (PWTD) Answer: Yes

    The CIA reviews applicants for internal vacancies on a competitive basis and does not specifically identify a group of Qualified Internal Applicants.

    For SES, GS-15, and GS-14, Internal Applicants were compared to the Relevant Applicant Pool and Internal Selections were compared to Internal Applications. The percentages for PWD for SIS, GS-15, and GS-14 were less than two percentage points below the respective benchmarks, therefore no triggers were identified.

    The CIA does not have internal applicants for GS-13 positions, so comparisons were only made between the Relevant Applicant Pool and Internal Selections. The percentages for PWD for GS-13 Internal Selections were more than two percentage points below the respective applicant benchmarks, therefore a trigger was identified.

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: N/A

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

The CIA reviews applicants for internal vacancies on a competitive basis and does not specifically identify a group of Qualified Internal Applicants.

For SES, GS-15, and GS-14, Internal Applicants were compared to the Relevant Applicant Pool and Internal Selections were compared to Internal Applications. The percentages for PWTD for SIS, GS-15, and GS-14 for PWTD were more than a two percentage points below the respective benchmarks, therefore no triggers were identified.

The CIA does not have internal applicants for GS-13 positions, so comparisons were only made between the Relevant Applicant Pool and Internal Selections. The percentages for PWTD Internal Selections for GS-13 were more than two percentage points below the respective applicant benchmark, therefore a trigger was identified.

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

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: Yes

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

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

The CIA only hires external candidates into senior positions in exceptional circumstances.

In terms of new hires to senior grade levels, most of the PWTD selections were less than the benchmark values, though they did not meet the required condition of being more than two percentage points less than the benchmark. The PWTD selections for GS-15 were more than two percentage points less than the benchmark; therefore, a trigger was identified.

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: N/A

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

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer: N/A

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

The Agency reviews applicants for internal vacancies on a competitive basis and does not specifically identify a group of Qualified Internal Applicants.

The Agency defines Executives as SIS officers. Internal Applicants were compared to the Relevant Applicant Pool and Internal Selections were compared to Internal Applications. None of the percentages for PWD were more than two percentage points below the respective benchmarks; therefore, no triggers were identified for Executives.

CIA is a Rank in Person organization. The promotion process is separate from the process for obtaining a manager or supervisor position within the CIA. Promotions are related to career service and grade levels and not positions. Officers are not promoted to manager or supervisor positions. Therefore, relevant PWD promotion data is not available for this section.

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: N/A

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

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: N/A

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

The Agency reviews applicants for internal vacancies on a competitive basis and does not specifically identify a group of Qualified Internal Applicants.

The Agency defines Executives as SIS officers. Internal Applicants were compared to the Relevant Applicant Pool and Internal Selections were compared to Internal Applications. None of the percentages for PWTD were more than two percentage points below the respective benchmarks; therefore, no triggers were identified for Executives.

CIA is a Rank in Person organization. The promotion process is separate from the process for obtaining a manager or supervisor position within the CIA. Promotions are related to career service and grade levels and not positions. Officers are not promoted to manager or supervisor positions. Therefore, relevant PWTD promotion data is not available for this section.

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

In general, the CIA does not hire externally for specific manager positions. Officers are hired for career services and at specific grade levels. This is separate from the positions. Therefore, relevant PWD hiring data was not available for this section.

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

In general, the CIA does not hire externally for specific manager positions. Officers are hired for career services and at specific grade levels. This is separate from the positions. Therefore, relevant PWD hiring data was not available for this section.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

   Answer: N/A

   N/A. The CIA is exempt from Schedule 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

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger(s) in the text box.

   a.Voluntary Separations (PWTD) Answer: No

   b.Involuntary Separations (PWTD) Answer: No

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)

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, no trigger exists for PWD and/or PWTD for separation rates.

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 o the Rehabilitation Act, including a description of how to file a complaint.

   www.cia.gov/careers/working-at-cia/accessiblity/

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.

   www.cia.gov/careers/working-at-cia/accessiblity/

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.

In FY25, CIA installed Braille printers in its publication center to enable classified and unclassified Braille production on demand and at scale. The Reasonable Accommodations Staff plans to partner with key CIA stakeholders in FY26 to provide key facilities accessibility.
CIA also debuted a new, streamlined Accessibility Rating Tool that serves as the central repository of reported quarterly accessibility scores for internal IT applications following CIA IT accessibility standards. In FY26, CIA will introduce a prioritization framework to prioritize scoring critical IT systems to ensure accessibility.

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 CIA's Reasonable Accommodations Staff (RAS) responds expeditiously to requests for reasonable accommodations and maintains open communication with requestors as part of the interactive process.

In FY25, RAS was able to deliver requests within 25 business days and was in communication compliance, reaching out to customers every 10 days to provide the status of their requests.

RAS keeps a list of cases that have extenuating circumstances and maintains close scrutiny of these cases, as well as transparent communications with requestors, until they are fulfilled.

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.

CIA's Shared Unified Reasonable Accommodations Enterprise (SUNRAE) system continues to enable expedited and direct communication with customers regarding reasonable accommodation requests. The Reasonable Accommodations Staff continues to add new features to SUNRAE to increase transparency and address employee questions. Metrics produced by SUNRAE are used to identify gaps in service as well as monitor trends in support, and types of support. Overall, this system has streamlined the customer/client relationship by providing a necessary feedback loop. RAS also offers customized briefings to educate managers and supervisors in best practices for supporting employees with reasonable accommodations and has increased the frequency of these briefings. Finally, in FY26 RAS will introduce a new, more robust informational website that details the reasonable accommodations process, offerings, and provides valuable educational resources to the workforce.

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.

The CIA’s reasonable accommodation system affords officers the ability to request all types of reasonable accommodations including personal care assistance (PCA). PCA continues to evolve each year and has proven to be effective. The CIA has dedicated personal care assistants available to respond to requests from staff.

In addition, RAS has increased the number of PCAs to support the workforce by collecting feedback from customers on the services of the PCAs and providing guidelines on the services that a PCA can provide. RAS also provides an educational roadshow that explains the reasonable accommodations process to the workforce and managers. RAS continues to seek feedback through various forums and seeks to expand services and workforce effectiveness.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer: No

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

   Answer: Yes

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

   In FY25, the Agency had two findings of discrimination and harassment on the basis of disability. One Final Agency Decision (FAD) ordered the Agency to allow the Complainant to reattempt to take and pass the training course that the Complainant had been removed from, provide effective accommodations for that training, train the responsible managers/instructors, conduct a supplemental investigation to determine damages, and to post a notice. The second FAD ordered the Agency to train the responsible managers, conduct a supplemental investigation to determine and pay damages, and to post a notice.

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 accommodatior 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: Yes

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.

   In FY25, the Agency had one finding of discrimination for failure to provide a reasonable accommodation. The FAD ordered the Agency to allow the Complainant to reattempt to take and pass the training course that the Complainant had been removed from, provide effective accommodations for that training, train the responsible managers/instructors, conduct a supplemental investigation to determine damages, and to post a notice.

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.

   In FY25, barrier analysis was paused to comply with Executive Orders. We are awaiting EEOC guidance on future barrier analysis efforts.

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.

   In FY25, barrier analysis was paused to comply with Executive Orders. We are awaiting EEOC guidance on future barrier analysis efforts.