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

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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   No

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

Analysis of the permanent workforce data contained in Table B-4 indicates that the percentage of PWTD in the GS-11 to SES cluster was .88% in FY 2022, which indicates that ICE does have a trigger in the GS-11 to SES cluster.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	1578	454	28.77	46	2.92
Grades GS-11 to SES	17923	2929	16.34	157	0.88

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

During FY 2022, ICE communicated recruitment goals to its hiring managers, collateral field recruiters and other stakeholders via Microsoft Teams meetings, training sessions and other modes of communication with a goal of assisting the program offices with their hiring gaps and strategic recruitment needs.

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

During FY 2022 the Disability Program staff consisted of a Disability Program Manager (hired during 4th Quarter of FY 2022), and two Reasonable Accommodation Coordinators (who departed the agency in January 2022 and April 2022). The Disability Program at ICE includes facilitating the Reasonable Accommodation Program, Personal Assistance Services Program, Architectural Barriers initiatives to identify barriers, 508 Compliance barrier identification and resolution, provision of customized training across the Agency, as well as the establishment and monitoring of contracts to meet the needs of employees with disabilities. Although the Disability Team was inundated with reasonable accommodation requests it was able to accomplished a tremendous number of objectives this year, including providing numerous sessions of customized reasonable accommodation/workplace flexibility training and resurveying the workforce. However, due to the limited number of Disability Team members, ICE was unable to process RA requests within the parameters established in the ICE RA procedures. ODCR is also leveraging contractual staff to assist with data management, data analysis projects, and other projects in support of the Disability Program.

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	
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Kimberly Burke, Sr. Human Resources Specialist kimberly.m.burke@ice.dhs.
Architectural Barriers Act Compliance	1	0	0	Billy McCall, Disability Program Manager, Billy.McCall@ice.dhs.gov
Section 508 Compliance	1	0	0	Arva Parker, IT Specialist, ICE Section 508 Coordinator, Arva.Parker@ice.dhs.gov
Processing applications from PWD and PWTD	3	0	0	Veronica Lile Office of Human Capital, Human Capital Operations Center, Unit Chief, M&A/OPLA/ OD Staffing Veronica.lile@ice.dhs.gov Toi Vann Office of Human Capital, Operations Center, Unit Chief, ERO Staffing Toi.vann@ice.dhs.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	3	0	0	Rudregus Davis, Reasonable Accommodation Coordinator, April 2020 – Present, Rudregus.S.Davis@ice.dhs
Processing reasonable accommodation requests from applicants and employees	4	0	0	Suhai Alston, Programs Unit Chief, suhai.alston@ice.dhs.gov Laparisienne Moore-Brown, Reasonable Accommodation Coordinator, November 2019 - Present, Laparisienne.Moore-Brown@ice.dhs.gov Billy McCall, Disability Program Manager, Billy.McCall@ice.dhs.gov

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

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

ODCR provided training for all Disability Program team members to bolster their knowledge and skills for responding to reasonable accommodation requests. During FY 2022, the Reasonable Accommodation Coordinators participated in Federal Exchange on Employment and Disability meetings, Religious Accommodation Training (provided by EEOC), DHS Service Animal and Section 504 training, and DHS Veterans Employment Association Training. Additionally, the Disability Program Manager provided weekly training for the Reasonable Accommodation Coordinators.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

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

The ICE Central Accommodation Fund (CAF) was established in FY 2016 and remains in place. It continues to be sufficiently funded to meet the accommodation needs of ICE employees and applicants for employment. During FY 2022 ICE continued to utilization of contracts to provide services for Deaf/HOH/Blind and an Interagency Agreement for ergonomic assessments. The Disability Program received support from our current contractors. The contractors assist with processing of reasonable accommodation requests, data management, data analysis projects, and other projects in support of the Disability Program.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.

Objective	Process reasonable accommodations requests within the timeframe set forth in ICE reasonable accommodation procedures.		
Target Date	Sep 30, 2023		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019	September 30, 2019	Provide updated plan to senior staff for consideration.
	Sep 30, 2019	September 30, 2019	Review the current staffing plan and submit requests to fill vacant positions.
	Sep 30, 2019	September 30, 2019	Coordinate with the Contract Project Manager to facilitate the assignment of RA projects to available contractors.
	Dec 31, 2019	December 31, 2019	Revise ODCR internal Standard Operating Procedure (SOP) and templates for processing RA requests to align with providing supervisors with decision making authority.
	Feb 28, 2020	March 30, 2020	With the assistance of outside facilitators, the Diversity Management Division will engage in a series of process-mapping activities to identify weaknesses and undue delays in the RA process.
	Mar 30, 2020	February 28, 2020	Initiate a plan to review the ICE Reasonable Accommodation procedures to gain internal efficiencies.
	Apr 30, 2020	April 30, 2020	Update the ICE Reasonable Accommodation procedures in accordance with results from the process mapping.
	Jun 30, 2020	June 30, 2020	Assess reasonable accommodation system requirements to identify bottlenecks and ascertain whether additional tracking mechanisms are required.
	Mar 30, 2021	July 13, 2022	Receive final approval of the ICE RA procedures.
	Sep 30, 2023		Develop Reasonable Accommodation training for employees.
	Sep 30, 2023		Develop and implement our Reasonable Accommodation Standard Operating Procedures (SOP).
	Sep 30, 2023		The ODCR Diversity Mangement Division will fill its two vacant positions: GS-7/9/11 RA Coordinators.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2021	During FY21, the ICE Reasonable Accommodations team staffing declined by 50%. As a result of losing staff members, case processing days increased slightly from 23.6% to 27.4%. This did not hinder the ally ships that were established with Office of Chief Information Officer as well as Enterprise Services Solutions Delivery team. This was to create and stand-up a reasonable accommodations tracker to gather pertinent information for the MD-715 – Part J. For example, name of the decision maker, dates(s) medical documentation, purchase/purchase cost and other intricate detailed information. This is in addition to establishing a faster processing time for requests. In addition, market research was conducted to identify and establish government contracts, that further enhance the efficiency of processing all reasonable accommodations. Those contracts include: Closed Caption (CC) equipment for Office of Diversity and Civil Rights, along with the Office of Public Affairs, Personnel Assistive Services (PAS), Deaf, Hard of Hearing Language Services, and Federal Occupation Health (FOH) for ergonomic assessments for ICE employees with disabilities. Lastly, ICE Reasonable Accommodations procedures has been revised and currently under management review.	

Fiscal Year	Accomplishment
2022	In FY22, ODCR/DMD hired a new Disability Program Manager. On July 13, 2022, ODCR's Diversity Management Division (DMD) received final approval of the ICE RA procedures by EEOC. In FY22, ODCR/DMD conducted mandatory Reasonable Accommodation and Workplace Flexibility training to over 3,000 managers and supervisors. In FY22, ODCR/DMD provided training to all Disability Program team members to bolster their knowledge and skills for responding to reasonable accommodation requests. In addition, the Reasonable Accommodation Coordinators participated in Federal Exchange on Employment and Disability meetings, Religious Accommodation Training (provided by EEOC), DHS Service Animal and Section 504 training, and DHS Veterans Employment Association Training. Lastly, the Disability Program Manager provided weekly training to the Reasonable Accommodation Coordinators. In FY 2022, the ICE Reasonable Accommodations team staffing declined by 66.67%. As a result of losing staff members, case processing days increased significantly from 30 business days to an average of 69 business days.

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.

ICE participated in two (2) virtual recruiting events through Ability Job Fair, Career Expo for People with Disabilities, and Equal Opportunity Publications (EOP) for applicants with disabilities under the Schedule A and 30% or More Disabled Veteran hiring authorities. ICE also participated in seventeen (17) Recruit Military Job Fairs for 30% or More Disabled Veterans, as well as DHS is Hiring – Individuals with Disabilities webinar highlighting ICE positions and the ability for individuals eligible for Schedule A and 30% or More Disabled Veterans to apply by submitting their resumes. ICE also utilizes the Workforce Recruitment Program (WRP) portal to query potential candidates with Schedule A appointment authority. ICE is strongly committed to recruiting individuals with disabilities and providing effective training on the usage of the Schedule A Hiring Authority. To achieve a diverse and inclusive workforce, ICE implements a dual approach to recruiting individuals with disabilities. First, we continue to partner and collaborate with ODCR, who has the lead role in ICE's diversity and inclusion program to include the disability program. Second, we build partnerships with various external organizations that are dedicated to serving individuals with disabilities to achieve results and maximize diversity and inclusion within ICE's workforce. ICE utilizes the Workforce Recruitment Program (WRP) Portal and the Agency Talent Portal (ATP) within USAJOBS, to query potential candidates with Schedule A appointment authority.

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

ICE continues to use the following authorities to hire persons with disabilities: • Schedule A for PWD and PWTD • 30% or More Disabled Veteran Authority The agency uses the Department of Defense's Operation Warfighter (OWF) and the Human Exploitation Rescue Operation (HERO) programs, which allow applicants to participate in an internship that may lead to a noncompetitive appointment. Both programs are for individuals who were wounded, injured or ill during military service. The Schedule A and Veterans hiring authorities are covered under the annual mandatory training for all hiring managers/supervisors and HR Specialists. Information regarding the WRP was also disseminated to managers and supervisors.

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.

OHC's Human Resources Operations Center (HROC) is staffed with qualified Human Resources Specialists with expertise in the area of Staffing and Placement. These individuals determine if the Schedule A applicant is minimally qualified and meets basic eligibility for Schedule A appointment. Once the determination has been made, the applicant is forwarded to a hiring manager for consideration either by a Certificate of Eligibles or other means such as a forwarded resume and Schedule A letter from other sources.

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

As part of ICE's strategic recruitment plan for FY 2022, the Office or Human Capital provided a basic overview of the Schedule A Hiring Authority as well as other special hiring authorities to more than 3,000 hiring managers/supervisors. ICE's Strategic Recruitment and Retention Unit and ODCR will continue to collaborate with each office to provide toolkits for all new supervisors. The toolkits will consist of information on special hiring authorities including Schedule A, and 30% or More Disabled Veterans. It will also include information on how to utilize the WRP and (ATP), in terms of querying Persons with Disabilities and Persons with Targeted Disabilities.

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.

ICE continues to establish relationships with various organizations such as: Department of Veterans Affairs (VA), Workforce Recruitment Program (WRP), Operation Warfighter Regional Coordinators, Office of Personnel Management's "Disability Site", Soldier Recovery Units at various military installations for future recruitment and outreach events, training, workshops, etc.

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

At this time, there are no verifiable triggers. As a Law Enforcement organization, the bulk of our positions are Law Enforcement Officers (LEOs) and therefore our population for PWD eligible positions is much smaller than our total employee population. As of PP19, FY 2022, ICE's workforce was 20,228; of this number 99 new hires were categorized as PWD which is .5% of the workforce. New hires categorized as PWTD, ICE hired seventeen (17), which is .08% of the workforce. During FY 2022, ICE did not meet the 12% goal of PWD which is currently at 8.53% additionally ICE did not meet the 2% goal for PWTD which is currently at 1.47% an increase of .46% from FY 2021. ICE continues to strategically recruit individuals with disabilities as an effort to meet its hiring goals.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total	0				

Applicants					
% of Qualified Applicants	0				
% of New Hires	286	26.92	0.00	0.70	0.00

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

        a. New Hires for MCO (PWD)   Answer   Yes

        b. New Hires for MCO (PWTD)   Answer   Yes

> ICE is primarily a law enforcement agency and the requirements of its mission critical occupations will have a large impact on meeting the benchmarks due to medical and physical requirements. The triggers that exist are listed below: Nine (9) new hires were categorized as PWD for MCO 1801. Of the nine (9), One (1) individual is categorized as PWTD for MCO 1801. Two (2) new hires were categorized as PWD for MCO 1811. Of the two (2), zero (0) individual were categorized as PWTD for MCO 1811. Five (5) new hires were categorized as PWD for MCO 0905. Of the five (5), one (1) individual is categorized as PWTD for MCO 0905. Four (4) new hires were categorized as PWD for MCO 0132. Of the four (4), one (1) individual is categorized as PWTD for MCO 0132.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0132 INTELLIGENCE OFFICER	19	63.16	5.26
0905 GENERAL ATTORNEY	95	6.32	1.05
1801 IMMIGRATION ENFORCEMENT AGENT	109	44.04	0.00
1811 CRIMINAL INVESTIGATOR	63	17.46	0.00

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

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

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

> The U.S. Immigration and Customs Enforcement (ICE) did not collect this data for FY 2022.

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

        a. Promotions for MCO (PWD)   Answer   No

        b. Promotions for MCO (PWTD)   Answer   Yes

> ICE is primarily a law enforcement agency and the requirements of its mission critical occupations will have a large impact on meeting the benchmarks due to medical and physical requirements. The triggers that exist for internal competitive promotions to any of the mission-critical occupations (MCO) are listed below: 224 internal competitive promotions were categorized as PWD for MCO 1801. Of the 224, 13 individuals (1.76%) are categorized as PWTD for MCO 1801. 118 internal competitive promotions were

categorized as PWD for MCO 1811. Of the 118, 2 individuals (.26%) are categorized as PWTD for MCO 1811. 12 internal competitive promotions were categorized as PWD for MCO 0905. Of the 12, 1 individual (1%) is categorized as PWTD for MCO 0905. 57 internal competitive promotions were categorized as PWD for MCO 0132. Of the 57, 3 individual (2.16%) is categorized as PWTD for MCO 0132.

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 FY 2022, ODCR's Disability Team provided customized training for Managers and Supervisor's with the goal of increasing their knowledge of Reasonable Accommodations and Workplace Flexibilities. The customized trainings focused on the Decision-makers role and responsibilities, supervisors/managers roles/responsibilities as well as those of the employee and ODCR. ODCR's goal for providing this training is to equip Managers and Supervisor's with the tools and resources available for conducting the interactive process, coordinating with the reasonable accommodation coordinator and effectively processing Reasonable Accommodation requests within the timeframes set forth in the ICE RA Procedures. The Disability team has noted a dramatic increase in participation in the interactive process of Decision-makers, managers and supervisors in offices where the training has been conducted. Additionally, the Disability Team noted a dramatic increase in timely responses from managers and supervisors when providing needed information or documentation, as well as in finalizing and issuing the RA Decision to the requestor. In FY 2022, the Disability Program Manager (DPM) continued to work with the ICE Office of Leadership and Career Development (OLCD) to ensure data will be collected regarding PWD and PWTD participation, and that all notifications/announcements contain information for requesting a reasonable accommodation.

B. CAREER DEVELOPMENT OPPORTUNITES

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

ICE offers training opportunities for employees via the DHS Performance and Learning Management System (PALMS) online portal. In addition to completing required training, this portal allows ICE employees to complete certification(s) and career development courses, which may lead to career advancement. The ICE OLCD consists of the Leadership Development and Career Services (LDCS) Unit, the Strategic Initiatives and Support Services (SISS) Unit, and the Leadership Development Center (LDC) training facility. OLCD provides training for the ICE workforce that serves to enhance current skills, and build new skills, which may enhance opportunities for career advancement. The LDC provides resident, virtual, and exported leadership and career development training to enhance the knowledge, skills, and abilities of all employees. The LDC supports professional development of all leader-levels of the Department of Homeland Security Leader Development Program framework to include a variety of services. Courses available via the LDC provides opportunities for employees to increase knowledge, skills and abilities leading to opportunities for career advancement. The Office of the Chief Information Officer (OCIO) Employee Development and Management Liaison coordinates the provision of career development training for employees throughout their division to enhance current skills, and build new skills, which may enhance opportunities for career advancement. The Department of Homeland Security - Intelligence Training Academy coordinates the provision of career development training for employees throughout HSI to enhance current skills, and build new skills, which may enhance opportunities for career advancement. The Department of Homeland Security - Intelligence Training Academy coordinates the provision of career development training for employees throughout the HSI Office of Intelligence to enhance current skills, and build new skills, which may enhance opportunities for career advancement.

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 (%)
Training Programs	9	9				
Mentoring Programs	647	647				
Fellowship Programs						
Internship Programs						
Detail Programs	2121	1983	7.5	8.5	1.6	1.4
Coaching Programs	29	35				
Other Career Development Programs	6038	6038				

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

       a. Applicants (PWD)   Answer   No

       b. Selections (PWD)   Answer   No

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

       a. Applicants (PWTD)   Answer   No

       b. Selections (PWTD)   Answer   No

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   Yes

196 PWTD received Cash Awards out of a total of 15,820 which equals to 1.24%. However, the distribution of cash-awards for PWTD are consistent with the distribution of the total workforce.

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	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00
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   No

     b. Pay Increases (PWTD)   Answer   No

No triggers identified.

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

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

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

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

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   No

     b. Grade GS-15

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

          ii. Internal Selections (PWD)   Answer   No

     c. Grade GS-14

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

          ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

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

        ii. Internal Selections (PWD)   Answer   No

> There are no triggers involving PWD among the internal selections to the senior grade levels; however, no applicant flow data is available for the Qualified Internal Applicants (PWD).

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   No

    b. Grade GS-15

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

        ii. Internal Selections (PWTD)   Answer   Yes

    c. Grade GS-14

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

        ii. Internal Selections (PWTD)   Answer   Yes

    d. Grade GS-13

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

        ii. Internal Selections (PWTD)   Answer   Yes

> Grade GS-15 • Qualified Internal Applicants (PWTD) no data provided. • Internal Selections (PWT) .88% Grade GS-14 • Qualified Internal Applicants (PWTD) no data provided. • Internal Selections (PWTD) .76% Grade GS-13 • Qualified Internal Applicants (PWTD) no data provided. • Internal Selections (PWTD) 1.56%

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	No
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory
positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

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

b. Managers

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

c. Supervisors

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

There is no data available currently in order to make an accurate assessment in 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	N/A
ii. Internal Selections (PWTD)	Answer	N/A

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

There is no data available currently in order to make an accurate assessment in 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 N/A

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

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

There is no data available currently in order to make an accurate assessment in 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 N/A

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

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

There is no data available currently in order to make an accurate assessment in 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 Yes

During FY 2022, 3 of 3, eligible Schedule A employees were converted into the competitive service. All Schedule A employees, who were eligible for conversion to competitive service in FY 2020 and FY 2021, were converted by OHC during FY 2022.

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	43	0.34	0.19
Permanent Workforce: Resignation	229	1.96	0.96
Permanent Workforce: Retirement	791	4.39	3.80
Permanent Workforce: Other Separations	275	2.58	1.10
Permanent Workforce: Total Separations	1338	9.27	6.04

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	43	0.49	0.21
Permanent Workforce: Resignation	229	2.91	1.11
Permanent Workforce: Retirement	791	4.85	3.89
Permanent Workforce: Other Separations	275	1.94	1.35
Permanent Workforce: Total Separations	1338	10.19	6.56

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.

No triggers were identified.

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.

A notice of employees' and applicants' rights under Section 508 appears at: https://www.ice.gov/doclib/about/offices/dcr/pdf/noticeOfRightsABA.pdf

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.

A notice of employees' and applicants' rights under the Architectural Barriers Act appears at: https://www.ice.gov/doclib/about/offices/dcr/pdf/noticeOfRightsABA.pdf

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.

There were no programs, policies, or practices in place outside of what DHS or ICE provides within vacancy announcements posted on USAJOBS.gov and New Employee Orientation.

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.)

During FY 2022, the ICE Reasonable Accommodations team staffing declined by 66.67%. As a result of losing staff members, case processing days increased significantly from 30 business days to an average of 69 business days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

In FY 2022, the DPM provided standardized reasonable accommodation and workplace flexibility training to managers, supervisors and employees.

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.

ICE has had no requests for PAS in FY 2022. New PAS policy/procedures is being developed by the new DPM and OPLA. All PAS requests will be processed by the DPM to include tracking.

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   Yes

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 describe the corrective measures taken by the agency.

The following 2 settlement agreements (a finding of specified action. Corrective measures for the finding of discrimination included this time) • Disciplinary Action • Post Notice of Finding of Discrimination • EEO Training for Management Officials

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable
accommodation, as compared to the government-wide average?

                                                            Answer   Yes

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.

There were 2 settlement agreements and 1 finding of discrimination. Corrective measures for the finding of discrimination included the following: • Compensatory damages (amount unspecified at this time) • Attorney's fees and cost (amount unspecified at this time) • Disciplinary Action • Post Notice of Finding of Discrimination • EEO Training for Management Officials

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   No

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.

ICE ODCR plans to utilize contracts to conduct barrier analysis for IWD/IWTD during FY 2023, which will allow the assistance in conducting further analysis of potential triggers if any triggers are identified during the reporting period. Modification: The FY 2020 planned activities were modified to allow for the restructuring of the Disability and RA program due to the vaccine mandate requirements, the enormous backlog of RA cases and untimely departure of the entire team. As a result, the modification will include the following: • Hiring a new Disability Program Manager – FY 2022 • Hiring (2) Reasonable Accommodation Coordinators – FY 2023 • Conduct an assessment of the entire Disability Program – FY 2023 • Conduct barrier analysis of identified triggers – FY 2023

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A