

CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Shiri Ndang, Director of Equal Opportunity, GS-0905-15 am the

(Insert name above)

(Insert official title/series/grade above)

Principal EEO Director/Official for

Railroad Retirement Board (RRB)

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

SHIRI NDANG

Digitally signed by SHIRI NDANG

Date: 2024.03.20 16:49:56 -05'00'

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

FOR THE BOARD

Signature of Agency Head or Agency Head Designee

Date

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

PART A Department or Agency Identifying Information	1. Agency	1. Railroad Retirement Board
	1.a 2nd level reporting component	
	2. Address	2. 844 N. Rush Street
	3. City, State, Zip Code	3. Chicago, IL 60611
	4. Agency Code 5. FIPS code(s)	4. RR00 5. 17

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 798
	2. Enter total number of temporary employees	2. 58
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 856

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Erhard R. Chorlé
	Head of Agency	John Bragg	Labor Member of the Board
	Head of Agency	Thomas Jayne	Management Member of the Board
	Principal EEO Director/Official	Shiri Ndang	Director of Equal Opportunity
	Other EEO Staff	Kathy Robinson	EEO Specialist
	Other EEO Staff	Barbara Campbell	Attorney Advisor

For period covering October 1, 2022 to September 30, 2023

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Reasonable Accommodation Procedure	Y	Y	
EEO Policy Statement	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Organization Chart	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Diversity Policy Statement	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
EEO Strategic Plan	N	N	

EXECUTIVE SUMMARY: MISSION

Mission of the Railroad Retirement Board

The RRB is an independent agency in the Executive Branch of the Federal Government. Its mission is to administer retirement/survivor and unemployment/sickness insurance benefit programs for the railroad workers and their families under the Railroad Retirement Act and the Railroad Unemployment Insurance Act. These programs provide income protection during senior age and in the event of disability, sickness, temporary unemployment, or death. The RRB also administers aspects of the Medicare program and has administrative responsibilities under the Social Security Act and the Internal Revenue Code.

The RRB is the only Federal Agency headquartered in Chicago, Illinois. Of the 856 employees, approximately 257 employees work in 53 district offices located throughout the United States with the remainder of our employees in Chicago, Illinois.

The work we do affects the lives of over half a million people, who receive various types of benefits from the Agency. In response to changing national demographics, the RRB is positioning itself to better meet the needs of the 21st century by becoming an employer of choice within the pool of Federal government jobseekers, regardless of race, sex (including pregnancy, sexual orientation, and gender identity), age, color, national origin, disability, religion, and genetic information. This commitment will not only infuse the RRB with the best qualified employees available, but it will also enhance our ability to value and appreciate each other while serving an increasingly diverse railroad workforce and greater community.

RRB's vision is to continually upgrade the timely delivery of its programs and remain vigilant to our mission to uphold and expand access for those it is charged to serve. The agency's strategic goals are:

- Strategic Goal 1: Information Technology Modernization
- Strategic Goal 2: Customer Service
- Strategic Goal 3: Stewardship

These goals represent the core vision of what the RRB intends to accomplish; the strategies to accomplish these objectives; and the indicators to track our success. Through these efforts, the RRB will pay accurate benefits to the correct recipients, in the right amounts, in a timely manner, and will take appropriate measures to safeguard our customers' trust funds.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

ASSESSING THE AGENCY'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

This Status Report highlights RRB's accomplishments, during fiscal year (FY) 2023, in establishing and maintaining a model Equal Employment Opportunity (EEO) program based on the six Essential Elements outlined by the U.S. Equal Employment Opportunity Commission (EEOC). Those six Essential Elements are:

- A. Demonstrated Commitment from Agency Leadership;
- B. Integration of EEO into the Agency's Strategic Plan;
- C. Management and Program Accountability;
- D. Proactive Prevention of Unlawful Discrimination;
- E. Efficiency; and
- F. Responsiveness and Legal Compliance.

In FY 2023, RRB, led by the Office of Equal Opportunity (OEO), conducted its annual assessment of the agency's EEO Program against the six essential elements of a model EEO program as defined by the EEOC. RRB performed the assessment as part of its ongoing obligation to eliminate barriers that impede free and open competition for employment, development and advancement opportunities in the workplace and prevent qualified individuals of any racial or national origin group, color, sex (including gender identity and sexual orientation), religion, or disability status from realizing their full employment potential.

The sections below highlight RRB's major activities and challenges regarding each of the Essential Elements. Additional information can be found in Part G of this report, the agency's Self-Assessment Checklist, which consists of a list of Yes/No (Met/Unmet) questions grouped under each Essential Element.

As outlined in Part H of this report, RRB will implement corrective action plans and report progress toward eliminating the EEO program deficiencies in subsequent annual reports.

Essential Element A: Demonstrated Commitment from Agency Leadership— *Requires the Agency Head to communicate a commitment to EEO and a discrimination-free workplace.*

RRB continues to meet the EEO program expectations of Essential Element A with no program deficiencies.

RRB's leadership continues to commit to the principles of EEO and maintaining a successful EEO Program. This commitment continues to be demonstrated throughout the Agency's hierarchy from board members, senior executives, managers, and supervisors to all employees.

Efforts to demonstrate this commitment include:

- Annually, the 3-member Board issues an EEO policy statement and a statement pursuant to the Notice of Federal Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act) to all employees. The FY 2023 EEO policy statement was issued on May 13, 2023, and included the Agency's stance on anti-harassment, diversity, equity, inclusion, and accessibility (DEIA) in the workforce. The FY 2023 Notice of Federal Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act) statement was issued on January 12, 2023.
- Status of the Agency's MD-715 compliance is provided to senior agency leadership on an annual and ongoing basis.
- All three Board members support, encourage, and participate in special emphasis commemorative programs and observances.
- RRB distributes quarterly issues of the "Working Together," an EEO newsletter published by OEO for all employees, providing up-to-date information in all areas of EEO and DEIA.

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

- Annual EEO Awards are utilized to recognize employees and/or groups who uphold the agency's value and commitment to the areas of EEO, Diversity, Equity, Inclusion and Accessibility (DEIA).
- RRB also has a Reasonable Accommodations (RA) Program and policy to ensure an EEO-compliant, interactive process. The Agency's Reasonable Accommodation Coordinator is housed in the Office of Administration, Bureau of Human Resources. Throughout the year, RRB continued to use various outlets to communicate these EEO and RA policies and procedures to its employees including, but not limited to, new employee orientation, EEO trainings, and building signage.
- The 3-member Board and the Executive Committee (EC) use the annual Federal Employee Viewpoint Survey (FEVS) as a reliable tool for assessing employees' perceptions and the overall climate pertaining to EEO, diversity, and inclusion matters.
- RRB ensures that all employees comply with mandatory EEO training requirements. New employees are required to complete EEO Awareness Training, inclusive of a No FEAR Act component, within 45 days of onboarding. RRB's New Supervisor Orientation informs new supervisors of the EEO laws and policies.

Essential Element B: Integration of EEO into the Agency's Strategic Plan— *Requires the Agency's EEO program to be organized and structured to maintain a workplace that is free from discrimination in its management policies, practices, or procedures and support the Agency's mission, as reflected in the strategic plan.*

The integration of EEO into RRB's core operations remains an agency priority. In FY 2023, RRB ensured the inclusion of EEO in human capital activities, including:

- Involving OEO in activities pertaining to human capital management and succession planning initiatives;
- Implementing the 2022-2026 RRB Strategic Plan which incorporated EEO/diversity and inclusion principles;
- Maintaining funding for RRB's EEO Complaints Program, Alternative Dispute Resolution (ADR) Program, and RA Program so they are available to current and former employees and to job applicants;
- Ensuring the Director of Equal Opportunity (EEO Director) has direct access to Board offices and regularly consults and advises Board staff on EEO and diversity matters. This includes holding standing monthly meetings between the OEO Director, Board staff, and the Chief of the Executive Committee to discuss EEO matters such as compliance activity, workforce representation, and special emphasis programs;
- RRB staffs its Anti-Harassment Program (AHP) with an Anti-Harassment Coordinator in the Office of Administration;
- Maintaining ongoing communication and collaboration between the OEO Director and HR Director through monthly meetings to ensure that RRB's policies, procedures, and practices do not negatively impact any workforce demographic; and
- The OEO Director is invited to attend and participate in board meetings and briefings;

Essential Element C: Management and Program Accountability— *Requires the Agency Head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the Agency's EEO Program and Plan.*

The RRB has no program deficiencies in Essential Element C. The Agency continues to strengthen its efforts to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the EEO program:

- The Agency rates 100 percent of the Senior Executive Service (SES) on their commitment to EEO and DEIA, and an EEO sub-element has been added to the performance appraisals of all RRB managers and supervisors;
- EEO updates are provided to board staff and Chief of the Executive Committee on a regular basis via monthly meetings. These monthly meetings provide the opportunity for interactive discussions and action plan development to correct deficiencies and address identified triggers of potential barriers to equal employment opportunity; and
- On a daily basis, OEO staff stands ready to advise employees, managers, and supervisors on their rights and responsibilities in the area of EEO.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Essential Element D: Proactive Prevention of Unlawful Discrimination— *Requires the Agency Head to conduct a self-assessment on at least an annual basis. The self-assessment must identify areas where barriers may operate to exclude certain groups, and strategic plans must be developed to eliminate identified barriers.*

RRB continues to make early efforts to prevent discrimination and to identify and eliminate barriers to EEO. Starting in FY 2022, the Agency dedicated resources to ensure it makes concerted efforts including providing funding for a DEIA contractor to assist OEO with barrier analysis activities.

OEO is also currently working with various stakeholders, including Board staff, Director of Administration, Director of Human Resources, and the Chair of the Executive Committee to pursue research on the FY21, Part I triggers for potential barriers identified by EEOC during its 2022 Technical Assistance Visit:

- OEO conducts an assessment to monitor progress towards achieving EEO throughout the year. OEO identifies triggers and trends in the workplace by examining multiple data sources including but not limited to workforce data, complaints data, and exit survey results.
- RRB has established a Barrier Analysis Workgroup and timetable to review its programs for systemic barriers. The Director of Human Resources has designated an HR staff member to assist with OEO's barrier analysis efforts.
- The Bureau of Human Resources is also working diligently to provide exit survey summary results to the Board, Executive Committee and OEO on a quarterly basis.
- RRB strongly encourages participation in the Office of Personnel Management Federal Employee Viewpoint Survey (FEVS).

The Agency began conducting its barrier analysis assessment activities in mid FY 2022 to identify and strategically address any gaps and barriers to EEO. The assessment is scheduled to conclude by the end of FY 2026.

Essential Element E: Efficiency— *Requires that the Agency Head ensure that there are effective systems in place for evaluating the impact and effectiveness of the Agency's EEO Programs as well as an efficient and fair dispute resolution process.*

RRB has a neutral EEO process with clear separation between its EEO complaint program and the Office of the General Counsel's defensive function. RRB ensures that actions taken by the Agency to protect itself from legal liability do not negatively influence or impact the Agency's process for determining whether alleged discrimination has occurred:

- The Agency maintains an efficient, fair, and impartial complaint resolution process and has established and encourages the use of its alternative dispute resolution (ADR) program. All RRB managers and supervisors are expected to integrate ADR best practices into their bureau/division's framework and use these methods to resolve disputes in the workplace, when appropriate. Beyond this, participation in ADR is entirely voluntary for all employees; however, managers and supervisors are strongly encouraged to fully participate in the process when ADR is requested.
- OEO conducts legal sufficiency reviews and issues Final Agency Decisions (FADs).
- RRB continues to process 100 percent of its investigations and FADs within the established regulatory timeframes.
- In FY 23, RRB timely submitted to EEOC the Annual Federal EEO Statistical Report of Discrimination Complaints (EEOC Form 462) report.

The agency identified one EEO program deficiency associated with Essential Element E: the lack of collaboration between its EEO and HR staff on outreach and recruitment activities in accordance with MD-715 requirements. RRB does not have a system in place to conduct outreach and recruitment activities for underserved populations in

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

its workforce. In FY 2024, RRB will explore options to implement and conduct outreach and recruitment activities.

Essential Element F: Responsiveness and Legal Compliance— *Requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.*

RRB has no program deficiencies associated with Essential Element F and continues to comply with EEO statutes, EEOC regulations, policy guidance, and other federal sector requirements.

- RRB successfully uses ADR and EEO counseling, which contribute to the low number of formal EEO complaints filed.
- The OEO Director and OEO Attorney Advisor regularly review EEOC case law updates and attend annual Continuing Legal Education (CLE) training.
- The OEO Attorney Advisor conducts quarterly 2-hour training classes for the Agency's EEO Counselor Cadre.
- RRB timely posted the quarterly No FEAR Act data to its public website.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

WORKFORCE ANALYSES (For period covering October 1, 2022 to September 20, 2023)

The workforce profile data represents the demographics of the RRB workforce by race, sex, national origin, and disability, and was retrieved from RRB HR database systems. The data is based on information as of September 30, 2023.

RRB has three (3) Presidential-appointed Board members, and seven (7) Executive Committee (EC) members to assist in managing its mission, responsibilities, and goals.

As of the end of FY 2023, the total RRB workforce was 856 employees, including 798 permanent employees and 58 temporary employees.

The total workforce reduced by one hundred and three (103) during FY 2023 compared to ninety-six (96) in FY 2022, representing a rate of change of -7.3 percent.

During FY 2023, several EEO populations experienced net reduction except: Total Females, Hispanic or Latino Males, Hispanic or Latino Females, Black or African American Females, Asian Females, American Indian or Alaska Native Males, Two or more races Males, and Two or more races Females. Persons with Disabilities (PWD) population did not reduce.

White employees comprise the largest racial group in RRB, followed by Black employees, respectively.

Table 1: RRB Workforce by Race, Ethnicity, and Gender as of September 30, 2023

RACE & ETHNICITY	FEMALE	MALE	ALL
Total	487	369	856
Unidentified	0	0	0
White	171	202	373
Black	244	85	329
Hispanic	51	49	100
Asian	15	25	40
Hawaiian or Other Pacific Islander	1	2	3
American Indian or Alaska Native	2	4	6
Two or more Races	3	2	5

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Ethnic and Race Indicators

In FY 2023, the ethnic and race indicators were as follows:

White males represented 23.6 percent (202) of the RRB workforce. In FY 2022, white males represented 26.3 percent (200) of the RRB workforce. This represents a net growth of 1 percent.

White females represented 20.0 percent (171) of the RRB workforce. In FY 2022, white females represented 19.6 percent (149) of the RRB workforce. This represents a net growth of 15 percent.

African American/Black males represented 9.9 percent (85) of the RRB workforce. In FY 2022, African American/Black males represented 11 percent (84) of the RRB workforce. This represents a net growth of 1 percent.

African American/Black females represented 28.5 percent (244) of the RRB workforce. In FY 2022, African American/Black females represented 26.8 percent (204) of the RRB workforce. This represents a net growth of 20 percent.

American Indian/Alaska Native males represented 0.5 percent (4) of the RRB workforce. In FY 2022, American Indian/Alaska Native males represented 0.5 percent (4) of the RRB workforce. This represents no net change.

American Indian/Alaska Native females represented 0.2 percent (2) of the RRB workforce. In FY 2022, American Indian/Alaskan females represented 0.4 percent (3) of the RRB workforce. This represents a net reduction of 0.2 percent.

Asian males represented 2.9 percent (25) of the RRB workforce. In FY 2022, Asian males represented 3.4 percent (26) of the RRB workforce. This represents a net reduction of 4 percent.

Asian females represented 1.8 percent (15) of the RRB workforce. In FY 2022, Asian females represented 1.8 percent (15) of the RRB workforce. This represents no net change.

Hispanic males represented 5.7 percent (49) of the RRB workforce. In FY 2022, Hispanic males represented 4.5 percent (34) of the RRB workforce. This represents a net growth of 44 percent.

Hispanic females represented 6.0 percent (51) of the RRB workforce. In FY 2022, Hispanic females represented 5 percent (38) of the RRB workforce. This represents a net growth of 34 percent.

Native Hawaiian/Pacific Islander (NHOPI) males represented 0.2 percent (2) of the RRB workforce. In FY 2022, Native Hawaiian/Pacific Islander (NHOPI) males represented 0.3 percent (2) of the RRB workforce. This represents no net change.

Native Hawaiian/Pacific Islander (NHOPI) females represented 0.1 percent (1) of the RRB workforce. In FY 2022, Native Hawaiian/Pacific Islander (NHOPI) females represented 0.1 percent (1) of the RRB workforce. This represents no net change.

EEOC provides an opportunity for federal employees and applicants to self-identify as having "Two or more Races."

"Two or more Races" males represented 0.2 percent (2) of the RRB workforce. In FY 2022, "Two or more Races" males comprised 0.1 percent (1) of the RRB workforce. This represents a net growth.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

“Two or more Races” females represented 0.4 percent (3) of the RRB workforce. In FY 2022, “Two or more Races” females comprised 0 percent (0) of the RRB workforce. This represents a net growth.

Whites comprised the majority of the RRB workforce in FY 2023 at 43.6 percent (373) followed by Black/African Americans at 38.4 percent (329).

As in previous years, American Indians/Alaskan Natives (AIAN), Hawaiian/Other Pacific Islanders (NHOPI) and persons of Two or More Races continue to remain largely absent from RRB’s permanent workforce.

Gender Indicators

RRB continues to have a higher participation rate for females. In FY 2023, males comprised 369 or 43.1 percent and females comprised 487 or 56.9 percent of the workforce.

Table 2: RRB Workforce by Gender as of September 30, 2023

Gender	GENDER/SEX	
	#	%
Total	856	100.0
Female	487	56.9
Male	369	43.1
Other	0	0

Employees with Disabilities Indicators

In FY 2023, persons who self-identified with a disability (PWD) made up 14.6 percent (125) of RRB’s total workforce, exceeding EEOC’s goal of 12.00 percent.

In addition, persons with a targeted disability (PWTD) made up 2.3 percent (20) of the workforce, also exceeding EEOC’s goal of 2.00 percent.

Table 3: RRB Workforce by Disability Status as of September 30, 2023

Railroad Retirement Board

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

DISABILITY STATUS		
Disability Status	#	%
Total	856	
No Disability	607	70.9
Not Identified	124	14.5
Non-Targeted Disability (PWD)	105	12.3
Targeted Disability(PWTD)	20	2.3

New Hires

In FY 2023, RRB hired a total of 186 new employees.

This represents a growth of 170 percent (186) from 69 new hires in FY 2022.

The distribution of the new hires into permanent positions during FY 2023 was:

- African American/Black males = 17
- African American/Black females = 65
- American Indian/Alaskan Native males = 1
- American Indian/Alaskan Native females = 0
- Asian American males = 2
- Asian American females = 5

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

- Hispanic males = 15
- Hispanic females = 13
- Native Hawaiians/Pacific Islander males = 0
- Native Hawaiians/Pacific Islander females = 0
- White males = 29
- White females = 38
- “Two or more Races” males = 1
- “Two or more Races” females = 0

PWD & PWTB Participation in New Hires

There were a total of 138 permanent employees hired in FY 2023, of which 21 (or 15.2 percent), were persons with disabilities (PWD) and 4 (or 2.9 percent) were persons with targeted disabilities (PWTB).

Separations

In FY 2023, a total of 91 employees separated from the agency. Separations include resignations, terminations, transfers, and retirements.

The demographic distribution of RRB employee separations in FY 2023 were:

- African American/Black males = 13
- African American/Black females = 20
- American Indian/Alaskan Native males = 1
- American Indian/Alaskan Native females = 1
- Asian American males = 3
- Asian American females = 5
- Hispanic males = 6
- Hispanic females = 3
- Native Hawaiians/Pacific Islander males = 0
- Native Hawaiians/Pacific Islander females = 0

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

- White males = 25
- White females = 14
- “Two or more Races” males = 0
- “Two or more Races” females = 0

The breakdown on the Separation types in FY 2023 were: Resignations 15, Retirements 30, Other Separations 46, Removal 0.

Race & Gender Separations

White males, at 25 (or 27.5 percent), were the largest group separated. Other high rates of separation include Black or African American females, at 20 (or 22.0 percent).

PWD /PWTD Separations

There were a total of 16 employees with disabilities (PWD) and a total of 2 employees with Targeted Disabilities (PWTD) 2.2 percent separated in FY 2023.

Workforce Participation by Grade Level

In FY 2023, the majority of RRB’s permanent employees are in higher-graded professional and administrative positions.

Majority of RRB employees were at the GS-12 grade level.

During FY 2023, the grade level distribution for the 798 permanent employees was:

Permanent employees in grades GS 1 through 10 positions = 215

Permanent employees in GS-11 positions = 154

Permanent employees in GS-12 positions = 205

Permanent employees in GS-13 positions = 99

Permanent employees in GS-14 positions = 69

Permanent employees in GS-15 positions = 48

Permanent SES employees = 8

In FY 2023, minority representation in higher grades (i.e., 13, 14, 15, and SES) continues to be disparate compared to whites. Minority representation for higher grades is 42.4 percent.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

For grades-13 through SES, White permanent employees had the highest levels in the workforce. Overall, the participation rate of African American/Blacks, Asians, Hispanics, and Other race/ethnic groups decreased as the grades increased.

SES Participation by Race & Gender

There were a total of 12 employees in SES positions, of which 9 were White (75.0 percent), 2 were African American/Black (16.9 percent) and 1 was Hispanic (8.3 percent).

Of the 12 employees in SES positions in FY 2023, 8 were male (66.7 percent), and 4 were female (33.3 percent).

GS-15 Participation by Race

There were a total of 50 employees in GS-15 positions, of which 37 were White (74 percent), 6 were African-American/Black (12 percent), 4 were Asian (8 percent), and 3 were Hispanic (6.0 percent).

GS-14 Participation by Race

There were a total of 73 employees in GS-14 positions, of which 41 were White (56.2 percent), 19 were African American/Black (26.0 percent), 8 were Asian (11.0 percent), and 5 were Hispanic (6.8 percent).

GS-13 Participation by Race

There were 103 employees in GS-13 positions, of which 53 were White (51.5 percent), 31 were African American/Black (30.1 percent), 6 were Asian (5.8 percent), 11 were Hispanic (10.7 percent), and 2 were American Indian/Alaska Native (1.9 percent).

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

RRB made the following notable accomplishments throughout FY 2023:

- Special Emphasis Program Observances:

In collaboration with Board offices, OEO hosted 6 Special Emphasis Programs (SEPs) to promote principles of equal employment opportunity, equity, diversity awareness, and cultural sensitivity. The promotion of these programs addresses the unique concerns of specific groups in achieving equality of opportunity, diversity, and inclusion in recruitment, hiring, development, training, recognition, and advancement.

- EEO Program Resources

The Office of Equal Opportunity (OEO) added a 2nd attorney to its staff in FY 2023 and continued to process 100 percent of its EEO complaints within the established regulatory timeframes.

- Implemented performance measures to rate RRB managers on their commitment to EEO as required by EEOC as well as supported by the government-wide DEIA strategic plan.
- Recognized individual employee accomplishments in DEIA through EEO awards.
- Continued to provide EEO, diversity and inclusion training to RRB managers.
- Continued the groundwork to schedule and conduct barrier analysis.

Part H and Part I Accomplishments

Statement of Model Program Essential Element Deficiency – Closed. In accordance with EEOC MD-715, the EEO Director is expected to actively engage in senior-level staff meetings related to various aspects of agency operations. This includes personnel matters, budget discussions, technology considerations, and other workforce issues.

During EEOC’s review of RRB’s FY 2020 MD-715 report, it noted that the EEO Director was not invited to participate in senior-level meetings as a deficiency.

This deficiency was eliminated on January 17, 2022. As of FY 2022, the EEO Director is invited to board meetings and briefings.

Statement of Model Program Essential Element Deficiency – Closed. In accordance with EEOC MD-715, agencies are required to provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishments in equal employment opportunity.

During EEOC’s review of RRB’s FY 2020 MD-715 report, it noted that the Agency did not recognize staff for superior EEO accomplishments as a deficiency. This deficiency was eliminated in FY 2022 when the Board reinstated EEO Awards as part of the Agency's incentive awards program to recognize RRB employees, groups or organizations for their achievements, contributions, and efforts in supporting equal employment opportunity in the RRB workplace.

Statement of Model Program Essential Element Deficiency – Ongoing. In accordance with EEOC MD-715, agencies are required to establish timetables to review agency programs for systemic barrier analysis.

During EEOC’s Technical Assistance visit to RRB in February 2022, it noted that the agency did not conduct barrier analysis activities. The objective to identify and establish a barrier analysis workgroup to facilitate barrier analysis projects was initiated in September 2022 with the hiring of a consulting firm (EconSys, Inc.) to assist OEO staff.

Also in FY 2022, OEO staff participated in EEOC training on Barrier Analysis. At the beginning of FY 2023, the EEO Director initiated biweekly meetings with EconSys and selected HR staff to research and review the agency’s policies, procedures, and practices for recruitment, hiring, promotions, retention, and training.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

Statement of Model Program Essential Element Deficiency – Closed. During EEOC’s review of RRB’s FY 2020 MD-715 report, it noted that RRB did not collect the required applicant flow data necessary to determine what part of the recruitment and selection process requires further evaluation.

The objective to establish a plan to collect accurate and complete applicant flow data was initiated by the HR Director in FY 2022 and completed by the beginning of FY 2024.

Statement of Model Program Essential Element Deficiency – Closed. During EEOC’s review of RRB’s FY 2020 MD-715 report, it noted that RRB did not conduct exit interviews.

The objective to re-establish exit surveys was initiated in October 2021 and RRB started conducting exit surveys in August 2022.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

PLANNED ACTIVITIES FOR FY 2023

Highlights of RRB's FY 2023 planned activities include:

- Continue to assess and review RRB's policies, practices, and procedures for potential employment barriers.
- Continue to address employment barriers and to find solutions to remove or change those barriers.
- Continue to analyze applicant and employment demographic data.
- Partner with the Bureau of Information Services (BIS), Acquisition Management (AM), and budget (BFO) to plan for acquisition of a new EEO Complaint Tracking System to produce EEO reports and transfer data between users more efficiently.
- Leverage RRB Special Emphasis Committees to support the agency's DEIA initiatives, including barrier identification and elimination, to ensure that RRB is a model EEO employer.
- Provide interpersonal skills training to managers and supervisors.
- Develop strategic communications and enhance outreach efforts to attract a larger applicant pool.

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee



Date

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Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			Yes, the EEO policy statement is signed by the 3 Board Members and posted in clear view on every floor in headquarters, OIG installations and all 53 field offices. 5/18/2023
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			The additional bases covered in our agency's EEO policy statement are parental status, marital status, political affiliation, military service and other non-merit based factors.

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	A.2. The agency has communicated EEO policies and procedures to all employees.				

A.2.a. Does the agency disseminate the following policies and procedures to all employees:

A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			The Anti-Harassment Policy is on the agency public website as well as the agency's internal intranet which can be accessed by all employees. It is also summarized on an all-inclusive poster along with other EEO programs that is posted throughout headquarters and in every field office.
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			The Reasonable Accommodation Procedure is on the agency's public website as well as the agency's internal intranet which can be accessed by all employees. It is also summarized on an all-inclusive poster along with other EEO programs that is posted throughout headquarters and in every field office.

A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:

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A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]

X

The OEO Director's name is posted in the headquarters building lobby, on the agency's public website, the agency's internal intranet and on an EEO poster posted in every RRB office and every floor in headquarters. The diversity committee members and EEO Specialist names are listed on the agency's intranet. EEO Counselors are not listed because employees must contact the OEO Director.

A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]

X

Our agency created a poster listing and summarizing the EEO Programs: Anti-Harassment Policy and Procedure, Discrimination Complaint Program, ADR, Reasonable Accommodation Program, Section 504 and Section 508.

A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.

X

<https://www.rrb.gov/Resources/OfficeOfEqualOpp/EEOpolicies>.

A.2.c. Does the agency inform its employees about the following topics:

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A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often and the means by which such training is delivered.

X

The complaints process is always posted on the agency's intranet, public website and in every RRB installation. Employees are informed during initial onboarding and subsequently via biennial training. Employees who are supervisors or managers receive formal EEO training, which is required within one year of accession or assignment to those positions, and at least once every 3 years thereafter.

A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.

X

The ADR process is always posted on the intranet (Boardwalk). Employees are informed during initial onboarding and subsequently via biennial training. Employees who are supervisors or managers receive formal EEO training, which is required within one year of accession or assignment to those positions, and at least once every 3 years thereafter.

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<p>A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Reasonable Accommodation information is provided to all employees during New Employee Orientation (NEO) and the agency's Reasonable Accommodation Coordinator provides a briefing to all new employees during NEO on reasonable accommodation procedures. In addition, the information is available on the intranet (Boardwalk).</p>
<p>A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.</p>	<p>X</p>		<p>OEO provides training regarding Harassment, Agency policy, and inappropriate behaviors/ethics in the workplace. During these sessions, managers & employees are provided information tools such as RRBs Anti-harassment Policy and the Agency's EEO Policy Statement to give notice to federal employees of inappropriate behaviors in the workplace and the potential result of such actions.</p>
<p>A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Employees are informed during initial onboarding and subsequently via biennial training. In addition, annual notices are sent by email to all RRB employees.</p>

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			EEO Recognition Awards.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]'	X			HR staff provides copies of the FEVS results to agency leadership and the OEO Director for review and analysis.

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Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.					
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			The head of the RRB is a three-member board appointed by the President of the U.S (POTUS). The OEO Director reports directly to the 3-member board.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.				X	The OEO Director reports directly to the 3-member board (Chair, Labor Member and Management Member).
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			The OEO Director meets with Board staff monthly.
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			The OEO Director provides monthly briefings to Board staff and the Chief of Executive Committee.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			The OEO Director is invited to Board briefings and meetings.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	The agency does not have subordinate level components.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			The RRB Strategic Plan states that "The RRB will continue to recruit and hire a high-performing workforce and foster a leadership environment that inspires, motivates and guides employees toward our strategic goals, allows them to link their responsibilities with the agency's strategic vision, and results in a stable workforce that ...reflects the diversity of all segments of American society.

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report

B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:

B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			On a monthly basis, the OEO Director obtains and reviews HR data on accessions, separations, harassment complaints and grievances.
B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			The agency has a designated Reasonable Accommodation Coordinator within the Bureau of Human Resources that oversees RRB's Reasonable Accommodation process.
B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			

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<p>B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]</p>	<p>X</p>		<p>Beginning in 2022, RRB contracted with a consulting firm (EconSys) to conduct a barrier analysis to assist OEO in evaluating the agency's recruitment and advancement policies, procedures, and practices with respect to minority groups, including persons with disabilities. Project objectives included identification of barriers to equal opportunity, retention and advancement.</p>
<p>B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]</p>	<p>X</p>		
<p>B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.</p>	<p>X</p>		
<p>B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]</p>		<p>X</p>	<p>RRB does not have subcomponent EEO programs but does access workforce data at the component and field office level.</p>
<p>B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]</p>	<p>X</p>		<p>The agency has a print shop that prints our EEO literature and/or materials for various programs. Policies are posted throughout the agency in plain view as well as in every Field office. We also have an internal and external website where various policies and information on RRB's EEO program is posted.</p>

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<p>B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.</p>	X		<p>At RRB, we use an excel spreadsheet to track all complaint data, analyze and compare the data for any trends or similar complaints in the same department or under the same management. We also track whether there are similar issues occurring within the same department or unit, etc.</p>
<p>B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]</p>	X		
<p>B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]</p>	X		<p>While the Agency's anti-harassment program is handled by the Office of Administration, the Office of Equal Opportunity (OEO) is responsible for creating, updating and ensuring the agency's anti-harassment policy is approved by the Equal Employment Opportunity Commission (EEOC) and is in effect at the RRB.</p>
<p>B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]</p>	X		
<p>B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]</p>	X		
<p>B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?</p>	X		<p>The Director of Equal Opportunity ensures OEO has sufficient funds to pay for training of new staff.</p>

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B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?

X

The Director of Equal Opportunity ensures that all annual refresher training is completed by requiring attendees to provide a copy of the certificate of completion.

 **Compliance Indicator**

 **Measures**

B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills

Measure Has Been Met

Yes

No

N/A

For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]

X

All new supervisors receive training on the EEO complaint process.

B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]

X

The Reasonable Accommodation procedure is included in the new supervisor training.

B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]

X

B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]

X

The agency provides numerous on-line soft skill management courses to help them with interpersonal skills and communication with employees.



B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]

X

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.6. The agency involves managers in the implementation of its EEO program.				
B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X			The three Board members take turns participating and providing opening remarks during commemorative events.
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X			The Director of Equal Opportunity has established a barrier analysis workgroup and reviews data (grievance, anti-harassment program complaints, exit survey results, etc.) on a monthly basis.
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]		X			During FY 2022 and FY 2023, action plans were developed and continued to be implemented. We will continue to make progress, monitor and measure results in 2024.

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	RRB has a centrally managed and operated EEO program; there are no separate programs run by components or at the field level.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	RRB has a centrally managed and operated EEO program; there are no separate programs run by components or at the field level. Starting in FY 2022, component data is generated and analyzed for triggers annually.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]				X	RRB has a centrally managed and operated EEO program; there are no separate programs run by components or at the field level.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			The Director of Equal Opportunity provides the required notice to the Agency's Anti-Harassment Coordinator in accordance with RRB's Anti-Harassment policy.
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			

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<p>C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]</p>	<p>X</p>			<p>RRB has a designated Reasonable Accommodation Coordinator in the Bureau of Human Resources, and the Office of the Inspector General has designated OIG staff responsible for processing its reasonable accommodation requests.</p>
<p>C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]</p>	<p>X</p>			<p>The Agency's Reasonable Accommodation Coordinators are in the Bureau of Human Resources and the Office of the Inspector General.</p>
<p>C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]</p>	<p>X</p>			
<p>C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]</p>	<p>X</p>			<p>Our agency's Reasonable Accommodation policy provides for 15 workdays unless there are extenuating circumstances.</p>
<p>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.</p>	<p>X</p>			
<p>C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]</p>	<p>X</p>			
<p>C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.</p>	<p>X</p>			<p>It is included in the Reasonable Accommodation Policy which is posted on rrb.gov.</p>

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			The performance appraisals for senior executives (SES) contain an EEO element. An EEO sub-element was adopted in 2020 and was fully implemented in the performance appraisals of all agency managers (GS 15 and below) during FY 2023. OEO plans to conduct an audit review of manager performance evaluations in FY 2024 to ensure compliance of this new requirement.
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).

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C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).

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C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X		This requirement is included in the new EEO sub-element implemented in FY 2023 for all agency managers (GS 15 and below).
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]			X There were no findings of discrimination in FY 2023.
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]			X There were no findings of discrimination in FY 2023.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			The HR Director and OEO Director meet monthly.
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			This Plan is approved by the Director of Administration who is over HR.
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X		These tasks are conducted by the Bureau of Human Resources. The OEO Director does not participate in outreach, recruitment strategies, recruitment initiatives, vacancy projections, succession planning, and selections for training/career development opportunities for the agency.
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			Since the agency did not have a finding of discrimination, no (zero) individuals were sanctioned/ disciplined during FY 2023.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			The Responsible Management Official (RMO) is advised if their actions were inappropriate.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			The OEO Director meets with board staff and the Chair of the Executive Committee monthly and provides updates as issues arise.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			Yes, over the past six years, we had one reorganization and no impact on any specific group was identified.
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			Yes, OEO reviews complaint data, exit surveys, grievance data, anti-harassment data, program evaluations and special emphasis programs for barriers and trends.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.				
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			Yes, we have not identified any barriers in policies, procedures or practices. If we did, we would inform the Board members and their assistants and speak with the department head on the barrier the policy created and remove/revise the policy.
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]			X	We did not identify a barrier during FY 2023.
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]			X	We have not had one to test.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			Yes, https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/EEOPolicies .
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			Yes, an HR Specialist, the Selective Placement Coordinator, is assigned to this task.
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			Yes. HR staff sends vacancy announcements to many organizations that assist people with disabilities get back into the workforce. Also, if an accommodation is needed, contact information is on the vacancy announcement.

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Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			Yes, the Agency issues acceptance letters/dismissal decisions within a reasonable time. The internal office policy is to issue within 15 business days of receipt date of a formal complaint.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X			Yes, within 180 days
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X			
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	X			
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X			

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<p>E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If “yes”, please describe how in the comments column.</p>	<p>X</p>		<p>Yes, the Agency uses contract investigators to conduct EEO discrimination investigations. As part of their contract expectations, we advise the contractors in writing that their fee may be reduced for a late or poor work product. As of FY 2023, the OEO Director requires weekly progress reports from the contract investigators during the investigation.</p>
<p>E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]</p>	<p>X</p>		<p>Yes, we only use employees as Collateral Duty EEO Counselors and OEO provides input on their performance appraisals as to how they handled their assignments.</p>
<p>E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]</p>	<p>X</p>		

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
	E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	X			There is a firewall between the EEO function (OEO) and the agency's defensive function (OGC). OGC is not involved in the EEO complaint process until the Complainant requests a hearing.
	E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	X			Yes, OEO independently conducts all sufficiency reviews. In FY 2023, legal sufficiency reviews were conducted internally by the OEO Director.
	E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]			X	OEO conducts all sufficiency reviews. In FY 2023, legal sufficiency reviews were conducted internally by the OEO Director.
	E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]			X	OEO conducts sufficiency reviews and completes them within 10 business days to ensure timely processing of complaints.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		X			Yes. Complainants are advised they can request ADR (Mediation) during the informal and the formal complaint process.
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			Yes, managers are required to participate.
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			Yes, the agency encourages employees to use ADR for EEO and non-EEO complaints.
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			Yes.
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			Yes. If the Responsible Management Official (RMO) is the Director of the Component/ Bureau, we have the Chief of the Executive Committee or another SES to serve as the Settlement Official during the mediation.
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			Yes, we do monitor how many resulted in settlements and/or ended in no agreements, where the Complainant did not pursue the complaint.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	

E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			Yes. OEO enters all complaint information on an EXCEL worksheet to compare cases on their bases, issues and the RMO involved.
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			Yes, all info is entered on an EXCEL spreadsheet for comparability.
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			Yes, OEO monitors all accessions. Vacancy postings are listed on usajobs.gov. We also send vacancy announcements to organizations assisting people with disabilities and veterans trying to re-enter the workforce.
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			Yes, we review data monthly.

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<p>E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]</p>	<p>X</p>		<p>Yes, OEO created the Reasonable Accommodation policy but the Reasonable Accommodation Coordinator (RAC) is in the Bureau of Human Resources. The RAC provides OEO with an annual report of approved, denied, changed reasonable accommodations and the cost to the agency.</p>
<p>E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]</p>	<p>X</p>		<p>Yes. The Office of Administration processes complaints of harassment but provides a monthly report to OEO on whether a complaint was filed and when it was closed. The Anti-Harassment Coordinator and the OEO works together to ensure that the time-frames are met.</p>
<p>E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>We currently use the Federal Employee Viewpoint Survey.</p>

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			RRB monitors and assesses its performance of the 156 Part G compliance measures, which are linked to various EEO laws, regulations and EEOC Management Directives, Instructions, and guidance. Several measures (e.g., complaints processing, reasonable accommodations processing, training compliance) use empirical data which is tracked over time to assess status, trends, and progress.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Yes, the OEO Director is a member of the small agency council and RRB has adopted data analysis practices and benchmarking tools from the Federal Finance Housing Authority (FHFA) and National Transportation Safety Board (NTSB) which are similarly sized agencies).

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E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size?
[see MD-715, II(E)]

X



Yes, we informally compare our EEO process and programs to other agencies within the small agency council.

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Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			Yes, OGC approves any monetary settlements and OEO follows up to ensure HR processes payments timely.
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			Yes, OEO receives a copy of the settlement to ensure compliance.
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.				
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			Yes, when OEO receives a request for a hearing notice, we immediately download the complaint file to the FedSEP portal.
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			
 Compliance Indicator	F.3. The agency reports to EEOC its program efforts and accomplishments.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			Yes, by March 30 every year.
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			Yes, by the 15th of the month following the end of each quarter.

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]

Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology and other workforce issues?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/28/2020	01/31/2021		01/17/2022	To have the EEO Director participate in senior-level staff meetings concerning personnel, budget, technology and other workforce issues.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
10/01/2020	The EEO Director will participate in conference calls and meetings with the Senior Executive Members and be briefed on all Executive Committee discussions concerning personnel, budget, technology and other workforce issues.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2022	RRB no longer views this as a deficiency. When this issue was first reported in 2020, the agency had not yet established regular and effective means for the OEO Director to advise agency heads (Board Members) and other senior management officials of the effectiveness, efficiency, and legal compliance of the agency's EEO program. As of FY 2022, the OEO director meets monthly with Board offices and Executive Committee members.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/28/2020	01/31/2021		01/18/2022	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology and other workforce issues?

Responsible Officials

Title	Name	Standards Address the Plan?
Director Equal Opportunity	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
05/01/2020	For the EEO Director to be apart of Senior Level meetings on hiring workforce, technology, etc.	Yes	10/01/2021	

Accomplishments

Fiscal Year	Accomplishment
2021	The previous Director of EEO met with the Executive Committee (EC) during FY2019 and expressed the need to be included on policies effecting personnel, budget, technology and other workforce issues. The EC agreed and said that they would contact the EEO Director in the future. During COVID-19 pandemic in FY2020, the previous EEO Director was sent policies to review prior to implementation. In FY 2021, the Senior Executive Committee Members had weekly conference call meetings with the Director of EEO to keep her updated on all senior level meetings concerning personnel, budget, technology and other workforce issues . However in FY 2022, the new EEO Director begun attending board meetings and has recurring bi-weekly meetings with the agency's Senior Executive Officer (SEO).

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:

C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]

Pursuant to Section II(C) of MD-715, the agency does not currently have in place a program for the EEO office to collaborate and conduct outreach and recruiting activities with Human Resources staff.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2022	10/01/2024	10/01/2025		To determine the feasibility of a process for OEO and HR staff to jointly conduct recruiting and outreach activities.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Director of Human Resources	Nancy Bitzer	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Establish and implement an outreach and recruitment initiative outlining the agency's planned participation in job fairs and/or federal-specific events that target students and recent graduates.	Yes	09/30/2025	
07/30/2023	Evaluate the sufficiency of RRB's recruitment and outreach activities to support the agency's succession planning and diversity initiatives.	Yes	09/30/2025	

Accomplishments

Fiscal Year	Accomplishment
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Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency:	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]
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Establishment of timetables/schedules to review the merit promotion program,, employee recognition awards program, employment development/training programs, personnel policies, procedures and practices for systemic barriers that may impede full participation in the program by all EEO groups.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
08/03/2022	12/01/2022		09/01/2022	Evaluate agency needs and provide a project plan to Board staff and Executive Committee Chair.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2022	The OEO Director briefed and reviewed EEOC Technical Assistance Review (TAR) letter with Board staff and Agency leadership. The OEO Director also provided a suggested plan of action to Board staff and Agency leadership.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/01/2022	09/30/2022		09/30/2022	Identify and establish a barrier analysis workgroup to facilitate barrier analysis projects

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Director of Human Resources	Nancy Bitzer	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/17/2023	09/30/2024	09/30/2025		When barriers are identified, working groups will incorporate the EEO Action plans into the agency's strategic plan.

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Equal Employment Specialist	Kathy Robinson	Yes
OEO Attorney Advisor	Barbara Campbell	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2023	-Barrier Analysis Project Teams A project team in OEO was initiated to review barriers for persons with disabilities. There is an ongoing review of workforce demographics, complaints, and various HR program data to identify potential triggers and/or potential barriers.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/17/2023	09/30/2024	09/30/2025		For barriers identified, working groups will develop action plans to remove barriers.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Equal Employment Specialist	Kathy Robinson	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2023	The Agency and its contractor (EconSys, Inc.) is in the process of conducting a barrier analysis of recruitment and hiring practices, and the separation factors.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/01/2022	09/30/2023		09/30/2023	Hire a consulting firm to assist the agency with barrier analysis.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

Accomplishments

Fiscal Year	Accomplishment
2022	On 09/26/2022, RRB contracted with a management consulting firm (EconSys, Inc.) to assist with barrier analysis. A comprehensive analysis of RRB's workforce and applicant data is ongoing at the time this report was drafted. The purpose of the comprehensive analysis is to both identify any data shortfalls or issues and to identify relevant triggers.
2023	In FY 2023, EconSys and the Director of Equal Opportunity conducted trend analysis of RRB applicant and separation data.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/17/2023	09/30/2023		11/14/2023	For ongoing barrier analysis projects, identify managers and subject matter experts to work on barrier analysis projects.

Responsible Officials

Title	Name	Standards Address the Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Director of Human Resources	Nancy Bitzer	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2022	The Director of Human Resources assigned a HR Specialist to assist OEO and the barrier analysis project as a subject matter expert (workforce data).
2023	OEO and HR staff continued to use a team approach to review and analyze workforce data.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2020	10/01/2023		11/15/2023	To establish schedules to review the agency's merit promotion program, employee recognition awards program, employee development /training programs and management personnel policies, procedures and practices for systemic barriers that may be impeding full participation in the program by all EEO groups?

Responsible Officials

Title	Name	Standards Address the Plan?
Director, Office of Equal Opportunity (OEO)	Shiri Ndang	Yes
Human Resources Director	Nancy Bitzer	Yes
Equal Employment Specialist	Kathy Robinson	Yes
OEO Attorney Advisor	Barbara Campbell	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	<p>June/July 2022 - Barrier analysis training for RRB OEO staff with MD-715 and data collection/analysis responsibilities.</p> <p>Sept 2022 - Establishment of a Barrier Analysis Workgroup to investigate barriers to EEO (hiring, retention & career development/advancement). Purpose of the workgroup is to leverage EEO data RRB-wide to conduct a comprehensive trigger analysis.</p> <p>Oct 2022 - Barrier Analysis Workgroup conducts its 1st quarter FY 2023 meeting to identify its priorities.</p>	Yes		10/30/2023

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

Accomplishments

Fiscal Year	Accomplishment
2022	<p>In September 2022, the Director of Equal Opportunity established a Barrier Analysis Workgroup which meets regularly to review data for trigger identification and trends.</p> <p>The HR Director and OEO Director also have bi-weekly meetings to discuss and follow up on pending matters and activities related to workforce and applicant data.</p>
2023	<p>In FY 2023, the HR and OEO Directors continued to meet monthly. In FY 2023, the OEO Director also met with EconSys, Inc (DEIA/barrier analysis contractor) on a biweekly basis to review data, establish priorities, and plan activities under the terms of the contract.</p>

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.4

Brief Description of Program Deficiency: D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]

Does the agency conduct exit surveys.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2021	10/01/2022			Meet with the Director of HR about re-establishing Exit Surveys.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/01/2021	Contacted the Director of HR to discuss the re-establishment of Exit Surveys and was informed that they (HR) has already begun the process to re-establish it. Will follow-up.	Yes		

Accomplishments

Fiscal Year	Accomplishment

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2021	10/01/2022		08/22/2022	Meet with the Director of HR about re-establishing exit surveys

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Shiri Ndang	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2022	RRB no longer considers this as a deficiency. In August 2022, the Director of Human Resources modified RRB's exit survey to include disability-related questions as a result of EEOC Technical Assistance Review recommendations.
2022	As part of RRB's IT Modernization rollout plan, the agency has re-established its exit survey which went live in mid-January 2022 via Microsoft Forms.

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - A7
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Low participation rate of PWDs and PWTDS in new hires and promotions in the GS 13 to SES cluster. Trigger was identified through the review of HR data on accessions and promotions.

STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Women Hispanic or Latino Males Hispanic or Latino Females Black or African American Males Asian Males Asian Females
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Barrier Analysis Process Completed?:	N
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Barrier(s) Identified?:	N
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STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table border="1"> <thead> <tr> <th style="width: 30%;">Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description

Responsible Official(s)

Title	Name	Standards Address The Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Director of Human Resources	Nancy Bitzer	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year

Accomplishments

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Other				
Specific Workforce Data Table:	Workforce Data Table - A1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The representation of PWDs in the permanent GS-11 to SES workforce is less than the benchmark. The participation rate for PWTd in the GS-11 to SES cluster was 1.8 percent, which does not meet the target of 2 percent. RRB's new hire rate for PWDs and PWTd to the permanent workforce as well as PWD and PWTd permanent workforce representation within four of the most populous MCOs (0993, 0998, 0301, 0511), are all less than their respective benchmarks. Triggers also exist for PWDs and PWTd by MCO for new hires, qualified applicants, and promotions. 3 (or 10.3 percent) PWDs and 0 (or 0.0 percent) PWTd were promoted in MCO 0301 (Miscellaneous Administration and Program). 29 (or 23.8 percent) PWDs and 4 (or 3.3 percent) PWTd were promoted in MCO 0993 (Railroad Retirement Claims Examining). Triggers also exist for PWDs at the GS- 13 and GS-14 levels for new hires and internal selections. New hires to GS-13: 1 (or 11.1 percent) new hires to GS-13 were PWDs. Nine total hires. GS-14 Promotions: 6 (or 17.1 percent) PWDs promoted were Qualified Internal Applicants Total promotions = 7, 0 (or 0 percent) PWDs promoted were Internal Selections GS-13 Promotions: 1 (or 20.0 percent PWDs) promoted were Qualified Internal Applicants 2 (or 9.5 percent PWDs) promoted were Internal Selections Triggers also exist for PWTd at the GS-14 and Manager levels for internal selections. GS-14 Promotions 3 (or 8.6 percent) PWTd promoted were Qualified Internal Applicants 0 (or 0.0 percent) PWTd promoted were Internal Selections Managers (Internal Promotions) 6 (or 9.0 percent) PWTd promoted were Qualified Internal Applicants 0 (or 0.0 percent) PWTd promoted were Internal Selections				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Men All Women				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>Conduct barrier analysis to determine whether barriers caused the identified triggers. Establish remedial action plan if barrier(s) exist.</td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice	N/A	Conduct barrier analysis to determine whether barriers caused the identified triggers. Establish remedial action plan if barrier(s) exist.
Barrier Name	Description of Policy, Procedure, or Practice				
N/A	Conduct barrier analysis to determine whether barriers caused the identified triggers. Establish remedial action plan if barrier(s) exist.				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
03/15/2024	01/31/2025	Yes			Conduct barrier analysis to determine whether barriers caused the identified triggers. Establish remedial action plan if barrier(s) exist.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Director of Equal Opportunity	Shiri Ndang	Yes
Director of Human Resources	Nancy Bitzer	Yes

Railroad Retirement Board

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/15/2024	Perform comprehensive trigger identification targeting disability employment.	Yes		
06/30/2024	Review 2024 RRB Organizational Assessment Survey results and determine whether additional triggers may exist for PWDs and PWTDS.	Yes		
04/30/2024	Leverage OEO's partnership with the Employees with Disabilities Advisory Council (EDAC) to ascertain a deeper understanding/insight into key findings.	Yes		
07/31/2024	Analyze additional information for possible barriers.	Yes		
09/30/2024	Report findings to agency leadership inclusive of remediation plan should barriers exist.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
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MD-715 – Part J
Special Program 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 |

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | No |

During FY 2023, RRB had a total of 798 employees in the permanent workforce of which 20 (or 2.5 percent) were employees with a targeted disability (PWTD). 9 employees in the GS-01 to GS-10 cluster and 11 employees in the GS-11 to SES cluster stated that they have a targeted disability. The participation rate for PWTD in the GS-01 to 10 cluster was 3.5 percent, which is above the target of 2 percent. RRB does not have a trigger for PWTD in the GS-1 through GS-10 cluster. The participation rate for PWTD in the GS-11 to SES cluster was 1.8 percent, which falls below the target of 2 percent. Disability workforce data is employees who self-identify as having a disability.

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

In FY 2022, the OEO Director raised the awareness of the Model Disability Program goals through briefings and an EEOC Technical Assistance Outreach visit for Board and Executive Committee members. In FY 2023, the OEO Director continued to provide the Board and agency leadership with monthly workforce hiring summaries in monthly administrative reports.

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

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	
Architectural Barriers Act Compliance	0	0	1	Scott Rush Supvy Facility Operations Specialist Scott.Rush@rrb.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Kathy Robinson EEO Specialist Kathy.Robinson@rrb.gov
Section 508 Compliance	0	0	1	Robert LaBerry Supvy IT Specialist Robert.Laberry@rrb.gov
Processing reasonable accommodation requests from applicants and employees	0	0	1	Regina Block HR Specialist/Labor Relations Regina.Block@rrb.gov
Processing applications from PWD and PWTD	0	0	1	Meghan O'Connor Lead HR Specialist/SPC Meghan.O'Connor@rrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Meghan O'Connor Lead HR Specialist/SPC Meghan.O'Connor@rrb.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.

Answer Yes

During FY 2023, disability program staff received training on the following topics: reasonable accommodation, EEO updates, and accessibility (ABA) in the workplace.

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

Section III: 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.

Selective Placement Program Coordinator (SPPC) in the Bureau of Human Resources receives inquiries from job applicants with disabilities, including individuals with targeted disabilities via email. Staffing Specialists in the Staffing and Classification Unit in the Bureau of Human Resources receive applications from applicants with disabilities, including individuals with targeted disabilities, through the application process. The specialists review the provided documentation and make a determination as to whether the applicant is eligible for veterans’ preference. The specialists collaborate with the SPPC as necessary.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The RRB is restricted in its use of special appointment authorities based on the Railroad Retirement Act (RRA) and the Railroad Unemployment and Insurance Act (RUIA). Both the RRA and the RUIA mandate that all positions within the RRB must be in the competitive service with the exception of only 3 positions (assistant to Board Members). The agency is therefore restricted in its use of special appointment authorities and is limited to authorities that permit non-competitive hiring into competitive service positions. The RRB does not have the ability to use Schedule A hiring authority (non-competitive hiring) as it is an excepted service authority and our establishing legislation prohibits the use of most excepted service authorities, including Schedule A. This response stems from the Powers and Duties of the Board section of the RRA of 1974. The specific language is located in 45 USC 231f(b)(9). Nevertheless, our agency has created workarounds for this limitation to comply with other OMB rules, such as hiring attorneys, Pathways Students, and Recent Graduates as excepted service.

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.

Individuals do not apply for a position under a hiring authority that takes disability into account because we do not have authority to hire under these special authorities as stated above.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer N/A

We do not have hiring authority under Schedule A and therefore, no training is provided on Schedule A. The RRB does not have the ability to use Schedule A hiring authority (non-competitive hiring) as it is an excepted service authority and our establishing legislation prohibits the use of most excepted service authorities, including Schedule A. This response stems from the Powers and Duties of the Board section of the RRA of 1974. The specific language is located in 45 USC 231f(b)(9). Nevertheless, our agency has created workarounds for this limitation to comply with other OMB rules, such as hiring attorneys, Pathways Students, and Recent Graduates as excepted service.

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.

Internally, RRB has an Employees with Disabilities Advisory Council (EDAC), which serves as an advocate and catalyst for change and helps to provide strategic direction. Externally, RRB engages with various related Affinity Groups. Since FY 2020, the Bureau of Human Resources has established and maintained contacts with eleven organizations that assist PWDs and PWTDs. These organizations include: The Chicago Lighthouse; Aspire [Non-Profit]; Trinity Services, Inc. Northwest; Search, Inc.; Goodwill Industries of Metropolitan Chicago; America Works of Illinois; City of Chicago; Illinois Department of Human Services; Progress Center for Independent Living; Southwest American Job Center; and Access Living of Metro Chicago. HR sends our vacancy notices to them for dissemination to clients.

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 | No |

The hiring rate for PWD in FY 2023 was 21 or 15.3 percent which is above the EEOC target of 12 percent. The hiring rate for PWTD in FY 2023 was 4 or 2.9 percent which is above the EEOC target of 2 percent.

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

In FY 2023, There were zero overall hires for the following MCOs: *MCO 1510 (Actuarial Science) *MCO 0110 (Economist) *MCO 0501 (Financial Administration and Program). There were less than 5 overall hires for each of the following MCOs: *MCO 1102 (Contracting). *MCO 0201(Human Resources Management). The following MCOs are thought to have sufficient volume to measure the PWD population: *MCO 0993 (Railroad Retirement Claims Examining) = 15 or 14.9 percent PWDs hired. *MCO 0998 (Claims Assistance and Examining) =3 or 17.6 percent PWDs hired. *MCO 0301 (Miscellaneous Administration and Program) which has 11 total new hires had 0 or 0 percent PWDs. *MCO 0511 (Auditing) = 4 or 30.8 percent PWDs hired. *MCO 2210 (Information Technology Management) = 1 or 7 percent PWDs hired.

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

- a. Qualified Applicants for MCO (PWD) Answer Yes
b. Qualified Applicants for MCO (PWTD) Answer Yes

Using Qualified Applicant Flow data for New Hires, each and every MCO that had open vacancies did not reach the targeted benchmark for either the PWD or PWTD categories. Given the mostly positive actual New Hire results, we are assuming that there may be issues to solve regarding candidate’s willingness and/or desire to accurately answer the disability question on the application itself.

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

- a. Promotions for MCO (PWD) Answer Yes
b. Promotions for MCO (PWTD) Answer Yes

DISABILITY PROMOTION ANALYSIS FY 2023 TOTAL PROMOTIONS = 180. Number # of Promotions who were PWDs = 34 or 18.9 percent. Number # of Promotions who were PWTDs = 5 or 2.8 percent. MCO Promotion Breakdown • The following MCOs did not have any promotions: 1510—Actuarial Science 0110—Economist • Each of the following MCOs had 5 or less overall promotions: MCO 0998 (Claims Assistance and Examining). MCO 0511 (Auditing). MCO 0501 (Financial Administration and Program). MCO 2210 (Information Technology Management). MCO 0201(Human Resources Management). MCO 1102 (Contracting). • The following MCOs are thought to have sufficient volume to measure the PWD population. 3 (or 10.3 percent) PWDs and 0 (or 0.0 percent) PWTDs were promoted in MCO 0301 (Miscellaneous Administration and Program). 29 (or 23.8 percent) PWDs and 4 (or 3.3 percent) PWTDs were promoted in MCO 0993 (Railroad Retirement Claims Examining).

Section IV: 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.

All managers and supervisors are encouraged to promote the career development of all employees, including individuals with disabilities and individuals with targeted disabilities. OEO continues to promote workplace diversity goals and opportunities through the Employees with Disabilities Advisory Council (EDAC).

B. CAREER DEVELOPMENT OPPORTUNITES

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

RRB has a variety of career development programs that require supervisory approval but not competition, including: (1) Executive coaching; (2) Pathways internships as of FY 2023; (3) multiple training opportunities for employees at all grade levels; and (4) training program for new supervisors. RRB continues to use career ladder promotions as a recruitment strategy to hire at the entry level with development, growth, and promotion potential. In addition, RRB employees also have access to training/career development courses through the following means: • RRB University is the agency’s learning management system (LMS) and the official system of record for all training and development records. The system delivers both mandatory and developmental training assignments and opportunities. RRB University’s learning resources can also be used as quick references, as practical job aids to gain in-depth knowledge, or to practice skills. • Treasury Executive Institute (TEI) – In partnership with the Department of Treasury, RRB routinely promotes the use of the TEI for leadership development for GS 14s, GS 15 and SES. TEI’s leadership development programs align with the Office of Personnel Management (OPM) Executive Core Qualifications (ECQ) and their supporting competencies. In addition, TEI provides coaching, a powerful tool for any RRB manager seeking to develop others and maximize employee performance and engagement. • On a yearly basis, the RRB also encourages all employees to complete and submit to their supervisor an Individual Development Plan (IDP). The RRB hosts workshops and opportunities for any employee interested in participating in the IDP process.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

Not applicable. The Agency does not have career development programs that require competition.

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

Not applicable. The Agency does not have career development programs that require competition.

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

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

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	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	Yes

In FY 2023, SES Promotions Zero overall SES qualified candidates. Zero overall SES promotion selections. Grade GS-15 Promotions 6 (or 19.4 percent) PWDs promoted were Qualified Internal Applicants. Total promotions = 4. 0 (or 0.00 percent) PWDs promoted were Internal Selections. GS-14 Promotions 6 (or 17.1 percent) PWDs promoted were Qualified Internal Applicants. Total promotions = 7, 0 (or 0 percent) PWDs promoted were Internal Selections. GS-13 Promotions 1 (or 20.0 percent PWDs) promoted were Qualified Internal Applicants. 2 (or 9.5 percent PWDs) promoted were Internal Selections

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	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

In FY 2023, SES Promotions Zero overall SES qualified candidates. Zero overall SES. Grade GS-15 Promotions 2 (or 6.5 percent) PWTDs promoted were Qualified Internal Applicants. 0 (or 0.0 percent) PWTDs promoted were Internal Selections. GS-14 Promotions 3 (or 8.6 percent) PWTDs promoted were Qualified Internal Applicants. 0 (or 0.0 percent) PWTDs promoted were Internal Selections. GS-13 Promotions 1 (or 20.0 percent) PWTDs promoted were Qualified Internal Applicants. 1 (or 4.8 percent) PWTDs promoted were Internal Selections.

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	Yes
d. New Hires to GS-13 (PWD)	Answer	Yes

In FY 2023, New hires to SES There were zero overall hires for SES. New hires to GS-15 Seven total hires. 0 (or 0 percent) new hires to GS 15 were PWDs. New hires to GS-14 One total hire. 0 (or 0 percent) new hires to GS-14 were PWDs. New hires to GS-13 Nine total hires. 1 (or 11.1 percent) new hires to GS-13 were PWDs.

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

In FY 2023, there were zero PWTD at the senior grade levels. New hires to SES There were zero overall hires for SES. New hires to GS-15 0 (or 0.0 percent) new hires to GS 15 were PWTDs. New hires to GS-14 0 (or 0.0 percent) new hires to GS-14 were PWTDs. New hires to GS-13 0 (or 0.0 percent) new hires to GS-13 were PWTDs.

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	No
ii. Internal Selections (PWD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	N/A

ii. Internal Selections (PWD)

Answer N/A

In FY 2023, Executives (Internal Promotions) There were zero announcements. 0 (or 0.0 percent) PWDs promoted were Internal Selections Managers (Internal Promotions) 13 (or 19.4 percent) PWDs promoted were Qualified Internal Applicants. 1 (or 7.7 percent) PWDs promoted were Internal Selections. Supervisors (Internal Promotions) There were zero announcements. 3 (or 27.3 percent) PWDs promoted were Internal Selections.

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 No

ii. Internal Selections (PWTd)

Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWTd)

Answer N/A

ii. Internal Selections (PWTd)

Answer N/A

In FY 2023, Executives (Internal Promotions) There were zero announcements. 0 (or 0.0 percent) PWTds promoted were Internal Selections. Managers (Internal Promotions) 6 (or 9.0 percent) PWTds promoted were Qualified Internal Applicants. 0 (or 0.0 percent) PWTds promoted were Internal Selections. Supervisors (Internal Promotions) There were zero announcements. 1 (or 9.1 percent) PWTds promoted were Internal Selections.

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 Yes

b. New Hires for Managers (PWD)

Answer Yes

c. New Hires for Supervisors (PWD)

Answer N/A

In FY 2023, Executives (New hires to Supervisory positions) Seven total new hires. 0 (or 0.0 percent) new Executive hires to supervisory positions were PWDs. Managers (New hires to Supervisory positions) Two total new hires. 0 (or 0.0 percent) new Manager hires to supervisory positions were PWDs. Supervisors (New hires to Supervisory positions) Zero total new hires. 0 (or 0.0 percent) new Supervisor hires to supervisory positions were PWDs.

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 N/A

In FY 2023, Executives (New hires to Supervisory positions) Seven total new hires. 0 (or 0.0 percent) new Executive hires to supervisory positions were PWTds. Managers (New hires to Supervisory positions) Two total new hires. 0 (or 0.0 percent) new Manager hires to supervisory positions were PWTds. Supervisors (New hires to Supervisory positions) Zero total new hires. 0 (or 0.0 percent) new Supervisor hires to supervisory positions were PWTds.

Section V: 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 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

The agency is restricted from using Schedule A.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD)

Answer Yes

b. Involuntary Separations (PWD)

Answer Yes

During FY 2023, RRB had a total of 91 separations of which 45 were voluntary and 46 involuntary separations. Out of the 45 voluntary separations, PWDs accounted for 7 (or 15.6 percent). Out of the 46 involuntary separations, PWDs accounted for 9 (or 19.6 percent).

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

a. Voluntary Separations (PWTB)

Answer No

b. Involuntary Separations (PWTB)

Answer No

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

Preliminary review of 2023 exit surveys indicate that most employees transferred to another federal agency for a promotion or better opportunity.

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.rrb.gov/Resources/OfficeOfEqualOpportunity/Nondiscrimination>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

The address <https://www.rrb.gov/Policy#aba> contains information on rights associated with Section 508 of the Rehabilitation Act; however, this page does not include information on how to file a related complaint.

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

RRB continues to ensure access to our facilities for people with disabilities. RRB covers the 508 requirements as part of all new internally developed applications and Commercial Off-the-Shelf (COTS) purchases. Any information published on the agency’s public website is checked and confirmed to be 508 compliant prior to publication. Job applications are processed through USAJOBS.

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.)

30 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.

RRB effectively operates a Reasonable Accommodation Program, including having a designated Reasonable Accommodation Coordinator. During FY 2023, RRB received and timely processed 17 reasonable accommodation requests. RRB highlights disability topics through information and articles in the OEO newsletter. RRB includes information about Special Emphasis Observances and the Reasonable Accommodation Program on its intranet and agency’s public website. The RRB Reasonable Accommodation Coordinator also provides a briefing to all new employees during orientation on reasonable accommodation procedures.

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.

RRB's PAS procedure is included in the agency's Reasonable Accommodation Policy. RRB had no request for PAS in FY 2023, thus no data is available on this. PAS training is incorporated into the mandatory RA training for supervisors.

Section VI: 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 government-wide 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.

The Agency had no findings of discrimination alleging harassment based on a disability during FY 2023.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

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

The Agency had no findings of discrimination involving the failure to provide a reasonable accommodation during FY 2023.

Section VII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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

The representation of PWDs in the permanent GS-11 to SES workforce is less than the benchmark. The participation rate for PWTD in the GS-11 to SES cluster was 1.8 percent, which does not meet the target of 2 percent. RRB's new hire rate for PWDs and PWTDs to the permanent workforce as well as PWD and PWTD permanent workforce representation within four of the most populous MCOs (0993, 0998, 0301, 0511), are all less than their respective benchmarks. Triggers also exist for PWDs and PWTDs by MCO for new hires, qualified applicants, and promotions. 3 (or 10.3 percent) PWDs and 0 (or 0.0 percent) PWTDs were promoted in MCO 0301 (Miscellaneous Administration and Program). 29 (or 23.8 percent) PWDs and 4 (or 3.3 percent) PWTDs were promoted in MCO 0993 (Railroad Retirement Claims Examining). Triggers also exist for PWDs at the GS- 13 and GS-14 levels for new hires and internal selections. New hires to GS-13: 1 (or 11.1 percent) new hires to GS-13 were PWDs. Nine total hires. GS-14 Promotions: 6 (or 17.1 percent) PWDs promoted were Qualified Internal Applicants Total promotions = 7, 0 (or 0 percent) PWDs promoted were Internal Selections GS-13 Promotions: 1 (or 20.0 percent PWDs) promoted were Qualified Internal Applicants 2 (or 9.5 percent PWDs) promoted were Internal Selections Triggers also exist for PWTDs at the GS-14 and Manager levels for internal selections. GS-14 Promotions 3 (or 8.6 percent) PWTDs promoted were Qualified Internal Applicants 0 (or 0.0 percent) PWTDs promoted were Internal Selections Managers (Internal Promotions) 6 (or 9.0 percent) PWTDs promoted were Qualified Internal Applicants 0 (or 0.0 percent) PWTDs promoted were Internal Selections

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

Conduct barrier analysis to determine whether barriers caused identified triggers. Establish remedial action plan if barriers exist.

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; barrier analysis is underway.