



Office *of the* Inspector General

SOCIAL SECURITY ADMINISTRATION

Audit Report

Performance Indicator Audit:
Recruiting and Employment
Indicators

A-13-14-14033 | September 2014

OIG Office of the Inspector General
SOCIAL SECURITY ADMINISTRATION

MEMORANDUM

Date: September 26, 2014

Refer To:

To: The Commissioner

From: Inspector General

Subject: Performance Indicator Audit: Recruiting and Employment Indicators (A-13-14-14033)

The attached final report presents the results of our audit. Our objective was to assess the Social Security Administration's performance indicators for Recruiting and Hiring Veterans and Disabled Veterans as well as Employing Individuals with Targeted Disabilities. Specifically, we

1. documented the sources of data collected to report on the performance indicators;
2. identified and tested critical controls of systems from which the specified performance data were gathered;
3. tested the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the specified performance indicators; and
4. recalculated the values reported for the indicators to verify accuracy.

If you wish to discuss the final report, please call me or have your staff contact Steven L. Schaeffer, Assistant Inspector General for Audit, at (410) 965-9700.



Patrick P. O'Carroll, Jr.

Attachment

Performance Indicator Audit: Recruiting and Employment Indicators

A-13-14-14033



September 2014

Office of Audit Report Summary

Objective

To assess the Social Security Administration's (SSA) performance indicators (PI) for Recruiting and Hiring Veterans and Disabled Veterans as well as Employing Individuals with Targeted Disabilities. Specifically, we (1) documented the sources of data collected to report on the PIs; (2) identified and tested critical controls of systems from which the specified performance data were gathered; (3) tested the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the specified PIs; and (4) recalculated the values reported for the indicators to verify accuracy.

Background

SSA reported it used PIs to gauge its progress in meeting strategic goals and objectives outlined in its Strategic Plan. We reviewed two performance indicators in SSA's *Performance and Accountability Report for Fiscal Year (FY) 2012*: (1) Recruit and Hire Veterans and Disabled Veterans and (2) Employ Individuals with Targeted Disabilities.

Our Findings

Underlying data used to report SSA's FY 2012 PI for Recruiting and Hiring Veterans and Disabled Veterans were adequate, reasonable, complete, and consistent; and we were able to recalculate the performance reported for both PIs using data provided by SSA. However, we were unable to test the underlying data for Employing Individuals with Targeted Disabilities because updated employee disability status information replaced the previous disability data in the Federal Personnel/Payroll System, and the Agency was not required to maintain the forms employees submitted. Furthermore, the Agency did not include employees who converted from temporary to permanent employment in its performance reporting for recruiting and hiring veterans and disabled veterans. However, starting in FY 2015, the Agency will adopt a new Office of Personnel Management performance model. Lastly, SSA incorrectly identified the Human Resources Operational Data Store as the data source for the PIs in certain Agency reports.

Our Recommendation

We recommend that SSA correct the data source in future Agency reporting for the targeted disabilities PI.

SSA agreed with our recommendation.

TABLE OF CONTENTS

Objective	1
Background	1
Results of Review	3
Recruiting and Hiring Veterans and Disabled Veterans Underlying Data and Reported Performance	3
Individuals with Targeted Disabilities Underlying Data and Reported Performance	3
Employees Converted from Temporary to Permanent Status.....	4
Data Source Identified	5
Conclusions.....	6
Recommendation	6
Agency Comments.....	6
Appendix A – Scope and Methodology	A-1
Appendix B – Sampling Methodology and Results	B-1
Appendix C – Standard Form-256, Self-Identification of Disability.....	C-1
Appendix D – Agency Comments.....	D-1
Appendix E – Major Contributors.....	E-1

ABBREVIATIONS

DCHR	Deputy Commissioner for Human Resources
FPPS	Federal Personnel/Payroll System
FTP	Full-Time Permanent
FY	Fiscal Year
GPRA	<i>Government Performance and Results Act of 1993</i>
GPRAMA	<i>Government Performance and Results Act Modernization Act of 2010</i>
HRODS	Human Resources Operational Data Store
NARA	National Archives and Records Administration
OIG	Office of the Inspector General
OPM	Office of Personnel Management
PAR	Performance and Accountability Report
PI	Performance Indicator
PTP	Part-Time Permanent
Pub. L. No.	Public Law Number
SF-256	Standard Form 256, Self-Identification of Disability
SSA	Social Security Administration
U.S.C.	United States Code

OBJECTIVE

Our objective was to assess the Social Security Administration's (SSA) performance indicators (PI) for Recruiting and Hiring Veterans¹ and Disabled Veterans² as well as Employing Individuals with Targeted Disabilities.³ Specifically, we

1. documented the sources of data collected to report on the PIs;
2. identified and tested critical controls of systems from which the specified performance data were gathered;
3. tested the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the specified PIs; and
4. recalculated the values reported for the indicators to verify accuracy.

BACKGROUND

On January 4, 2011, the President signed the *Government Performance and Results Act Modernization Act of 2010* (GPRAMA)⁴ to modernize the Government's performance management framework to retain and amplify some aspects of the *Government Performance and Results Act of 1993* (GPRA).⁵ GPRA established strategic planning, performance planning, and reporting as a framework for Federal agencies to communicate progress in achieving their missions. GPRAMA builds on lessons agencies have learned in setting goals and reporting performance. GPRAMA also emphasizes priority-setting, cross-organizational collaboration to achieve shared goals, and the use and analysis of goals and measurement to improve outcomes. GPRAMA serves as a foundation for engaging leaders in performance improvement and creating a culture where data and empirical evidence play a greater role in policy, budget, and management decisions.⁶ According to GPRAMA, Federal agencies should establish a balanced

¹ The term "veteran" denotes ". . . an employee who has been discharged or released from active duty in the armed forces under honorable conditions and has a 5-point or 10-point veteran's preference." SSA's *Performance and Accountability Report* (PAR) for Fiscal Year (FY) 2012 (November 8, 2012).

² The term "disabled veteran" denotes ". . . an employee discharged or released from active duty in the armed forces under honorable conditions and has a 10-point preference due to a service connected disability." *Id.*

³ The term "targeted disability" denotes ". . . an employee who has self-identified with the following physical and/or mental impairment: deafness, blindness, missing extremities, partial paralysis, complete paralysis, and other impairment such as epilepsy, severe intellectual disability, psychiatric disability, and dwarfism." *Id.*

⁴ Pub. L. No. 111-352, 124 Stat. 3866.

⁵ Pub. L. No. 103-62, 107 Stat. 285.

⁶ Office of Management and Budget Circular No. A-11, Part 6, *Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports*, Section 200.4 (August 2012).

set of PIs to measure or assess progress toward each performance goal.⁷ SSA reported it used PIs to gauge progress in meeting strategic goals and objectives outlined in its Strategic Plan.

We reviewed the performance reporting in SSA’s FY 2012 PAR for two PIs: (a) Recruit and Hire Veterans and Disabled Veterans and (b) Employ Individuals with Targeted Disabilities. For FY 2012, SSA reported 36.78 percent of full-time permanent (FTP) and part-time permanent (PTP) employees hired was veterans and 15.49 percent of FTP and PTP employees hired was disabled veterans. SSA also reported 1.99 percent of FTP and PTP employees “on-duty” had a targeted disability (see Table 1).

Table 1: FY 2012 PI Performance

PI		FY 2012 Target (percent)	FY 2012 Actual (percent)	SSA Reporting on Whether Target Achieved
Recruit and Hire Veterans and Disabled Veterans	Veteran Hiring	26.72	36.78	Yes
	Disabled Veteran Hiring	14.59	15.49	Yes
Employ Individuals with Targeted Disabilities	Individuals with Targeted Disabilities	2.00	1.99	No ⁸

To conduct our review, we obtained information from the Office of the Deputy Commissioner for Human Resources (DCHR). Agency staff provided employee-related information from the Federal Personnel/Payroll System (FPPS)⁹ as of October 2012. Specifically, staff provided listings of (a) 949 FTP and PTP employees hired in FY 2012 and classified as non-veteran, veteran, and/or disabled veteran and (b) 63,969 FTP and PTP employees “on-duty” as of September 30, 2012 and classified as having a targeted disability, non-targeted disability, or no reported disability. From this information, we randomly selected four samples to assess the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data SSA used to report FY 2012 performance for the PIs and recalculated the values reported for both PIs. Each sample consisted of 30 employees.

See Appendix A for our scope and methodology and Appendix B for our sampling methodology and results.

⁷ 31 U.S.C. § 1115(b)(6).

⁸ This was SSA’s conclusion on whether it achieved the target as reported. SSA’s FY 2012 PAR, p. 91.

⁹ DCHR staff extracted the employee-related information from FPPS using Datamart. SSA uses Datamart to query and extract information from FPPS for management information reporting.

RESULTS OF REVIEW

The underlying data SSA used to report its FY 2012 PI for Recruiting and Hiring Veterans and Disabled Veterans were adequate, reasonable, complete, and consistent; and we were able to recalculate the performance reported for both PIs using data SSA provided. However, we were unable to test the underlying data for Employing Individuals with Targeted Disabilities because updated employee disability status information replaced the previous disability data in the FPPS, and the Agency was not required to maintain the forms employees submitted. Furthermore, the Agency did not include employees who were converted from temporary to permanent employment in its performance reporting for recruiting and hiring veterans and disabled veterans. However, starting in FY 2015, the Agency will adopt the new Office of Personnel Management (OPM) performance model. Lastly, SSA incorrectly identified the Human Resources Operational Data Store (HRODS)¹⁰ as the data source for the PIs in certain Agency reports.

Recruiting and Hiring Veterans and Disabled Veterans Underlying Data and Reported Performance

Underlying data SSA used to report its FY 2012 performance for Recruiting and Hiring Veterans and Disabled Veterans were adequate, reasonable, complete, and consistent; and we were able to recalculate the performance reported using data SSA provided. From the 949 FTP and PTP employees hired in FY 2012 and classified as non-veteran, veteran, and/or disabled veteran, we reviewed 3 samples of 30 employees each (see Appendix B). For those employees sampled, we reviewed various supporting documentation to assess these attributes, including Standard Form 50, *Notification of Personnel Action*;¹¹ DD Form 214, *Certificate of Release or Discharge from Active Duty*;¹² and documentation from the Department of Veterans Affairs related to employees' service-connected disabilities. In addition, we compared SSA's FY 2012 data with FY 2011 data to determine consistency of the performance reporting. Using the data SSA provided, we recalculated the performance for the PI as reported by SSA.

Individuals with Targeted Disabilities Underlying Data and Reported Performance

SSA reported its performance for Employing Individuals with Targeted Disabilities was based on percentage of FTP and PTP "on duty" employees as of the end of FY 2012 who self-identified as

¹⁰ HRODS is a database that contains information about active and inactive SSA employees.

¹¹ The Form must be prepared for all accessions, conversions, and separations. It is required both as official notification to the employee and as official documentation of the action. OPM's *The Guide to Processing Personnel Actions*, Chapter 1-3 b (1).

¹² The report of separation contains information on military service for benefits, retirement, employment, and membership in veterans' organizations. National Archives and Records Administration (NARA), <http://www.archives.gov/veterans/military-service-records/about-service-records.html>.

individuals with targeted disabilities. However, updated employee disability status information replaced the previous disability data in the FPPS, and SSA was not required to maintain the forms employees submitted for the PI for targeted disabilities. Therefore, we could not test the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the PI.

SSA employees self-report physical or mental impairments for targeted disabilities using Standard Form 256, *Self-Identification of Disability* (SF-256)¹³ or Employee Express.¹⁴ The information from the SF-256 and Employee Express is transferred to FPPS. However, each time an employee updates their disability status, the updated information replaces the previous disability data in FPPS.

DCHR staff stated that OPM guidance did not require that it keep the SF-256 in an employee's official personnel folder.¹⁵ Furthermore, DCHR staff considered completing the SF-256 a pending personnel action (that is, a "pre-hire" action). NARA's General Records Schedule requires that correspondence and forms related to a pending personnel action be destroyed when the action is completed.¹⁶

Finally, SF-256 instructions state data collected are intended only for the reporting purposes outlined in the *Rehabilitation Act of 1973*;¹⁷ therefore, SSA is not required to retain the documentation for other purposes. DCHR staff stated the Agency did not track employees' disabilities in any other system.

As of September 30, 2012, DCHR staff had identified 1,275 of 63,969 employees who had a targeted disability status recorded in FPPS. DCHR staff used this information to calculate performance for the PI. We used the data SSA provided from FPPS to recalculate the performance reported for the PI.

Employees Converted from Temporary to Permanent Status

SSA did not include employees converted from temporary to permanent employment in its performance reporting of Recruiting and Hiring Veterans and Disabled Veterans. Had SSA included these employees, its performance reporting may have been higher for this PI. SSA reported its PI performance based on percentages of FTP and PTP veteran and disabled veteran employees hired in FY 2012. Of the 949 employees hired, 349 (36.78 percent) were veterans and 147 (15.49 percent) were disabled veterans.

¹³ See Appendix C for a copy of the SF-256.

¹⁴ Employee Express is an automated information system that allows Federal employees to initiate or make changes to discretionary personnel and payroll records.

¹⁵ OPM's *The Guide of Personnel Recordkeeping*, Chapter 3-26, June 1, 2011.

¹⁶ NARA, Transmittal No. 22, April 2010.

¹⁷ Pub. L. No. 93-112, 87 Stat. 355, 29 U.S.C. § 701 *et seq.*

In reviewing the underlying data for the PI, we identified an SSA management report that stated 1,420 employees were “converted” in FY 2012. In December 2013, DCHR staff stated “converted employees” were not included as permanent employees because they were “existing employees”; therefore, these employees would never be included in the PI reporting.

On January 28, 2014, we asked Agency staff whether the FY 2012 PI performance could include employees hired and converted from temporary to permanent employment during the FY. DCHR staff stated the management report did not capture whether converted employees were veterans or disabled veterans. In addition, DCHR staff stated it would be a significant workload to determine which employees were hired and converted in the FY as well as veterans’ and/or disabled veterans’ status.

On September 5, 2014, DCHR staff reported,

Prior to April 2014, agencies did not have any guidance from OPM regarding whether or not we could exclude employees converted to permanent employment for Agency reporting. As a result, an agency decision was made not to include conversions. In April 2014, the Council on Veterans Employment voted to adopt a new OPM performance model. This new model is very specific about how to report data and there are now four areas to report: hires of veterans, hires of disabled veterans, total veterans on board, and veteran retention rate. Beginning in FY 2015, all employees will be included in the hiring and on-board figures. Including conversions is therefore unnecessary.

Data Source Identified

The data source was incorrectly identified in certain Agency reports for the PIs. SSA’s FY 2012 PAR and *Annual Performance Plan for FY 2013 and Revised Final Performance Plan for FY 2012* identified HRODS as the data source. However, in November 2013, DCHR staff confirmed use of data from FPPS to report performance for both PIs. On January 17, 2014, DCHR staff indicated it would accurately report the data source for the two PIs in the future.

In March 2014, SSA issued a report on the *Annual Performance Plan for FY 2015, Revised Performance Plan for FY 2014 and the Annual Performance Report for FY 2013* that correctly identified the data source for one PI—Recruiting and Hiring Veterans and Disabled Veterans. However, the report incorrectly identified HRODS as the data source for Employing Individuals with Targeted Disabilities.

CONCLUSIONS

Underlying data used for reporting SSA's FY 2012 Recruiting and Hiring Veterans and Disabled Veterans was adequate, reasonable, complete, and consistent; and we were able to recalculate the performance reported for both PIs using data provided by SSA. However, we were unable to test the underlying data for Employing Individuals with Targeted Disabilities because updated employee disability status information replaced the previous disability data in the FPPS, and the Agency was not required to maintain the forms submitted by employees. Furthermore, the Agency did not include employees converted from temporary to permanent employment in its performance reporting for recruiting and hiring veterans and disable veterans. However, starting in FY 2015, the Agency will adopt a new OPM performance model. Lastly, SSA incorrectly identified the data source for both PIs in certain performance reports.

RECOMMENDATION

We recommend SSA correct the data source in future Agency reporting for the targeted disabilities PI.

AGENCY COMMENTS

SSA agreed with our recommendation. The Agency's comments are included in Appendix D.

APPENDICES

Appendix A – SCOPE AND METHODOLOGY

Our objective was to assess the Social Security Administration’s (SSA) performance indicators (PI) for Recruiting and Hiring Veterans and Disabled Veterans and Employing Individuals with Targeted Disabilities. However, we could not obtain the underlying data to support the PI for Employing Individuals with Targeted Disabilities.¹ As such, the scope of our audit was limited in that we could not test the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the PI.

To accomplish our objectives, we:

- Reviewed prior Office of the Inspector General and Government Accountability Office reports related to SSA’s PIs.
- Reviewed SSA’s *Performance and Accountability Report (PAR) for Fiscal Year (FY) 2012* and *Annual Performance Plan for FY 2013 and Revised Final Performance Plan for FY 2012*.
- Reviewed applicable Federal laws and regulations and SSA policy.
- Selected four random samples to assess the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data SSA used to report FY 2012 performance for the two PIs and recalculated the values reported for both indicators (see Appendix B).
 - Selected 3 random samples of 30 employees from the 949 full-time permanent (FTP) and part-time permanent (PTP) employees hired in FY 2012 classified as non-veteran, veteran, and/or disabled veteran.
 - Selected 1 random sample of 30 employees from 1,275 FTP and PTP employees “on-duty” as of September 30, 2012 classified as having a targeted disability. However, we were unable to test the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the PI.
- Documented the sources of data collected to report on the PIs.
- Identified and tested critical controls of systems from which the specified performance data were gathered.
- Recalculated the percentages reported in the FY 2012 PAR for the PIs.

¹ “An employee who has self-identified with the following physical and/or mental impairment: deafness, blindness, missing extremities, partial paralysis, complete paralysis, and other impairment such as epilepsy, severe intellectual disability, psychiatric disability, and dwarfism.” SSA’s FY 2012 PAR.

We conducted our review at SSA's Headquarters in Baltimore, Maryland, from September 2013 through March 2014. We found the data used for SSA's FY 2012 PI for Recruiting and Hiring Veterans and Disabled Veterans to be sufficiently reliable to meet our audit objective. However, we found that updated employee disability status information replaces the previous disability data in the Federal Personnel/Payroll System, and SSA was not required to maintain the forms submitted by employees for the PI for Employing Individuals with Targeted Disabilities. Therefore, we were unable to determine whether the data were sufficiently reliable for SSA's FY 2012 PI for Employing Individuals with Targeted Disabilities. Further, any data limitations in the context of this assignment, and the use of the data should not lead to an incorrect or unintentional conclusion. The primary entity audited was the Office of the Deputy Commissioner for Human Resources.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Appendix B – SAMPLING METHODOLOGY AND RESULTS

We obtained and analyzed data provided by the Social Security Administration (SSA) for two performance indicators: (1) Recruit and Hire Veterans and Disabled Veterans and (2) Employ Individuals with Targeted Disabilities. Specifically, we obtained employee-related information from the Office of the Deputy Commissioner for Human Resources. Staff provided listings of (a) full-time permanent (FTP) and part-time permanent (PTP) employees hired in Fiscal Year (FY) 2012 classified as non-veteran, veteran, and/or disabled veteran and (b) FTP and PTP employees “on-duty” as of September 30, 2012 classified as having a targeted disability, non-targeted disability, or no reported disability.

Recruit and Hire Veterans and Disabled Veterans

As of October 23, 2012, SSA identified 949 FTP and PTP employees hired in FY 2012. Of the 949 employees hired, 349 were veterans. Of the 349, 147 were disabled veterans.

We separated these employees into three sampling frames.

- SAMPLE FRAME 1 — 600 non-veteran employees.
- SAMPLE FRAME 2 — 202 non-disabled veterans employees.
- SAMPLE FRAME 3 — 147 disabled veterans employees.

We selected a random sample of 30 employees from each sample frame, for a total of 90 employees. For each sample item, we reviewed SSA’s records to determine (a) the FY employees were hired; (b) FTP or PTP classification of employees; and (c) underlying data assessed for the applicable PI.

Employ Individuals with Targeted Disabilities

As of October 24, 2012, SSA had identified 63,969 FTP and PTP employees “on-duty” as of September 30, 2012. Of the 63,969 employees, 1,275 were identified as having a targeted disability.

We selected a random sample of 30 employees from 1,275 employees. However, we were unable to test the adequacy, accuracy, reasonableness, completeness, and consistency of the underlying data for the PI.

Appendix C – STANDARD FORM-256, SELF-IDENTIFICATION OF DISABILITY

SELF-IDENTIFICATION OF DISABILITY
(see instructions and Privacy Act information on reverse)

Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number	ENTER CODE HERE → <input style="width: 20px; height: 20px;" type="text"/>
<p>Definition: An individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 et. seq.).</p>		<p>Purpose: Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>	
<p>Part I. Targeted/Severe Disabilities</p> <p>Hearing 18 - Total deafness in both ears (with or without understandable speech)</p> <p>Vision 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p>Missing Extremities 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p>Partial Paralysis 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p>Complete Paralysis 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p>Other Impairments 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism</p>		<p>Part II. Other Disabilities</p> <p>Hearing Conditions 15 - Hearing impairment/hard of hearing</p> <p>Vision Conditions 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p>Physical Conditions 26 - Missing extremities (one hand or one foot) 40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphagia, etc.) 98 - History of alcoholism</p> <p>Speech/Language/Learning Conditions 13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p>Other Options 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.</p>	

The Rehabilitation Act of 1973

The Rehabilitation Act, as amended (29 U.S.C. 701, et seq.), requires each agency in the executive branch of the Federal Government to establish programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as the number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; the percentage of employees with disabilities in the workforce and in various grades and occupations, etc. Such reports bring to the attention of agency top management, the U.S. Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of individuals with disabilities and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The disability data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, **with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities)**. These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employees will be given every opportunity to ensure that the disability code carried in their agency's and OPM's personnel systems is accurate and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their records. The code carried on employees in the agency's system will be identical to that carried in OPM's system.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date disability report system is sincerely appreciated.

Privacy Act Statement

Collection of the requested information is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.). Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permits agencies to use the SSN as the means for identifying persons with disabilities in personnel information systems. Your SSN will only be used to ensure that your correct disability code is recorded along with other employee information that your agency and OPM maintain on you. Furnishing your SSN or any other data requested for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data. Employees appointed under Schedule A, Section 213.3102 (u) (Severe physical or mental disabilities) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under one of these appointing authorities fail to disclose their disability(ies), however, the appropriate code will be determined from the employee's existing records or medical documentation physically submitted upon appointment.

Appendix D – AGENCY COMMENTS



SOCIAL SECURITY

MEMORANDUM

Date: August 29, 2014

Refer To: SIJ-3

To: Patrick P. O'Carroll, Jr.
Inspector General

From: James A. Kissko
Chief of Staff

Subject: Office of the Inspector General Draft Report, "Performance Indicator Audit: Recruiting and Employment Indicators" (A-13-14-14033)--INFORMATION

Thank you for the opportunity to review the draft report. Please see our attached comments.

Please let me know if we can be of further assistance. You may direct staff inquiries to Gary S. Hatcher at (410) 965-0680.

Attachment

**COMMENTS ON THE OFFICE OF THE INSPECTOR GENERAL DRAFT REPORT,
"PERFORMANCE INDICATOR AUDIT: RECRUITING AND EMPLOYMENT
INDICATORS" (A-13-14-14033)**

Recommendation

Correct the data source in future agency reporting for the targeted disabilities performance indicator.

Comment

We agree. In September 2013, we took action to correct the data source for future performance indicator reporting from the Human Resources Operational Data Store to the Federal Personnel/Payroll System.

Appendix E – MAJOR CONTRIBUTORS

Shirley E. Todd, Director

Randy Townsley, Audit Manager

Donna Parris, Auditor

MISSION

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