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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWD)   Answer   No

   b. Cluster GS-11 to SES (PWD)   Answer   No

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees.

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*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   No

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees. There are no employees in cluster GS-1 to GS-10 in the permanent workforce with a targeted disability. A trigger may exist.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	94	14	14.89	2	2.13
Grades GS-1 to GS-10	21	5	23.81	0	0.00

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

As part of the Museum's DEAI Initiative, a detailed DEAI implementation plan and timelines has been developed with a disability recruitment lens as a result of our work with our DEAI consultant and based on staff input. This plan has been shared with the Museum staff including hiring managers and recruiters. The Museum is expanding its use of recruiting metrics to track progress diversifying both applicants and new hires. The EEO Director has met with the Museum Director, senior leads and Human Resources to share the Federal benchmarks and how the Museum compares and will continue to work with Human Resources and the DEAI consultants to develop strategies to ensure all of the hiring managers and recruiters are informed of the Museum's commitment to the employment of persons with disabilities as part of the DEAI initiative (for example- the Museum's commitment

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and goals were shared in the Schedule A training for our hiring managers involved in Federal hiring.

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   Yes</div>

N/A

    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	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Haley Aguayo, Reasonable Accommodation Coordinator, Haguayo@ushmm.org
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Chanel Cabiness, Talent Acquisitions & Onboarding Manager, Human Resources, Ccabiness@ushmm.org YRCI (contractor)
Architectural Barriers Act Compliance	0	0	1	Kristy Brosius, Director of Operations, Kbrosius@ushmm.org
Processing applications from PWD and PWTD	2	0	0	Chanel Cabiness, Talent Acquisitions & Onboarding Manager, Human Resources, Ccabiness@ushmm.org YRCI (contractor)
Special Emphasis Program for PWD and PWTD	0	0	2	Christine Sonnabend, Manager, MARCOM Project Managment, Csonnabend@ushmm.org Mark Alexander, Content Developer, Digital Learning Tools MAlexander@ushmm.org

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	0	0	1	Sarah Lumbard, Senior Digital Curator, Museum Experience and Digital Media, Slumbard@ushmm

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

Museum staff who are responsible for carrying out the disability program have attended training in their respective fields or roles on an ongoing basis, staying abreast of best practices, laws and regulations. The EEO Director will work with Human Resources Specialist (for Employee Development) to research and identify training resources for the staff to consider as needed.

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.

The Museum partnered with diversity.com and handshake.com (in addition to USA jobs, LinkedIn and Indeed) to broaden our reach and expand the potential applicant pools including those with disabilities. The Museum continues to partnered with St. Coletta of Greater Washington (serving children and adults with intellectual disabilities) for a Mentoring Day at the Museum as part of the Disability Special Emphasis Program (SEP), promoting career development for up to 9 students/ mentees and job-seekers with disabilities through hands-on career exploration and ongoing mentoring relationships. The Disability SEP Committee compiled recruitment resources as part of EEO action planning and has shared them with Human Resources. The Museum uses Monster Government Solutions (and UKG for donated positions), a recruitment hiring system, which includes a voluntary questionnaire for job applicants to complete regarding disabilities to assess the outreach to the community. In addition, job applicants may submit applications via Schedule A. The Museum will continue to examine and update how the Museum advertises and promotes open positions to appeal to/ attract a broader pool of applicants including people with disabilities.

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

Schedule A hiring authority and Disabled Veterans Appointment

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.

Schedule A: (1) A Human Resources(HR) Specialist (or HR Business Partner or YRCI contractor) reviews the required Schedule A documentation that provides the disability status to determine eligibility. Documentation of eligibility for employment under Schedule A can be a letter obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. In addition, the letter should state that the applicant is able to perform the essential functions of the position. The Specialist also views the candidates resume to determine if they are eligible for a position. (2) The Hiring Official is provided a certificate of eligibles with names and resumes and a cover letter from Human Resources providing guidance on how and when a candidate can be appointed. Disabled Veteran Appointment: (1) A Human Resources(HR) Specialist (or HR Business Partner or YRCI contractor) reviews: resume with places and dates of employment, including month/year to month/year and number of hours worked per week (e.g. 40 hours, 32 hours, etc.), Copy of DD-214, Record of Military Service (member copy 4) to determine eligibility for veterans preference and honorable discharge and a Copy of SF-15 stating they have a 30% or more disability rating and are able to perform the duties of the position for which they are applying and Veterans Affairs Rating Letter that identifies the disability percentage for the applicant. (2) Once all requirements are met, the applicant is appropriately placed in ranking order on the competitive certificate. The Hiring Official is provided a certificate of eligibles with names and resumes and a cover letter from Human Resources providing guidance on the certificate of eligibles.

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

Hiring and recruitment training has been conducted by the Talent Acquisition & Onboarding Manager in Human Resources. In addition, Human Resources provided training on Schedule A for Hiring Managers involved in the Federal hiring process in FY 2023. In addition, EEO will continue to research training options for the Human Resources Division to consider.

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.

As part of the disability program Special Emphasis Program (SEP), an action plan has been developed. The plan includes the following: (1) a list of recommended recruitment and internship sources -- some of the suggestions include: Ability Jobs, Recruiting Able Grads, Earn (2) Identify partnerships and establish open lines of communication with 3 to 4 external affinity organizations, both federal and private, for best practices to support diversity in the workplace -- some of the suggestions include: Office of Disability Employment Policy (ODEP), US Department of Labor American Association of People with Disabilities National Organization on Disability, and Mentoring Day -- the Museum continues to partner with St. Coletta of Greater Washington to establish a Mentoring Day at the Museum promoting career development for up to 9 students/mentees and job-seekers with disabilities through hands-on career exploration and ongoing mentoring relationships.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)   Answer   No

     b. New Hires for Permanent Workforce (PWTD)   Answer   Yes

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees. There were no new hires (of the 6 new hires) in the permanent workforce with a targeted disability. A trigger may exist.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% 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   N/A

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

The Museum is determining mission critical positions. Once identified, the data will be provided.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability New Hires (%)
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.

     a. Qualified Applicants for MCO (PWD)   Answer   N/A

     b. Qualified Applicants for MCO (PWTD)   Answer   N/A

The Museum is determining mission critical positions. Once identified, the data will be provided.

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   N/A

     b. Promotions for MCO (PWTD)   Answer   N/A

The Museum is determining mission critical positions. Once identified, the data will be provided.

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.

In an effort to support advancement, all employees in collaboration with their supervisors are given the opportunity to establish individual developmental goals including success measures and resources required and also to identify strengths and areas of development as part of the performance appraisal process. An EEO action plan for the Disability SEP was previously developed and many of the action items are covered generally in the DEAI implementation plan. The plan includes the following: convene focus group(s) and surveys to determine concerns and obtain suggestions and career development opportunities. A detailed DEAI implementation plan and timelines has been developed with a disability employment opportunity lens. The EEO Director will work with Human Resources and the DEAI consultants on sufficient opportunities for advancement of people with disabilities as part of the DEAI initiative.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Training is encouraged and available through a variety of sources to all employees. All employees are encouraged to apply for career development opportunities through the Museum's learning opportunity request process. Supervisors are also encouraged by Human Resources to identify and recommend career development opportunities for their direct reports. To enhance access to a wide range of training resources, the Museum has purchased a subscription to LinkedIn Learning, an online video library. As part of the subscription, all Museum employees have unlimited access to LinkedIn Learning. Other opportunities include: Free training and development offered to the Museum workforce: 2023 12 / 12 Communication Skills: Managing Difficult / Crucial Conversations 12 / 12 Excel Tricks & Tips 12 / 13 - Publisher Introduction 12 / 13 Presentation Skills 12 / 7 Excel Pivot Tables 12 / 6 Excel Formulas 12 / 6 Excel Intermediate 11 / 23 Writing in Plain Language Using Federal Plain Language Guidelines 8 / 23 Leadership and Management for Non-Managers and Aspiring Supervisors 8 / 24 Intergenerational Sensitivity and Observer Intervention 8 / 2 Planning for Federal Retirement 7 / 13 Team Up@Work to Promote Engagement, Performance, Development, and Support Course 6 / 23 Business Communication Intense 6 / 20 Team Up@Work to Promote Engagement, Performance, Development, and Support Course 5 / 3 Burnout and Compassion Fatigue: Prevention and Solutions 4 / 4 Priority, Task and Time Management Skills 3 / 27 Change Management 3 / 1 Planning for Federal Retirement 3 / 23 Sensitivity and Social Intelligence 2 / 23 Business Writing & Email Etiquette 1 / 23 Facilitating Crucial Conversations (Managing Difficult/Crucial Conversations) 12 / 22 Creating a Business Communication Intensive 12 / 13 Presentations Skills 12 / 6 Organizational Conflicts of Interest 2022 12 / 4 Creating a Business Communication Intensive 11 / 10 Change Management: Models, Methods and Practices for Overcoming Individual Resistance 11 / 9 Extreme Presentation design & Impact Workshop 11 / 2 Change Management: Models, Methods and Practices for Overcoming Individual Resistance 10 / 22 Building and Leading High-Performance Teams As part of the DEAI implementation plan, these are some action items that the Museum will be working on to continue to encourage career growth for Museum employees through on-the-job training, stretch assignments, promoting free and paid training, etc., develop messages to regularly remind employees about career development opportunities, develop pilot plan to re-establish and enhance the mentoring program, and develop career coaching / guidance skills of Managers / Office Heads.

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 (%)
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0

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

The EEO Director will work with Human Resources and the DEAI consultants to capture the data as part of the DEAI initiative. The Museum workforce includes Federal and Donated (non-Federal) employees. The Donated personnel management system, pay scale and occupational structure differs from the Federal making it difficult to combine the data.

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

The EEO Director will work with Human Resources and the DEAI consultants to capture the data as part of the DEAI initiative. The Museum workforce includes Federal and Donated (non-Federal) employees. The Donated personnel management system, pay scale and occupational structure differs from the Federal making it difficult to combine the data.

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

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	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 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
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	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or 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

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees. There were no employees (out of the 2 employees with no disability) in the permanent workforce with a disability or targeted disability that received a quality step increase. A trigger may exist.

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   No

    b. Other Types of Recognition (PWTD)   Answer   Yes

The data is based on our Federal workforce and does not include the Museum's donated (i.e., Non-Federal) employees. There were no employees (out of the 6 employees - 2 with no disability, 2 with a disability and 2 not identified) in the permanent workforce with a targeted disability that received other types of recognition. A trigger may exist.

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   N/A

        ii. Internal Selections (PWD)   Answer   N/A

    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

The Museum does not have any SES positions.

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

    a. SES

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

      ii. Internal Selections (PWTD)   Answer   N/A

    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

The Museum does not have any SES positions.

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

    a. New Hires to SES (PWD)   Answer   N/A

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

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

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

The Museum does not have any SES positions.

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	N/A
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

> The Museum does not have any SES positions.

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.

                                              Answer   N/A

There are no Schedule A appointments at this time.

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

    a. Voluntary Separations (PWTD)   Answer   No

    b. Involuntary Separations (PWTD)   Answer   No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.ushmm.org/information/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.

https://www.ushmm.org/information/accessibility

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

Plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology. Facilities: Creation of Accessibility Oversight Committee and development of accessibility subcommittees structure Cyclical Facilities

Assessment identifying Accessibility Issues Completion of construction of stairway in 315 to correct an accessibility issue Technology: Technology: In-Museum FY2023 (Oct 1 2022 - Sep 30 2023) USHMM designs all exhibitions using ADA and Universal Design constraints. We continued to heighten the accessibility of the Permanent (Main) Exhibition. In FY2023 our efforts include: Updated exhibition segments in the Permanent Exhibition that have increased accessibility include: Children's drawings: Relocated reproductions, mounted within the ADA-recommended viewing range, allow for a more focused viewing experience in both the previous and new segments. 14th Street Flags display: A redesigned display includes accessible information (9th-grade level text panel, information placards mounted such that they can be used by visitors on foot or in wheelchairs) as well as more easily viewed content (flag insignia panels vs. flags hung with insignia obscured and out of reach of some visitors). Warsaw Ghetto Uprising Panel: Content deck and reproduction housing installed to allow for ease of viewing as permitted by the surrounding installation, overall content reduced to provide a more focused experience, and full content translation provides additional context for visitors. AV Updates Temporary exhibitions Remember the Children: Daniel's Story. Install new experience with accessibility in mind. Continued collaboration between staff in our physical and digital design team to ensure compliant and consistent ADA features within exhibition programs. FY2024 (Oct 1 2023 - Sep 30 2024) - Planned Updates to Permanent Exhibition Redesign of Nazi Society/ Police State includes fewer, larger images, 30% increase in label font size, and photos arranged to allow for easier viewing of artifacts mounted behind the display. Victim's Belongings: Cases to be updated with lower shelf heights to allow for easier viewing by all visitors, artifact placement (mounted height and position on shelf) configured to provide the same, and 30% increase in font size for labels and other exhibition text (quotes). American Responses: Rooms will be reconfigured with accessibility as top priority, including the following enhancements: larger video monitors mounted lower on the wall, T-coil position adjusted to maintain comfortable viewing distance of updated monitors, photo murals mounted lower on the wall, labels added to each photo mural (9th-grade reading level) and attenuation panels added around the monitors and between rooms to minimize sound bleed. Temporary Exhibitions The Remember the Children: Daniel's Story end experience was installed in February 2024. All features in the room were designed for an accessible visitor experience, including contrast between floor and wall colors within Enormity, and a wheelchair-accessible reflection space, and desk-type surface for visitors to add comment cards. Technology: Online FY2023 (Oct 1 2022 - Sep 30 2023) As part of compliance, USHMM looks to 508 compliance, core web vitals, and WCAG guidelines. In addition to addressing these performance issues, USHMM looks to make content accessible by writing to 9th / 10th grade readability level. Online: All Sites: Finalized Museum standards for visual descriptions (alt-text) Workflows established for 1) writing visual descriptions for new content and 2) addressing missing alt-texts in existing content Holocaust Encyclopedia: Pilot: "Listen to this article" feature to popular student articles in the Holocaust Encyclopedia. This will support multiple learning styles and accessibility needs. This is on top of screen reader accessibility. Transcript and translated transcript fields for text on artifacts and documents Experiencing History: Add video transcripts for un-captioned archival footage. This is a temporary fix until footage is captioned. Collections Search. Revamped collection viewing experience that meets accessibility standards. Main website New CMS installed in September 2023, supports Upgraded pages in older templates to responsive templates, including search results and right-to-left languages Updated code to allow for keyboard-only navigation and to improve screen-reader experience Improved user experience for Museum web producers Streamlined approach to forms Ongoing: To serve the hearing impaired: English and multilingual captioning of audio, video, and animated map content in the Holocaust Encyclopedia To ensure accessibility for students: readability editing of text in the Holocaust Encyclopedia Continuing to test content in Experiencing History for clarity Updating online exhibitions with outdated technology to meet a 9th-grade reading level, make responsive for all devices, matching current accessibility standards All sites: Monitoring of page speeds (part of Core Web Vitals) FY2024 (Oct 1 2023 - Sep 30 2024) - Planned As part of compliance, USHMM looks to 508 compliance, core web vitals, and WCAG guidelines. In addition to addressing these performance issues, USHMM looks to make content accessible by writing to 9th / 10th grade readability level. Planned improvements Online: All Sites: Ongoing improvements. Holocaust Encyclopedia: We continue to review our content for accessibility improvements, including Expanding the "Listen to an audio version of this article" feature with 18+ articles available. Conducting a review of the Encyclopedia's main template for accessibility improvements Continuing readability editing of existing and new content to ensure accessibility for students Update some of the Encyclopedia maps to address some accessibility issues, for example in the color palette used HSV (https://www.ushmm.org/online/hsv/person_advance_search.php): Complete overhaul of the user experience with accessibility updates included. Main website We continue to review our content for accessibility improvements to support screen readers, including: Correcting header hierarchy Adding descriptive words to link text Ensuring caption text is clear and relates to the asset it supports We plan to revisit sections of content on the site to adjust text for readability and ease of use by our audiences. We plan to improve the search functionality on the site. Alt-text. Exploring a universal approach to Alt-text and short visual descriptions. Ongoing: To serve the hearing impaired: English and multilingual captioning of audio, video, animated map content in the Holocaust Encyclopedia To ensure accessibility for students: readability editing of text in the Holocaust Encyclopedia Continuing to write image alt text in Experiencing History Continuing to test content in Experiencing History for clarity Updating online exhibitions with outdated technology to meet a 9th-grade to 11th-grade reading level, make responsive for all devices, match current accessibility standards All sites: Monitoring of page speeds (part of Core Web Vitals)

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.)

8.5 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.

The Museum comprehensive Reasonable Accommodation (RA) policy, procedures, forms and expanded documents are available to all staff. The Museum has a Reasonable Accommodation Coordinators (RAC). The RAC has provided individualized guidance and Museum wide briefing / informational session for employees as part of our disability special emphasis programming. Information about the Museum's Reasonable Accommodation process is made available to all new employees and supervisors at orientation, to all employees and supervisors via the Museum's internal website and to applicants via Human Resources and the external website. The Museum's RAC continues to streamline RA processing to support promptly processing requests and promptly providing approved accommodation guidance, as well as regular guidance to employees and supervisors.

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

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

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Museum is using its comprehensive RA Policy (discussed above) to provide PAS to employees who need them. The Museum has not received any PAS requests since issuing the new RA Policy but will continue to monitor trends and raise awareness of PAS.

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.

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?

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

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?

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

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

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

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

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

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.

> The Museum continues to carry out a detailed DEAI Initiative implementation plan and timelines developed as a result of our work with our DEAI consultant and based on staff input including individuals with disabilities. The Museum is staffing up to support DEAI. EEO and Human Resources continue a significant amount of behind-the-scenes work related to advancing our DEAI initiative, including efforts to recruit and fill critical positions in these two areas. Since filling key positions has a direct impact on some of our action items, a few of the projected completion dates in the DEAI implementation plan will be updated. The EEO Director will work with Human Resources and the DEAI consultants on identifying and monitoring triggers and barriers.

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

> The Museum continues to carry out a detailed DEAI Initiative implementation plan and timelines developed as a result of our work with our DEAI consultant and based on staff input including individuals with disabilities. The EEO Director will work with Human Resources and the DEAI consultants to develop a plan to gauge the impact of completed and ongoing action items towards eliminating barriers for individuals with disabilities as part of the DEAI Initiative. Some highlights of our ongoing and completed activities include -- talent and culture focus areas: Talent - The Museum is implementing a talent management strategy to attract, retain, develop and advance diverse talent throughout the organization including: Converting all existing job postings / vacancy announcements to use gender neutral, inclusive language that includes links to the Museum's DEAI Statement and promote the employee referral bonus program Partnering with diversity.com and handshake.com to broaden our reach and expand the potential applicant pools (including those with disabilities) and continued to broaden our recruiting efforts by researching and developing partnerships with more diverse organizations. Human Resources team members have participated in seven national career fairs so far in 2024. Following a recommendation from the DEAI Advisory Group, rack/promotional cards have been developed and placed at the Museum information desk and in the Shop for visitors to learn more about our employment and internship opportunities. The

cards will also be distributed at upcoming job and career fairs. Colleagues were encouraged to request cards to display or distribute as part of other outreach or programs. Providing informational briefings and training for Museum employees on opportunities to increase diversity: A presentation was provided on Working to Create a Diverse Pipeline of Emerging Adults for our Future Workforce and covered: the engagement of college and working professional-aged Bring the Lessons Home (BTLH) ambassadors as stakeholders (with diverse backgrounds) in our programming in professional development opportunities once they graduate high school, enter higher education, and become working professionals. This recruitment outreach provides a positive impact on the career development and diverse pipeline building of our current and future workforce. Schedule A training was provided for federal supervisors to educate hiring managers/selection officials on the expected service appointing authority as it is a critical tool for increasing employment opportunities for people with disabilities in the Federal Government. Culture – Steps are being taken to help ensure the Museum culture reflects the principles of DEAI. Some highlights of actions include: Launching Phase II of the unconscious bias training and Anti-harassment training and observer / bystander training As part of our EEO disability special emphasis programming, providing a presentation / briefing for Museum employees on Promoting Accessibility for Museum Staff and Applicants with Disabilities (including employment policies and recruitment practices that impact individuals with disabilities and accessibility). This presentation covered the reasonable accommodation process for both employees and applicants, the employee referral program, and recruitment outreach to various national and local diversity resource centers and organizations. Working with our DEAI Advisory group, representatives from across the Museum, to provide feedback and suggestions regarding current Museum values, programs related to recruitment, new hire onboarding, leadership DEAI training, mentoring and employee feedback. Continuing to develop our long-term mentoring partnership with St. Coletta of Greater Washington, a school for children and adults with intellectual disabilities. The Museum Director continues to provide regular updates to Museum employees about the DEAI Initiatives and reminders about upcoming SEP programs which she attends.

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.

See response to #4.