

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

The percentage of PWD in the GS-11 to SES cluster was 6.59% in FY 2020, which falls below the goal of 12%.

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

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

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

The percentage of PWTD in the GS-11 to SES cluster was 1.71% in FY 2020, which falls below the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	388	57	14.69	18	4.64
Grades GS-11 to SES	2518	168	6.67	45	1.79

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

NIST follows the DoC Disability Operational Plan. The numerical goals are posted on the Civil Rights and Diversity Office internal and external website site. In FY 2021, Civil Rights and Diversity Office plans to meet with Acting Human Resources Director to discuss strategies to achieve the goals.

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 No

The agency plans to hire two EEO Specialist to assist with barrier analysis.

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	1	0	0	Robert "Skip" Vaughn Chief Facilities Management Officer robert.vaughn@nist.gov
Processing applications from PWD and PWTD	0	0	1	Susan Engle Selective Placement Program Coordinator susan.engle@nist.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Aimee Generoso Nguyen EEO Specialist aimee.generoso-nguyen@nist.gov
Section 508 Compliance	0	0	1	Kathy Lynch Section 508 Coordinator kathy.lynch@nist.gov
Answering questions from the public about hiring authorities that take disability into account	9	0	0	Megan Beck Staffing Team Supervisor megan.beck@nist.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	morgan.frycklund@nist.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

In FY 2020, the webinars provided by Job Accommodation Network (JAN), Access Board, Employer Assistance and Resource Network (EARN) and various organizations provided training. Department of Commerce hosted two events: October 2019 Conducting an Effective Needs Assessment conducted by DOD CAPTEC (for Bureau RACs), and July 2020 History of Federal Disability Policies and Laws (ADA 30th Anniversary) conducted by a Professor from Gallaudet University (open to all).

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 No

The Civil Rights and Diversity Office is working on hiring two EEO Specialist to assist with barrier analysis. The EEO Director is currently working with Agency Human Resources to design and classify two position for establishing positions and posting.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Educate staff, managers, and commit additional resources to enable agency to process 100% of RA requests within standard timelines.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 1, 2021		Continue workshops to educate potential users of Reasonable Accommodation about the process, and equip managers to be able to identify and implement solutions promptly and effectively. DoC tracking system for reasonable accommodation requests will launch in FY 2021. This will help monitor adherence to timeline requirements.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	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]		
Objective	Plan to secure staffing and funding to properly implement program coordinators for Hispanic, Women, and Disability programs. Funding was secured in April 2021; pandemic created the delay.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Secure funding for additional permanent staff and collateral duty assignment to handle program activities for Hispanic, Women, and People with Disabilities.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	Response to 2019 TAV staffing recommendations was directly impacted by Covid shifts in both Agency and NIST CRDO operations. Currently EEO Director is working with Agency Human Resources to design and classify two position for establishing positions and posting. In Q-4 of 2020, Agency EEO team members engaged with customers, collaborators and Departmental program providers (Complaints; Employee Groups, Disability, etc.) to identify most significant program deficiencies). That, coupled with completion of MD-715 and 462 reporting is being used to craft the new position needs and launch position classification by the end of Q-3 2021.	

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Hire staff and commit resources to better serve staff reasonable accommodation requests.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Budget request submission for both CRDO and OHRM for additional staff and resources.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

NIST advertises all vacancies on USAJOBS. NIST utilizes a variety of methods to recruit and employ veterans and individuals with disabilities: Direct-Hire, Delegated Examining, Agency Based, Merit Promotion, and Non-Competitive procedures. NIST also utilizes special appointment authorities such as the Veterans Employment Opportunities Act (VEOA), the Veterans Recruitment Appointment (VRA) Authority, and other appointment authorities (e.g. disabled veterans with 30% or greater disability) as appropriate. NIST’s Selective Placement Coordinator maintained a catalogue of applicants eligible for non- competitive hiring authorities such as the Veterans Recruitment Authority, 30% or more disabled Veteran hiring authority and the Schedule A hiring authority for individuals with disabilities. The catalogue is accessible by members of the HR Operations Team so the resumes can be shared with hiring officials as positions become available. The NIST Office of Human Resources Management (OHRM) continuously promotes the use of resume databases such as www.Vetsuccess.Gov to identify veteran candidates to fill vacant positions through the various veteran non-competitive hiring authorities. VetSuccess is an employment resource for Veterans seeking employment and employers who want to hire Veterans. The site allows employers to view resumes of Veterans who are eligible for non-competitive hiring authorities. NIST focused on continued recruitment and outreach efforts by utilizing social media outlets to improve the diversity and quality of applicants. NIST utilizes LinkedIn.com to advertise vacant position and search for potential candidates. LinkedIn is a business-oriented social networking service. The site allows users to create profiles and make connections with other users. LinkedIn has several Veteran groups within the network that NIST can alert as positions are advertised. NIST provides detailed information on special hiring authorities on the Careers at NIST webpage (<https://www.nist.gov/careers/special-hiring-authorities-disabled-and-veterans>). This webpage a) promotes and advocates the recruitment, hiring, and advancement of highly qualified veterans b) educates veterans about the types of veterans' preference and special hiring authorities and c) markets current employment opportunities at NIST. NIST’s Operations and Strategic Program Division (OSPD) continually educated supervisors and managers on veterans' preference and noncompetitive appointments for disabled veterans during one-on-one recruitment training sessions and management training. Additionally, Department of Commerce (DoC) sends notification to staff regarding Workforce Recruitment Program where hiring officials can access resumes of potential summer interns.

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 agency uses noncompetitive hiring authorities to recruit and hire PWD and PWTD. NIST uses the Veterans Recruitment Authority (VRA), 30% or More Disabled Veteran & Schedule A Appointing Authority. The Veteran Recruitment Authority (VRA) authority allows agencies to appoint eligible veterans without competition if the veteran has received a campaign badge for service during a war or in a campaign or expedition; or is a disabled veteran; or has received an Armed Forces Service Medal for

participation in a military operation; or is a recently separated veteran (within the last 3 years) and separated under honorable conditions. The 30% or More Disabled Veteran authority allows any veteran with a 30% or more service-connected disability to be noncompetitively appointed. You are eligible if you retired from active military service with a service-connected disability rating of 30% or more; or you have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more. The Schedule A authority for people with disabilities is an excepted authority that agencies can use to appoint eligible individuals who have a severe physical, psychological, or intellectual disability. Proof of disability documentation is required.

- 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.

(1) A disabled individual eligible for a Schedule A appointment is required to submit documentation issued from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal agency, State agency, or an agency of the District of Columbia or a US territory that issues or provides disability benefits. The documentation must be signed, on official letterhead, and certify that the applicant is an individual with a severe physical, intellectual, or psychological disability that qualifies him/her for consideration under 5 CFR 213.3102 (u), Schedule A hiring authority, appointment for Persons with Disabilities. (2) NIST's automated recruitment system, Monster Government Solutions, stores the individual's application for review by the hiring officials. An explanation of how and when the individual may be appointed is provided in instructions that are sent regarding the certificate.

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

Answer Yes

"Veteran Employment Training" required annual online training for managers "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities" required annual online training for managers. NIST Selective Placement Program Coordinator also presented "Non-Competitive Hiring Authorities"

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Selective Placement Program Coordinator is listed on OPM's directory so applicants can contact NIST directly. The Disability Program Manager and Selective Placement Coordinator contact information are also displayed on the NIST external website. NIST's Strategic Recruitment Program Manager position, which serves as the lead on maintaining contacts with employment organizations, is currently vacant. OHRM will be requesting funding to fill this position in FY2021/2022. Additionally, NIST is piloting LinkedIn Recruiter to proactively search and attract candidates to apply to NIST vacancies. The goal of the pilot is to improve the quality and diversity of NIST applicant pools for positions. NIST is also piloting the use of the augmented writing tool Textio for job advertisements. This tool will enable NIST to post vacancy announcements using inclusive and compelling language to attract a more diverse pools of candidates. Furthermore, HR Specialists completed the Workforce Recruitment Program webinar to connect with applicants with disabilities.

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 Yes

b. New Hires for Permanent Workforce (PWTD) Answer No

Among the new hires in the permanent workforce, triggers exist for PWD (11.24%) which falls below the respective benchmark of 12%.

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

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 20, PWTD were not hired for MCO and one hire for PWD for MCO.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
2210COMPUTER SCIENCE AND IT SPECIALIST	0	0.00	0.00	0.00	0.00

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

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

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

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

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

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Office of Human Resources Management – Leadership and Employee Development (LED) currently offers several opportunities for employees to gain management and leadership skills. Such training and developmental programs support the efforts of employees in accomplishing their career objectives. NIST also encourages its employees to participate in Department of Commerce opportunities as well as Federal Government-wide career development programs.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NIST offers three leadership programs targeting employees at various stages in their managerial careers. The three programs are announced to all NIST employees. The Foundations of Leadership Program (FLP) arms potential leaders with the competencies and skills needed to navigate the leadership path at NIST. The New Leader Program (NLP) is designed to provide new leaders with the necessary knowledge and skills to be successful in leadership positions at NIST. The program is primarily intended for individuals who have served in a leadership positions for two years or less and who have had little leadership training. The Project Management and Leadership Program (PMLP) develops project management skills tailored to meet the specific needs of NIST Project Managers. Mentoring and coaching sessions are available to participants of the programs. Furthermore, (LED) started a new initiative called, "Leadership for All." NIST believes that every employee can be a leader wherever they are in the organization. The agency also believes in empowering our employees with skills and knowledge in support of the NIST mission. Inspired by feedback from the NIST community, Leadership for All (L4A) makes content from our popular leadership development programs available to the entire staff. Greater access to this content encourages a broad shared knowledge of leadership skills and concepts and fosters the growth of a NIST learning community. L4A helps to ensure that all NIST employees are fluent in the NIST 11 Core Leadership Competencies, which in turn helps to promote an environment of inclusivity and shared perspective. In FY 2020, NIST started a mentoring program open to all staff. The core competencies are: Flexibility/adaptability: The ability to adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own area or job requirements. Integrity/honesty (fairness, openness, caring): Actions are consistent with what one says is important, that is, s/he walks the talk. Communicates intentions and ideas openly and directly, and welcomes openness and honesty, even in difficult negotiations with external parties. Problem solving: An understanding of a situation by breaking it apart into smaller pieces, or tracing the implications of it in a step-by-step way. Problem solving includes organizing the parts of a problem, situation, etc.; making systematic comparisons of different features or aspects; or identifying if-then relationships. Organizational skills: Establishing goals and priorities and a course of action to accomplish them. The ability to effectively plan and use time. Conflict management/resolution: Handles conflict in a positive and constructive manner. Recognizes that conflict can be effectively managed, and is not inherently destructive. Strives to expose and resolve dissatisfactions before they become disputes. Intervenes in emerging and actual disputes to affect positive outcomes. Communication: The ability to mobilize an organization to achieve results by conveying goals and objectives clearly and in a compelling manner. At the more basic levels it is sharing information, while at higher levels it involves supporting a strategy in the face of resistance. Building staff commitment to and resilience in the face of challenging performance goals and situations requires communications that both inform and create understanding above and beyond "what's in it for me." Communication for Results provides information that has this type of impact. Effective expression when presenting ideas or tasks to an individual or group when given time for preparation (includes gestures and nonverbal behavior). Clear expression of ideas in writing and in good grammatical form. Motivating others: Creating an environment that improves the quality and direction of ongoing employee behavior. Delegation/empowerment: Leading others appropriately and effectively by pushing decision making down to the most appropriate level in the organization. Includes providing staff with appropriate responsibilities and resources to be successful in decision making, and holding them accountable for results. Leading change: The ability to develop and implement an organizational vision that integrates key program goals, priorities, values,

and other factors. Inherent to this competency is the ability to balance change and continuity; to continually strive to improve customer service and program performance; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity. Strategic development/thinking : Strategic development/thinking enables leaders to make decisions with the awareness of their impact to the strategic direction of the organization. It takes into account the leader's awareness of NIST's internal and external environments. Service motivation (customer service): An overarching and genuine commitment to providing service to constituents (customers, staff, and other external stakeholders). At the lower levels the service involves going the extra mile to satisfy the demand, while at the higher levels it involves providing service that reconciles the needs of multiple constituents.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training Programs						
Other Career Development Programs		66	0	0	0	1
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Detail Programs						

- 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

Leadership and Employee Development did not provide the names of the applicants. Additionally, there are no participants with PWD. CRDO Director will meet with Acting HR Director to request the applicant data.

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

a. Applicants (PWTD) Answer N/A

b. Selections (PWTD) Answer N/A

Leadership and Employee Development did not provide the names of the applicants. Additionally, only one participant is PWTD. CRDO Director will meet with Acting HR Director to request the applicant data.

C. AWARDS

- 1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer No

b. Awards, Bonuses, & Incentives (PWTB) Answer No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	6	0.00	0.22	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	45	0.00	1.65	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	7.5	0.00	0.28	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	3	0.00	0.11	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	48	0.00	1.76	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	16	0.00	0.59	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	459	17.07	15.07	15.94	17.51
Cash Awards: \$501 - \$999: Total Amount	211821	6867.48	7038.49	6304.35	7087.01
Cash Awards: \$501 - \$999: Average Amount	461.48	163.51	17.17	573.12	3.84
Cash Awards: \$1000 - \$1999: Awards Given	1164	26.83	39.34	23.19	28.25
Cash Awards: \$1000 - \$1999: Total Amount	772842	19586.59	26001.54	16463.77	20803.95
Cash Awards: \$1000 - \$1999: Average Amount	663.95	296.77	24.30	1028.99	11.33
Cash Awards: \$2000 - \$2999: Awards Given	674	18.70	22.35	11.59	21.47
Cash Awards: \$2000 - \$2999: Total Amount	730354	21045.12	24207.10	12536.23	24362.15

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Average Amount	1083.61	457.50	39.81	1567.03	24.98
Cash Awards: \$3000 - \$3999: Awards Given	493	14.63	16.18	11.59	15.82
Cash Awards: \$3000 - \$3999: Total Amount	779605	24683.33	25391.51	20379.71	26361.02
Cash Awards: \$3000 - \$3999: Average Amount	1581.35	685.65	57.71	2547.46	-40.15
Cash Awards: \$4000 - \$4999: Awards Given	317	1.63	11.36	0.00	2.26
Cash Awards: \$4000 - \$4999: Total Amount	631797	3252.03	22613.42	0.00	4519.77
Cash Awards: \$4000 - \$4999: Average Amount	1993.05	813.01	73.18	0.00	1129.94
Cash Awards: \$5000 or more: Awards Given	650	17.07	21.95	17.39	16.95
Cash Awards: \$5000 or more: Total Amount	2524977	65888.21	84986.14	94200.00	54851.41
Cash Awards: \$5000 or more: Average Amount	3884.58	1568.77	142.36	7850.00	-879.85

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

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

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

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

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

D. PROMOTIONS

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

a. SES

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

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15	
i. Qualified Internal Applicants (PWD)	Answer N/A
ii. Internal Selections (PWD)	Answer N/A
c. Grade GS-14	
i. Qualified Internal Applicants (PWD)	Answer N/A
ii. Internal Selections (PWD)	Answer N/A
d. Grade GS-13	
i. Qualified Internal Applicants (PWD)	Answer N/A
ii. Internal Selections (PWD)	Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

2. Does your agency have a trigger involving PWTB 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 (PWTB)	Answer N/A
ii. Internal Selections (PWTB)	Answer N/A
b. Grade GS-15	
i. Qualified Internal Applicants (PWTB)	Answer N/A
ii. Internal Selections (PWTB)	Answer N/A
c. Grade GS-14	
i. Qualified Internal Applicants (PWTB)	Answer N/A
ii. Internal Selections (PWTB)	Answer N/A
d. Grade GS-13	
i. Qualified Internal Applicants (PWTB)	Answer N/A
ii. Internal Selections (PWTB)	Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

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

a. New Hires to SES (PWD)	Answer N/A
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- b. New Hires to GS-15 (PWD) Answer N/A
- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

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

- a. New Hires to SES (PWTD) Answer N/A
- b. New Hires to GS-15 (PWTD) Answer N/A
- c. New Hires to GS-14 (PWTD) Answer N/A
- d. New Hires to GS-13 (PWTD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

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

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

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

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

- ii. Internal Selections (PWTD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWD) Answer N/A
 - b. New Hires for Managers (PWD) Answer N/A
 - c. New Hires for Supervisors (PWD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWTD) Answer N/A
 - b. New Hires for Managers (PWTD) Answer N/A
 - c. New Hires for Supervisors (PWTD) Answer N/A

Data not available. CRDO and OHRM are working together to provide data for FY 2021.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No

There were four employees that were eligible for conversation into competitive service that did not get converted. OHRM will be

reaching to out to the offices to get the employees converted immediately.

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

- a. Voluntary Separations (PWD) Answer No
- b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.36	0.03
Permanent Workforce: Resignation	26	1.07	0.73
Permanent Workforce: Retirement	74	2.14	2.17
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	102	3.56	2.94

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

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	1.33	0.03
Permanent Workforce: Resignation	26	1.33	0.75
Permanent Workforce: Retirement	74	4.00	2.13
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	102	6.67	2.91

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

Majority of separations are due retirements and transfers.

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.nist.gov/director/civil-rights-and-diversity-office/crdo-complaint>

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

<https://www.nist.gov/director/civil-rights-and-diversity-office/crdo-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.

NIST Civil Rights and Diversity Office (CRDO) reviews any changes to facilities. In FY20, NIST conducted site building entrance accessibility survey. The agency is working on implementing changes recommended on the survey.

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.)

There were 117 reasonable accommodation requests. The average number of days for a decision to be made was eight days.

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

The Reasonable Accommodation Coordinator (RAC) offers reasonable accommodation training to employees and supervisors. New employees receive training on reasonable accommodation during orientation from Civil Rights and Diversity Office. New supervisors are required to attend training that includes reasonable accommodation. The RAC is required to submit quarterly report to Department of Commerce (DoC) Disability Program Manager to ensure that we are adhering to timelines and procedures as outlined in DAO 215-10. NIST also participates in quarterly RAC meetings with DoC to discuss challenges and best practices. In FY 2020, the agency offered "American Sign Language" classes. Computer/Electronic Accommodations Program (CAP) provided four employees with iPads to use for communication during meetings. NIST EAP and Health Unit hosted a variety of webinars to promote health and wellness. Furthermore, Employee Assistance Program also hosted "Well NIST" Fair that hosted speakers from organizations such as Pro Aging, Alzheimer's Association National Capital, and The Center for Sleep and Wake Disorders.

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.

NIST adheres to the PAS procedure set forth by DoC. We are unable to determine the effectiveness of the procedure since NIST has not received a request for PAS.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

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

Source of the Trigger:	Other				
Specific Workforce Data Table:	Workforce Data Table - B1				
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?	For FY 2020, one PWTB participated in the career development programs.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
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.	Barrier Name		Description of Policy, Procedure, or Practice		
	Career Development Programs		NIST offers various Career Development Programs. NIST does not track the application process for these programs.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
03/01/2020	09/30/2020	Yes			Conduct study on application process and program participants. CRDO will have a staff detailed to the office to study the barriers and impact of these programs.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Supervisory Human Resources Specialist (HR Development)		Chris Currens		No	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/01/2020	Detail a NIST staff to CRDO to study Career Development Programs. Due to the pandemic, this did not occur in FY 20 as planned. EEO Director will meet with Acting HR Director to discuss barriers in the Career Development Programs.	No		
Report of Accomplishments				
Fiscal Year	Accomplishment			

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
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?	NIST does not have dedicated staff and funding for strategic recruitment for individuals with disabilities				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
	People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
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.	Barrier Name		Description of Policy, Procedure, or Practice		
	Recruitment for Individuals with Disabilities		NIST does not participate in targeted recruitment for individuals with disabilities		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	09/30/2020	No			Review updated Operational Plan by DoC for Recruiting, Hiring and Retaining People with Disabilities.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Acting Human Resources Director		Essex Brown		No	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	HR Director notified of deficiency as identified by EEOC on 2/12/2020. CRDO Director provided a copy of letter outlining various program deficiencies which included targeted recruitment for individuals with disabilities. Disability Program Manager submitted request for funding to participate in local recruitment fairs for individuals with disabilities.	Yes	09/30/2021	
Report of Accomplishments				
Fiscal Year	Accomplishment			

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

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

Civil Rights and Diversity Office is working with HR to track participants in training courses through Commerce Learning Center.

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.

NIST Disability Program Managers will meet with HR to identify recruitment strategies for individuals with disabilities.