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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer No
   b. Cluster GS-11 to SES (PWD) Answer No

   GS-01 - GS-10 cluster: 22.66% PWD; GS-11 - SES 13.78% - both are ABOVE the inclusion goal of 12%.

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

   GS-01 - GS-10 cluster: 5.76% PWTD; GS-11 - SES 2.82% - both are ABOVE the inclusion goal of 2%.

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

DOE established annual hiring goals for People with Disabilities (PWD) and communicated these goals to senior level management throughout the Department. Quarterly assessments of progress toward these established hiring goals for PWD are communicated to Human Resources Business Partners (HRBPs) to inform hiring and recruitment consultations with their customers.

The 2016-2020 Strategic Human Capital Plan sets forth the Human Capital goals and strategies to support the mission and goals of the Department. In Section 6, Strategic Human Capital Outcomes, it states: The overarching outcome measure is the realization of Strategic Objective 12 from the DOE Strategic Plan for 2014-2018. (See: https://www.energy.gov/sites/prod/files/2016/03/f30/DOE-Strategic-Human-Capital-Plan-2016-2020.pdf, which is included as a Supporting Document to this report.)
Strategic Objective 12 demonstrates the agency’s commitment to: Attract, Manage, Train, and Retain the Best Federal Workforce to Meet Future Mission Needs. Specifically, it states: Efforts are underway to improve hiring quality and onboarding processes and outcomes, with a continued focus on promoting diversity and inclusion within the workforce. The following actions were taken in support of these strategic objectives:

- DOE established annual targeted hiring goals for people with disabilities and targeted disabilities that were distributed to DOE Elements and Human Resources Shared Service Centers (SSCs);
- HRBPs communicated the goals to Hiring Managers during hiring and recruitment consultations; and
- The information related to the Agency’s hiring goals was made available on the Office of the Chief Human Capital Officer (HC) intranet site (HCnet).

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Additionally, DOE has made training on hiring, retaining, and including People with Disabilities available through Learning Nucleus (LN), DOE’s online Learning Management System (LMS). This training, “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities,” was originally developed by the Office of Personnel Management (OPM). DOE updated the course in 2020. This training is mandatory for Human Resources (HR) Professionals and Hiring Managers, and topics include:

1. Business advantages of having employees with disabilities in the workforce;
2. Government-wide hiring goals established in Section 501 of the Rehabilitation Act of 1973;
3. Recruiting strategies and available excepted service hiring authorities;
4. Recruitment sources and Federal information websites for recruiting People with Disabilities; and
5. Interviewing tips, reasonable accommodations, and retention strategies.

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: Program Deficiencies In The Disability Program

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>The Agency will disseminate the updated RA/PAS policy/procedure to all DOE employees.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2021</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan 30, 2020</td>
<td></td>
<td>The Agency will provide information (develop a flyer about and provide a hyperlink to the updated RA/PAS policy/procedures) during New Employee Orientation and the New Manager/Supervisor 40-hour training.</td>
</tr>
<tr>
<td></td>
<td>Jan 30, 2020</td>
<td></td>
<td>The Agency will disseminate a weblink to the updated RA/PAS policy/procedures to all DOE employees through DOECAST.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>HC had completed revisions to the reasonable accommodation (RA)/personal assistant services (PAS) procedures in FY ’20, and the draft had been under review by other stakeholders. However, in late September 2020, HC established the new ELRPO to best support Departmental and organizational priorities in this critical area. This reorganization shifted responsibility for the development and implementation of the Department’s updated RA/PAS procedures. The current RA/PAS procedures are available to DOE employees on HCNet and to DOE employees and the public on the Office of Civil Rights and Diversity webpage.</td>
</tr>
<tr>
<td>2021</td>
<td>ELRPO is building upon the foundational work that had been completed in this area and has identified new milestones that will result in the development and issuance of DOE’s updated RA/PAS policy/procedures by September 30, 2021.</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>C.2.h. Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [see 29 CFR §1614.203(d)(3)]</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Objective</td>
<td>To finalize and implement the Agency’s new RA/PAS policy/procedures.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2021</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td>Jul 16, 2018</td>
</tr>
<tr>
<td></td>
<td>Oct 30, 2020</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Accomplishment</td>
</tr>
<tr>
<td>2020</td>
<td>HC had completed revisions to the reasonable accommodation (RA)/personal assistant services (PAS) procedures in FY ‘20, and the draft had been under review by other stakeholders. However, in late September 2020, HC established the new ELRPO to best support Departmental and organizational priorities in this critical area. This reorganization shifted responsibility for the development and implementation of the Department's updated RA/PAS procedures. The current RA/PAS procedures are available to DOE employees on HCNet and to DOE employees and the public on the Office of Civil Rights and Diversity webpage.</td>
</tr>
<tr>
<td>2021</td>
<td>ELRPO is building upon the foundational work that had been completed in this area and has identified new milestones that will result in the development and issuance of DOE’s updated RA/PAS policy/procedures by September 30, 2021.</td>
</tr>
<tr>
<td>Brief Description of Program Deficiency</td>
<td>C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Objective</td>
<td>The Agency will incorporate the EEO principles found in C.3 into all non-SES supervisory performance plans, including efforts to provide reasonable accommodations for persons with a disability(ies) when such accommodations do not cause an undue hardship.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Nov 15, 2020</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 30, 2020</td>
<td>Target Date</td>
</tr>
<tr>
<td></td>
<td>HC and OCRD will determine a path forward and timeline for incorporating EEO principles found in C.3 into all supervisory performance plans.</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>HC will communicate the proposed change to the DOE performance community by May 31, 2021.</td>
</tr>
<tr>
<td>Oct 1, 2021</td>
<td>The Agency will incorporate the changes into DOE’s performance system beginning on October 1, 2021 to be reflected in FY’22 supervisor/management performance plans.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>As a follow up to the technical assistance visit, the Office of Civil Rights and Diversity (OCRD) reached out to its EEOC liaison to find out if she could provide examples of an acceptable supervisory performance element for this requirement. After OCRD obtained examples of supervisory performance elements from other federal agencies, OCRD provided HC with proposed language for inclusion in GS-level supervisor/manager performance plans that addresses the nine elements required by EEOC. Note: Since SES performance plans are set by the Office of Personnel Management, OCRD reached out to its EEOC liaison to see if OCRD needed to propose changes to the DOE SES performance plans. The EEOC liaison for the Department indicated that the SES plans were sufficient as they stood.</td>
</tr>
<tr>
<td>2021</td>
<td>HC and OCRD determined a path forward and timeline for incorporating EEO principles found in C.3 into all (non-SES) supervisory performance plans. The HC lead on this effort provided the draft supervisory critical element to the Chief Human Capital Officer in or around February 2021 for review.</td>
</tr>
</tbody>
</table>
**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)]

**Objective**

OED will collaborate with HC to determine a best path forward on being able to incorporate a question into an exit survey related to improving the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities.

**Target Date**

Oct 15, 2020

**Completion Date**

**Planned Activities**

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 30, 2021</td>
<td></td>
<td>OED and HC will continue to collaborate on potential methods for deploying the Exit Survey at Headquarters and other field site locations to expand the use of the Exit Survey by departing DOE employees.</td>
</tr>
<tr>
<td>Sep 30, 2021</td>
<td></td>
<td>OED Social Science Research Analyst will continue to collaborate with HC to strategize regarding data collection related to disability matters via DOE internal surveys and FEVS.</td>
</tr>
</tbody>
</table>

**Accomplishments**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>The OED Social Scientist completed a review of literature in March 2021 and has prepared draft questions related to improving the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities, which may be used as potential ASIs in FEVS, as well as additional questions that can be used for purposes of the exit survey.</td>
</tr>
<tr>
<td>2021</td>
<td>At this time, the HC Exit Survey is being piloted with the Bonneville Power Administration. However, OED plans to continue to collaborate with HC on potential methods for deploying the Exit Survey at Headquarters and other field site locations to expand the use of the Exit Survey by departing DOE employees.</td>
</tr>
</tbody>
</table>

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.

DOE leveraged a wide variety of recruitment sources and strategies to attract People with Disabilities for DOE job opportunities, including:

1. DOE quickly moved to promote DOE as an employer of choice through targeted virtual job fairs that offer convenient, safe, and low or no-cost options for individuals with disabilities. DOE promoted job opportunities, including vacancies in senior-level positions, through 7 recruitment and outreach events that specifically targeted individuals with disabilities, and 12 that targeted or included disabled veterans. These included: CAREERS & the disABLED Magazine’s physical and virtual Career Expos for People with Disabilities, the Operation Warfighter Internship Fair, and Bender Virtual Job Fairs for individuals with disabilities.

2. DOE increased the hires of people with disabilities using the Schedule A and 30 Percent or More Disabled Veteran hiring authorities.

3. DOE continued to disseminate job opportunities widely through USAJOBS, the DOE jobs site, job boards, and various online sources (e.g., the Workforce Recruitment Program Database, U.S. Office of Personnel Management Shared Database, Handshake, other college communication sites).

4. Opportunities provided through employment and internship programs in FY 2020 included the following:
a. DOE onboarded 77 new hires through the Pathways Program, of which seven (9%) were people with disabilities, four (5.2%) were recent graduates, and three (3.9%) were interns that were afforded an opportunity to apply for future pipeline program opportunities;

b. The DOE Scholars Program is a pipeline program into the Pathways Program. DOE had 49 interns through the DOE Scholars Program during FY 2020. Disability status is not tracked in this program; and

c. DOE secured one Summer Intern through the American Association of People with Disabilities Program.

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

1. DOE uses Schedule A and disabled veteran hiring authorities to quickly fill positions prior to or in conjunction with job announcements. PWD and PWTD who wish to apply using Schedule A or the 30 Percent or More Disabled Veteran hiring authorities may do so by applying through a job announcement that is open for PWD or PWTD applicants, or they may contact representatives in the SSCs. Positions filled through Schedule A appointments frequently incorporate advancement opportunity to higher grade levels for employees with successful performance.

2. Schedule A applicants may be referred through a non-competitive Certificate of Eligibility or with other applicants from a competitive announcement. Sources for referrals of people with disabilities may include: a standing register, agency files, unsolicited e-mails from people with disabilities, disability employment programs, such as Vocational Rehabilitation programs, networks, internships, and candidates identified through data mining or recruitment events.

3. The use of hiring authorities that take disabilities into account (Schedule A and 30 Percent or More Disabled Veteran) has increased over the last three years.

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. Eligibility is determined based on documentation, such as a Schedule A letter or letter from the Veterans Administration, that identifies the individual as a person with a disability who is eligible to be hired through Schedule A or disabled veteran authorities. Acceptable documentation for Schedule A is detailed in Title 5 C.F.R. Section 213-3102 (u)(3)(ii).

2. If an eligible applicant is deemed qualified for a vacant position, the applicant’s resume is forwarded to the hiring official. The hiring official is provided with appropriate guidance on how to evaluate, interview, as well as select a desired applicant.

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

1. DOE provides supervisory training to new supervisors, which includes information on the use of Schedule A and hiring authorities for veterans with disabilities to quickly fill positions.

2. Hiring Managers are advised by their assigned HRBP, on a routine basis, regarding special hiring authorities which afford them direct access to persons with disabilities and reduce the time to hire when seeking to fill vacant positions quickly.

3. Hiring Managers and HR Professionals complete mandatory online training sessions through the LN. The courses include, but are not limited to, Veterans Employment Training, USERRA, and A Roadmap to Success: Hiring, Retaining and Including People with Disabilities. The following training was completed in FY 2020:
a. A total of 1,694 HR Professionals and Hiring Managers (63%) completed “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities.” OPM developed the training specifically for Hiring Managers and HR Professionals. Topics covered include: the business advantages of having employees with disabilities in the workforce, government-wide hiring goals established in Section 501 or the Rehabilitation Act of 1973, recruiting strategies and available excepted service hiring authorities, recruitment sources and Federal information websites for recruiting people with disabilities, interviewing tips, reasonable accommodations, accessibility, retention strategies, and tips to assist employees experiencing illness or injury in returning to work.

b. A total of 1,750 Hiring Managers and Human Resources Professionals (64%) completed the “Veteran Employment Training.” Specific topics covered include: the benefits of hiring veterans with disabilities, overview of Veteran’s Preference, special hiring authorities, recruitment sources and Federal information resources, and recruitment strategies to increase hiring of veterans with disabilities.

c. A total of 1,531 Hiring Managers and HR Professionals (61%) completed the “Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) Training.” Federal USERRA law provides protections for return to duty of uniformed service members or recovery from a compensable injury. Course topics include an overview of who is covered, rights under USERRA for individuals called to duty in the uniformed services, agency obligations, and responsibilities of the service member.

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.

1. DOE maintained and continued to foster relationships with employment centers, job clubs, military bases, and colleges/universities during FY 2020. Outreach efforts focused on information sessions that offered an introduction to DOE, as well as potential career fields, apprenticeships, and internship opportunities.

Examples of DOE partnerships which provided opportunities for people with disabilities through employment and internship programs in FY 2020 include:

a. Savannah River (SR) Management and the HR Advisory Office maintained networking relationships with Fort Gordon, GA, Submarine Base Kings Bay, GA, and Naval Base, Jacksonville, FL. SR focused on participation in the Operation Warfighter (OWF) Program and Soldier for Life Program, in coordination with the Department of Defense at Ft. Gordon. This collaboration, combined with participation in their recruitment events, resulted in the hiring of six veterans with disabilities of 30 percent or more.

b. The Richland (RL) Operations Office and Office of River Protection (ORP) collaborated with Transition Assistance Program (TAP) contacts to promote Hanford Careers as Post Military Opportunities, which resulted in one Schedule A hire.

c. DOE continued the relationship with the American Association of People with Disabilities (AAPD), which resulted in one virtual seasonal intern.

d. DOE hosted the FY 2020 Virtual Disability Mentoring Day in collaboration with the American Association of People with Disabilities national effort. There were over 30 participants in attendance at the virtual event. Participants included professionals, college alumni, and students. Outreach was to colleges and universities such as Gallaudet University, vocational rehabilitation centers, and military transition centers. DOE had seven program offices participate in the event and provide an introduction to the Agency’s mission areas, career tracks, and internship opportunities.

2. DOE job opportunities were shared through vocational rehabilitation centers and email lists targeting a variety of organizations that support people with disabilities who are seeking employment. For example:

a. The National Energy Technology Laboratory (NETL) continues to share job announcements with Veteran’s Administration (VA) Pittsburgh Healthcare System Vocational Rehabilitation.

b. The Strategic Petroleum Reserve Employee Management Advisory Committee (EMAC) continues to ensure local recruitment centers for the Disabled and Veteran Employment Network Centers receive copies of all vacancy announcements.
3. DOE participated in meetings of the Federal Exchange on Employment of Persons with Disabilities to remain up to date on best practices and important issues affecting the community. DOE also engaged in webinars hosted by the Employee Assistance and Resource Network on Disability Inclusion in which information of importance was shared.

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

Per Workforce Table B1: of the 559 permanent workforce new hires in FY 2020, PWD accounted for 100 new hires (17.89%) and PWTD accounted for 13 new hires (2.33%).

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td>1062</td>
<td>8.38 (8.38%)</td>
<td>0.00 (0.00%)</td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>881</td>
<td>7.95 (7.95%)</td>
<td>0.00 (0.00%)</td>
</tr>
<tr>
<td>% of New Hires</td>
<td>48</td>
<td>4.17 (4.17%)</td>
<td>0.00 (0.00%)</td>
</tr>
</tbody>
</table>

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  No

   b. New Hires for MCO (PWTD)  
      Answer  No

Of the 230 permanent MCO new hires in FY 2020, PWD accounted for 39 (17.00%) and PWTD accounted for 6 (2.61%).

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>New Hires (%)</td>
<td>New Hires (%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>0801 GENERAL ENGINEERING</td>
<td>33</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1102 CONTRACTING</td>
<td>15</td>
<td>13.33</td>
<td>13.33</td>
</tr>
</tbody>
</table>

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
Applicant flow data did not differentiate between internal and external applicants.

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

Due to statistical limitations (i.e., the need for a sufficient number of cases for meaningful and appropriate analysis), data on internal applications for promotion within the five largest DOE occupational series were analyzed. These were: 0301, 0343, 0801, 1102, and 1301, each of which has more than 400 occupants sufficient for robust analysis.

Applications of internal candidates for promotions within the major DOE occupations indicates that at 6.3 percent of applicants, PWD applications are below parity with the DOE benchmark (13.76% permanent employees) and the EEOC benchmark of 12%. For PWTD, representation among applicants (3.9 percent) was on par with representation in the DOE permanent workforce (2.81%) and the EEOC goal of 2%. In addition to lower rates of application, PWD and PWTD were less likely than internal candidates for promotion in these five occupations to be qualified for promotion. Specifically, whereas 70.4 percent of applicants without a disability (the sum of those without a disability and those who did not identify their disability status) were found to be qualified, just 41.7 percent of PWD and 46.7 percent of PWTD were qualified for the internal promotional opportunity. These results suggest that triggers exist in terms of application by PWD and qualification for PWD and PWTD, underscoring a need to ensure access to professional development opportunities for PWD and PWTD. (See additional analysis of FEVS 2019 data in Supporting Document: Workforce Analysis.)

Analysis of DOE 2019 FEVS data (which includes all of DOE, not just the components included in this report) shows that 38.1% of respondents who said they had a disability but 27.8% of those without a reported disability had negative assessments of their opportunity to get a better job at DOE:

Q67. Satisfaction with opportunity to get a better job in organization
   Individuals without a disability Positive: 43.9% Neutral: 28.3% Negative: 27.8%
   Individuals with a disability Positive: 36.9% Neutral: 25.0% Negative: 38.1%

A recent review article by Bonaccio et al (2020) indicates a need to dedicate particular attention to advancement processes.


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.

1. Employees are required to establish an Individual Development Plan in consultation with their supervisor and are encouraged to apply for opportunities to broaden their skills and competencies for career progression. Federal employees at DOE can use competency assessments to identify competency-based training and development opportunities that could help them achieve...
sustained career growth. Several program offices assess the training and development needs of their workforce by conducting a training needs assessment.

2. Learning and development opportunities are promoted through Learning Nucleus, DOE-wide announcements, internal websites, program office internal communication channels, and through consultations provided to employees by managers, as well as organizational leaders. DOE has also taken steps to promote career development and training for veterans and people with disabilities by sharing information virtually through employee resource groups, Training Administrators, email distribution lists, monitors, and posters placed in prominent places.

The LMS provides every Federal employee access to employee development tools and resources, including an expansive course catalog, competency assessment, and mentoring modules to support employee development goals.

3. The LMS Mentoring Module aids in establishing mentoring relationships. There are 33 mentors, 17 pairings, and 1 group pairing. Of the mentors, 21% have a disability, and 3% have a targeted disability. Of the 74 mentees, 12% have a disability.

a. The Office of Legacy Management (LM) utilizes the LMS mentoring module via their teaming structure, which fosters a culture of continual mentorship of all fellow team members. Additionally, LM supervisors and senior staff are charged with mentoring members of their teams.

4. DOE makes detail opportunities available through Expression of Interests. This form of development allows hiring officials the opportunity to leverage existing resources and talent while filling an immediate need. Internal career advancement and detail opportunities are communicated broadly through Program Office email networks and the various intranet portals to ensure employees are aware of the opportunities. For example:

a. The Office of Environmental Management Consolidated Business Center has advertised career ladder positions to provide internal advancement opportunities as well as internal detail and temporary promotion opportunities via Expression of Interest Announcements.

b. Office of Legacy Management has provided learning opportunities in the form of temporary and detail opportunities through Expression of Interest Announcements to fill immediate needs.

5. Program Offices offered information sessions to help employees, including employees with disabilities, achieve their career aspirations. For example, the Savannah River (SR) HR Advisory Office, along with the support of the SR senior management team, held several Professional Growth Seminars to discuss career paths, advancement opportunities, and how to apply and interview for vacant positions within DOE and other Federal agencies.

6. Program Offices conducted workforce analysis to identify potential barriers in the advancement of employees with disabilities. The Special Emphasis Program Managers play a key role in identifying and eliminating barriers. For example:

a. The Employee Management Advisory Committee (EMAC) at the Strategic Petroleum Reserve is comprised of several Special Emphasis Program Managers, including the Veterans and Disability Program Manager. The Disability Program Manager is responsible for developing and implementing a program to address concerns and problems faced by disabled employees and applicants for employment, identifying barriers, and making recommendations that will result in the recruitment, hiring, and promotion of qualified disabled employees.

b. The Office of Science conducts a workforce analysis to understand if barriers to advancement exist for employees with disabilities.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

---

1. In FY 2020, DOE provided career and leadership development opportunities for employees through a suite of different programs, rotational opportunities, detail appointments, corporately sponsored courses, and the LMS. Additionally, many Program Offices sponsor employees or offer technical training through the National Training Center or outside vendors. For example, the Office of Fossil Energy (FE) offers a competitive Leadership and Career Development Program for employees interested in external training.
such as the Federal Executive Institute and an Academic Degree Program for employees to complete or obtain a job-related degree. FE centralized approvals for these programs to ensure a fair and consistent process.

a. Of the 302 OPM Leadership 360-degree program participants, 17 (2.4%) were employees with disabilities, and 29 (8.9%) were veterans with a disability. Of the veterans with a disability, 21 (7%) were veterans with a disability of 30 percent or more.

b. Of the 70 employees who participated in the DOE Leadership Development Program, 7 (10%) were people with disabilities, and of those, 2 (2.9%) were people with targeted disabilities. Additionally, 8 (11.4%) were veterans with disabilities, and of those, 6 (9%) were veterans with disabilities of 30 percent or more, and 1 was a veteran with a targeted disability of 30 percent or more.

c. Of the 782 instances of training through the Professional Skills Program, 106 (13.6%) were employees with disabilities, and 30 (5.1%) were employees with targeted disabilities. In addition, 123 (15.7%) were veterans with disabilities, and of those, 76 (10%) were veterans with disabilities of 30 percent or more and 13 (1.7%) were veterans with targeted disabilities.

d. Of the 238 employees who participated in the Supervisory Training, 24 (10.1%) were people with disabilities, and of those, 7 (2.9%) were people with targeted disabilities. Additionally, 30 (12.6%) veterans with disabilities participated, and of those, 15 (6.3%) were veterans with disabilities of 30 percent or more.

2. Program Offices offered information sessions to help employees, including veterans and veterans with disabilities, achieve their career aspirations. For example, the SR HR Advisory Office, along with the support of the SR senior management team, held several Professional Growth Seminars to discuss career paths, advancement opportunities, and how to apply and interview for vacant positions within DOE and other Federal agencies.

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>41</td>
<td>41</td>
<td>2.4</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>107</td>
<td>107</td>
<td>24.3</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>302</td>
<td>302</td>
<td>14.6</td>
</tr>
<tr>
<td>Training Programs</td>
<td>341</td>
<td>341</td>
<td>20.8</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>9</td>
<td>9</td>
<td>22.2</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>3392</td>
<td>53</td>
<td>28.3</td>
</tr>
</tbody>
</table>

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 Yes

b. Selections (PWD) Answer No

Although there is no evidence to suggest disparities in selection once an individual applies for a career development opportunity, if the 12% goal for PWD is applied to the applicant pool for each of the opportunities shown in the above table, only one trigger is present: Fellowship Programs, where PWD account for only 2.4% of applicants.

This necessitates additional organizational research, especially in light of the FEVS results, cited earlier.
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 Yes
b. Selections (PWTD) Answer No

Although there is no evidence to suggest disparities in selection once an individual applies for a career development opportunity, if the 2% goal for PWTD is applied to the applicant pool for each of the opportunities shown in the above table, the following triggers are present:

(1) Fellowship, Coaching, and Detail Programs with 0.0% PWTD applicants;
(2) Mentoring with 0.9% PWTD applicants; and
(3) Other Career Development Programs with 1.9% PWTD applicants. These rates of participation by PWTD also necessitate additional organizational research, especially in light of the FEVS results, cited earlier.

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

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>166</td>
<td>1.79</td>
<td>2.72</td>
<td>1.65</td>
<td>1.82</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>1180</td>
<td>13.85</td>
<td>19.21</td>
<td>14.84</td>
<td>13.60</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>7.11</td>
<td>0.87</td>
<td>0.14</td>
<td>4.95</td>
<td>-0.18</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>237</td>
<td>5.03</td>
<td>3.47</td>
<td>8.24</td>
<td>4.21</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>4341</td>
<td>92.07</td>
<td>63.47</td>
<td>151.65</td>
<td>76.86</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
<td>18.32</td>
<td>2.05</td>
<td>0.35</td>
<td>10.11</td>
<td>-0.01</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
<td>12648</td>
<td>268.72</td>
<td>183.95</td>
<td>381.32</td>
<td>239.97</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
<td>28.04</td>
<td>3.16</td>
<td>0.54</td>
<td>15.89</td>
<td>-0.09</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
<td>683</td>
<td>13.18</td>
<td>10.33</td>
<td>12.09</td>
<td>13.46</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
<td>27010</td>
<td>524.02</td>
<td>408.01</td>
<td>483.52</td>
<td>534.36</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
<td>39.55</td>
<td>4.44</td>
<td>0.76</td>
<td>21.98</td>
<td>-0.04</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
<td>678</td>
<td>7.93</td>
<td>10.98</td>
<td>8.79</td>
<td>7.71</td>
</tr>
</tbody>
</table>

There were no substantial systematic differences in time off or cash awards.
2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

   a. Pay Increases (PWD)  Answer  Yes
   b. Pay Increases (PWTD)  Answer  No

DOE compared the rates at which QSIs were awarded within each disability status category (Identified as not having a disability, PWD and PWTD). Only 10.6 percent of PWD were awarded a QSI, which is 3.16% lower than the representation of PWD in the DOE permanent workforce.
### 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 Yes
      ii. Internal Selections (PWD) Answer Yes
   c. Grade GS-14
      i. Qualified Internal Applicants (PWD) Answer Yes
      ii. Internal Selections (PWD) Answer Yes
   d. Grade GS-13
      i. Qualified Internal Applicants (PWD) Answer Yes
      ii. Internal Selections (PWD) Answer Yes

   At the GS-13 and GS-14 levels, there is no evidence of disparity in the presence of qualified internal applicants among PWD compared to those without a reported disability. At the GS-15 level, lack of qualified applicants is an issue suggesting a trigger.

   Once qualified applicants are identified, PWD are much less likely than those without an identified disability to be selected for a GS-13, GS-14, or GS-15 position. The cumulative likelihood of selection in an internal competition for a GS-15 position was 0.147 for individuals who identified as not having a disability but 0.000 for PWD.

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

b. Grade GS-15
   i. Qualified Internal Applicants (PWTD)  
       Answer  Yes
   ii. Internal Selections (PWTD)  
       Answer  Yes

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  Yes

For PWTD there are no triggers for applications for internal competitive promotions for GS-13 or GS-14 positions, since PWTD account for more than 2 percent of qualified applicants (specifically, 3.0 percent, and 5.7 percent, respectively). Triggers for applications exist at all three levels for PWD, who accounted for fewer than the benchmark of 12 percent of applicants, and for PWTD for GS-15 positions. For internal promotion to GS-13 positions, PWD accounted for 7.9 percent of qualified applicants, 5.7 percent of qualified applicants to GS-14 positions, and 1.3 percent to GS-15 positions. PWTD accounted for 0.6 percent of qualified applicants to promotions to GS-15 positions, lower than the 2 percent EEOC benchmark.

Using the EEOC benchmarks of 12 percent for PWD and 2 percent for PWTD, there were triggers associated with promotions for both categories to all three position levels (GS-13, GS-14, and GS-15). There were no PWTD selected for these internal promotions. Only one PWD was selected for a GS-13 promotion, representing 3.7 percent of all selections, and no PWD were selected for GS-14 and GS-15 promotions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
   a. New Hires to SES (PWD)  
       Answer  N/A
   b. New Hires to GS-15 (PWD)  
       Answer  N/A
   c. New Hires to GS-14 (PWD)  
       Answer  N/A
   d. New Hires to GS-13 (PWD)  
       Answer  N/A

The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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
The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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

The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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
The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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

The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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

The Agency is in the process of implementing a new hiring system with more robust analytics than those that have been available with Monster. The new system is expected to be brought on board in 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 Yes

   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

Separation rates did not exceed overall workforce participation rates as shown in Workforce Table B1-2.
### Separations

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>11</td>
<td>0.22</td>
<td>0.16</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>78</td>
<td>1.19</td>
<td>1.15</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>216</td>
<td>3.13</td>
<td>3.22</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>151</td>
<td>2.81</td>
<td>2.15</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>456</td>
<td>7.34</td>
<td>6.69</td>
</tr>
</tbody>
</table>

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

Separation rates did not exceed overall workforce participation rates as shown in Workforce Table B1-2.

### Separations

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>11</td>
<td>0.53</td>
<td>0.15</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>78</td>
<td>1.06</td>
<td>1.16</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>216</td>
<td>3.70</td>
<td>3.20</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>151</td>
<td>2.12</td>
<td>2.25</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>456</td>
<td>7.41</td>
<td>6.76</td>
</tr>
</tbody>
</table>

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

N/A

### B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.energy.gov/cio/department-energy-doe-and-section-508 DOE has issued a notice explaining employee and applicant rights under Section 508 of the Rehabilitation Act. A description of how to file a complaint is also on this public website.

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.

GSA owns the buildings that DOE occupies. The following websites provide relevant information: https://www.gsa.gov/real-estate/design-construction/accessible-facility-design.

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.

In FY 2020, the Agency did not implement any projects to improve accessibility of facilities during the reporting period. The DOE Headquarters building is fully ADAAA compliant.

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.)

The approximate number of days for processing an initial request for reasonable accommodation across the DOE complex was 30 days during the reporting period.

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 desk reference for reasonable accommodation/personal assistance services procedures has served as an informative tool for those requesting reasonable accommodations. The desk reference has also been helpful for managers, supervisors, and the Local Reasonable Accommodation Coordinators. 1. The Office of the Chief Human Capital Officer (HC) provides oversight of Local Reasonable Accommodation Coordinators (LRACs) across the Department who work with employees, managers, and supervisors. DOE leverages the Department of Defense’s Computer/Electronic Accommodations Program to provide reasonable accommodations for qualified disabled applicants, including veterans with disabilities. 2. The Corporate Reasonable Accommodation Program Manager, in the Office of Economic Impact and Diversity, processed requests for reconsideration and provided a series of trainings for LRACs and other stakeholders. 3. Information about the DOE Headquarters Reasonable Accommodation/Personal Assistance Services Program is available on energy.gov at: www.energy.gov/hc/services/benefits/wellness-program/headquarters-accommodation-program. In addition, the “Reasonable Accommodation for Employees with Disabilities Desk Reference” is available on HCnet, as well as the webpage of the Office of Civil Rights. The desk reference discusses the actions required to establish a functional reasonable accommodation process compliant with the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 within DOE. In addition, the Department takes steps to educate staff about reasonable accommodations and compliance with Section 508 of the Rehabilitation Act of 1973. For example, the Department’s Section 508 Coordinator holds training sessions to educate DOE employees on compliance requirements and instructions for creating accessible content for websites, documents, and videos.

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

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

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

The desk reference for reasonable accommodation/personal assistance services has served as an informative tool for those requesting reasonable accommodation(s) and/or personal assistance services.

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.

N/A

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.

N/A

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
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?

Other Workforce Data Table - B1

(1) FEVS 2019 data analysis comparing responses of PWD and those without disabilities includes findings consistent with the research literature (see Bonaccio et al 2020 for a recent review) about issues for PWD related to career development. Specifically, PWD were less optimistic (37% positive, 38% negative) than those without disabilities (44% positive, 28% negative) about their opportunities for advancement at DOE. (See also Supporting Document: Workforce Analysis, Figures J-4, J-5, and J-6.)

(2) Lower than expected rates of applications to career development programs: fellowships (PWD and PWTD); and mentoring, coaching, and other career development (PWTD).

STATEMENT OF BARRIER GROUPS:

Barrier Group

People with Disabilities
People with Targeted Disabilities

N

N

N

Barrier Name

Description of Policy, Procedure, or Practice

PWD/PWTD Promotions

As shown in the above analyses and those in the Workforce Analysis supporting document (Appendix J), PWD at DOE are less likely to apply for career development programs and are more negative about their opportunities for advancement within DOE as well as their perceptions of access to training and career development (see Figures J-4, J-5, and J-6).

Objective(s) and Dates for EEO Plan

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/15/2021</td>
<td>03/31/2022</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Conduct further barrier analysis in this area, including investigation of feasibility of establishing a disability-focused employee resource group (ERG).</td>
</tr>
</tbody>
</table>

Responsible Official(s)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standards Address The Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief, Equity &amp; Diversity</td>
<td>Jaime Claudio</td>
<td>Yes</td>
</tr>
<tr>
<td>Director, HC Corporate Outreach and</td>
<td>Saundra White</td>
<td>Yes</td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science Research Analyst</td>
<td>Lisa Frehill</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Planned Activities Toward Completion of Objective

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/2021</td>
<td>Launch Unconscious Bias training geared toward hiring managers that will address unconscious bias related to the hiring process, which will include segments on PWD and PWTD.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/2021</td>
<td>Investigate use of qualitative methodologies to better understand the low participation levels of PWD in fellowship programs and PWTD in mentoring, coaching, fellowship, and other career development programs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/30/2021</td>
<td>Increase collaboration with an ad-hoc working group with HC to:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) discuss triggers related to PWD/PWTD in this area;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Review/assess DOE’s implementation of OPM’s best practices for retention of PWD (see: <a href="https://www.opm.gov/policy-data-oversight/disability-employment/retention/">https://www.opm.gov/policy-data-oversight/disability-employment/retention/</a>); and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Review best practices identified by EEOC for individuals with disabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/15/2021</td>
<td>Analyze DOE FEVS agency demographic report data associated with disability status. Identify extent to which assessments of items associated with engagement, the New IQ, and career development (in alignment with GAO 20-592) by respondents with disabilities differed from those of respondents without disabilities.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31/2021</td>
<td>Develop draft Agency-Specific Items (ASIs) for the 2021 FEVS to determine extent to which (a) DOE employees are aware of reasonable accommodations and other disability-related policies and procedures; and (b) DOE employees perceive the DOE workplace as welcoming and inclusive of PWD.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Report of Accomplishments

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>FEVS demographic analysis has been completed with a brief review of recent literature associated with the employee cycle and issues for persons with disabilities. These analyses were used in concert with appropriate social science survey methodologies to develop a set of proposed Agency Specific Items for the 2021 DOE FEVS to understand knowledge and awareness of disability-related policies and procedures, as well as the climate for persons with disabilities at DOE. DOE's analyses are included as supporting document to this report, see &quot;Supporting Document: Workforce Analysis.&quot;</td>
</tr>
</tbody>
</table>
1. DOE ended FY 2020 with a Federal workforce of 6,728. There were 926 PWD in the workforce (14%), with 189 (2.8%) PWTD.

2. In FY 2020, targeted hiring goals for people with disabilities were approved by the Chief Human Capital Officer (OCHCO) and tracked quarterly. The goals were: 12% for hires of individuals with disabilities, 2% for hires of people with targeted disabilities, 2% for Schedule A hires, 11% for veterans with disabilities, and 7% for veterans with disabilities of 30% or more. Hires of individuals with disabilities exceeded these targeted goals.

Progress was assessed through quarterly reviews against the hiring goals and shared with HR Business Partners to inform hiring and recruitment consultations with their customers. Some Program Offices have established their own oversight process and metrics to further monitor activities within their areas of responsibility. Lists of upcoming recruiting events and sources are also offered to help them target a diverse recruitment strategy.

1. DOE ended FY 2019 with a Federal workforce of 6,183. Individuals with disabilities in the workforce equals 928 (15%), and 168 (2.7%) for individuals with targeted disabilities.

2. In FY 2019, targeted hiring goals for people with disabilities were approved by the Chief Human Capital Officer (OCHCO) and tracked quarterly. The goals were: 12% for hires of individuals with disabilities, 2% for hires of people with targeted disabilities, 2% for Schedule A hires, 11% for veterans with disabilities, and 7% for veterans with disabilities of 30% or more. Hires of individuals with disabilities showed an increase from FY 2018 to FY 2019 and exceeded the targeted goals in most areas.

Progress was assessed through quarterly reviews against the hiring goals and shared with HR Business Partners to inform hiring and recruitment consultations with their customers. Some Program Offices have established their own oversight process and metrics to further monitor activities within their areas of responsibility. Lists of upcoming recruiting events and sources are also offered to help them target a diverse recruitment strategy.

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

The Office of Economic Impact and Diversity (ED) had a number of critical vacancies in the Equity and Diversity Division in FY 2020. During FY 2020, ED was able to fill a leadership position (Chief, Equity and Diversity Division), informal complaints manager position, and EEO specialist position. In late December 2020, ED was able to hire a diversity and inclusion (D&I) specialist position, the first D&I position hired in over four years in ED. In addition, ED recently on boarded a Social Scientist position—the first of its kind for ED—on January 31, 2021, and expects that this position will significantly assist ED in its employee demographic and barrier analyses and elevate the level of work that ED can achieve in this area. All of the current OED staff was hired between January 2020 and January 2021.

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

1. DOE had an FY 2020 Federal workforce of 6,728, of whom 926 were PWD (13.8 percent) and 189 were PWTD (2.8 percent), both of which exceed the EEOC 501 goals (which were 12 percent PWD and 2 percent PWTD). The 55 Schedule A employees represented 0.8 percent of DOE’s workforce in FY 2020.

2. In FY 2020, the EEOC 501 goals were approved by the Chief Human Capital Officer (OCHCO) and tracked quarterly. Additional hiring goals were: 2% for Schedule A hires, 11% for veterans with disabilities, and 7% for veterans with disabilities of 30 percent or more. Hires of individuals with disabilities met or exceeded the targeted goals in most areas. In FY 2020 PWD represented 18 percent of new hires, while PWTD represented 2.2 percent, Schedule A hires 2.9 percent, and veterans with disabilities 12.6 percent. In only one area did DOEs new hires fall short of the target: veterans with disabilities of 30 percent or more accounted for 10.4 percent rather than the goal of 11 percent of new hires in FY 2020.
Progress was assessed through quarterly reviews against the hiring goals and shared with HR Business Partners to inform hiring and recruitment consultations with their customers. Some Program Offices have established their own oversight process and metrics to further monitor activities within their areas of responsibility. Lists of upcoming recruiting events and sources are also offered to help them target a diverse recruitment strategy.

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.

Develop and deliver Unconscious Bias training, which includes segments on PWD and PWTD, for officials with hiring responsibilities. Conduct further barrier analyses focusing on low participation levels of PWD and PWTD.