

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

*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 8.6% in FY 2019, which falls below the inclusion goal of 12%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

The Agency communicates annual hiring goals for persons with disabilities and persons with targeted disabilities through consultations with hiring managers, selecting officials, supervisory training workshops, and regular Human Capital collaboration calls offering quarterly progress updates. The Agency's Human Capital Office is currently developing a Recruitment and Outreach Plan, with the objective of increasing PWD and PWTD employment within the DOE, and this plan will be communicated to all hiring managers and recruiters. The plan includes recruitment campaign efforts, which will focus on key configurable areas to ensure the agency's effective PWD/PWTD related recruiting endeavors, to include attending career fairs; networking with PWD organizations; and partnering with local colleges and universities.

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

In FY 2019, the Agency hired a Corporate Reasonable Accommodation Manager who will be focused on developing avenues for redress, policy, and training.

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	
Processing applications from PWD and PWTD	0	0	46	Steven C. Erhart Deputy Chief Human Capital Officer
Answering questions from the public about hiring authorities that take disability into account	1	0	21	Donna Friend Disability/Veteran Employment Program Manager donna.friend@hq.doe.gov
Processing reasonable accommodation requests from applicants and employees	0	0	20	tiffany.wheeler@hq.doe.gov
Section 508 Compliance	1	0	0	Teddy Dyer Information Technology Specialist teddy.dyer@hq.doe.gov
Architectural Barriers Act Compliance	1	0	0	David Brown Deputy Director, Technical Services
Special Emphasis Program for PWD and PWTD	0	0	1	Patricia Zarate Deputy Director patricia.zarate@hq.doe.gov

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

Answer Yes

During FY2019, two training modules were provided: "A roadmap to Success: Hiring, Retaining, and Including PWDs and PWTDs" by the Office of Personnel Management; and Basic Disability Program Manager training by the U.S. Equal Employment Opportunity Commission. These trainings provided participants with useful and important information, covering all aspects of the disability employment including recruiting, interviewing, use of special hiring authorities, career development, and reasonable accommodations. Participants were provided with tools in order to effectively recruit, accommodate, hire, retain, and include individuals with disabilities, consistent with applicable law. Participants were trained on how to identify Federal laws, regulations, policies, and initiatives that promote an inclusive workplace for people with disabilities, and were provided with information on how to locate internal and external resources to recruit, develop, and retain employees with disabilities. Human Capital works

closely with the Office of Civil Rights and Diversity as it relates to the Disability Program. Human Capital staff received on-the-job, web-based, and formal classroom training on hiring, to include Schedule A, Veterans Recruitment Appointment, 30% or more disabled veteran hiring authorities, and reasonable accommodation.

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

Brief Description of Program Deficiency	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
Objective	The Agency will disseminate the RA/PAS policy/procedure to all DOE employees.		
Target Date	Dec 15, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 30, 2020		The Agency will disseminate a weblink to the RA/PAS policy/procedure to all DOE employees through DOECAST.
	Jan 30, 2020		The Agency will provide information (develop a flyer about and provide the hyperlink to the RA/PAS policy/procedures) during New Employee Orientation and the New Manager/Supervisor 40-hour training.
	Oct 30, 2020		The Agency will re-submit the revised RA/PAS procedures to EEOC for review.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	HC has completed revisions to the reasonable accommodation (RA)/personal assistant services (PAS) procedures. The draft is currently being reviewed by other stakeholders.	

Brief Description of Program Deficiency	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [see 29 CFR §1614.203(d)(3)]		
Objective	To re-submit RA/PAS procedures to EEOC for review/approval.		
Target Date	Oct 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 30, 2020		The Agency will re-submit RA/PAS procedures, which have been updated to incorporate EEOC and stakeholder feedback, for review/approval.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	HC has completed revisions to the reasonable accommodation (RA)/personal assistant services (PAS) procedures. The draft is currently being reviewed by other stakeholders.	

Brief Description of Program Deficiency	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		
Objective	HC and OCRD will determine a path forward and timeline for incorporating EEO principles found in C.3 into all supervisory performance plans.		
Target Date	Nov 15, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	May 30, 2020		HC and OCRD will determine a path forward and timeline for incorporating EEO principles found in C.3 into all supervisory performance plans.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	The Office of the Chief Human Capital Officer has identified a point of contact to work with OCRD on incorporating EEO principles into all supervisory performance elements. OCRD has provided draft language to HC that incorporates the supervisory performance requirements of C.3 related to EEO principles. EEOC's representative for DOE has confirmed that DOE's standard SES performance element that makes reference to the principle of EEO satisfies this requirement.	

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	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 15, 2020 Nov 15, 2020		OED will collaborate with HC to determine a best path forward on this item. In addition, ED will benchmark against other federal agencies to determine best practices in this area.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	The Office of the Chief Human Capital Officer conducts an exit survey to obtain information on various relevant pieces of information. However, the survey does not contain a question on these topics related to individuals with disabilities.	

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 PWTDD

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.

The Department of Energy utilized a variety of sources and programs to increase the number of qualified applicants with disabilities and applicants with targeted disabilities within major occupations. Additional sources used to attract talent included the Workforce

Recruitment Program database, OPM Shared Database, and unsolicited e-mails. Programs offered by vocational rehabilitation centers, Soldier for Life, Operation Warfighter, the Intelligence Community Wounded Warrior Program, and the American Job Centers were utilized. In addition, the Agency hosted a disability mentoring day for students with disabilities from ten colleges and universities to provide information on student internships and career opportunities. Ten program offices provided a day of career exploration and job shadowing/mentoring. The Corporate Outreach and Recruitment Division (CRO) coordinated DOE participation in five recruitment and outreach events that specifically targeted individuals with disabilities, and ten that included individuals with disabilities. One was the Bender Virtual Job Fair for individuals with disabilities that provide opportunities for participants that may not be able to attend a physical job fair.

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 Department of Energy utilizes all available and appropriate hiring authorities to recruit and hire Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD). Applicants who wish to be considered for job announcements may do so by applying to vacancies listed on the USAJOBS website targeted towards PWD and PWTD or may contact an agency disability coordinator. Within DOE, the use of database and file maintenance systems facilitate rapid hiring through non-competitive consideration of individuals with disabilities for vacant positions.

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.

The Agency determines eligibility for applicants who apply under special hiring authorities for persons with disabilities and persons with targeted disabilities through documentation, such as a Schedule A letter, letters from the Veterans Administration, or letters from a vocational rehabilitation center that identify the individual as a person with a disability. Applicants who apply under special hiring authorities that take disability into account are referred with other applicants from competitive announcements. They may be processed and referred to hiring managers on both a competitive Certificate of Eligibles and a non-competitive Certificate of Eligibles. The Agency’s Human Resource Business Partners also request referrals through the Office of Corporate Recruitment and Outreach Division, and from database or file maintenance systems.

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

The use of hiring authorities, such as Schedule A, that can be used to quickly fill positions is a topic of interest during supervisory training sessions for new supervisors and will continue to be included in future training sessions. Mandatory online training workshops are provided through the new Learning Nucleus system for managers and human resources professionals on special hiring authorities that take disability into account. The courses educate HR Professionals and hiring managers about the use of special hiring authorities available to quickly fill positions with qualified individuals with disabilities. A total of 2001 (approximately 80%) HR Professionals and hiring managers completed A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities. A total of 2082 (approximately 83%) HR Professionals and hiring managers completed the Veteran Employment Training and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) training.

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.

A partnership with the American Association of People with Disabilities (AAPD) resulted in placement of one summer intern. Human Capital strengthened relationships with the Maryland Department of Rehabilitative Services (DORS) and local military

bases and provided employment information sessions that will continue. Relationships with AAPD, DORS, and Operation Warfighter provided visibility and participants for the DOE Disability Mentoring Day. Human Capital established relationships between Headquarters and DOE sites with local vocational rehabilitation centers, Soldier for Life, Operation Warfighter, the Intelligence Community Wounded Warrior Program, and the American Job Centers. DOE participates in meetings of the Federal Exchange on Employment of Individuals with Disabilities to remain abreast of issues and best practices that impact the disability community. DOE also participates in webinars hosted by the Employee Assistance and Resource Network on Disability Inclusion.

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

The percentage of PWD in new hires was 9.1% in FY 2019, which falls below the inclusion goal of 12%.

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

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 comparison to the benchmarks among qualified applicants for the Program Management series (0340), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 5.58%/3.19% respectively. However, of those identified, none were selected. In comparison to the benchmarks among qualified applicants for the Financial Administration & Program series (0501), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 7.76%/5.17% respectively. However, of those identified, none were selected. In comparison to the benchmarks among qualified applicants for the Accounting series (0510), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 9.61%/2.85% respectively. However, of those identified, none were selected. In comparison to the benchmarks among qualified applicants for the Auditing series (0511), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 7.69%/5.13% respectively. However, of those identified, none were selected. In comparison to the benchmarks among qualified applicants for the General Engineering series (0801), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 4.97%/2.30% respectively. However, of those identified, 3.77% PWD and .94% PWTD were selected, which is below their inclusion goals of 12%/2% respectively. In comparison to the benchmarks among qualified applicants for the Nuclear Engineering series (0840), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 8.40%/2.80% respectively. However, of those identified, 10% PWD and 0.00% PWTD were selected, which is below their inclusion goals of 12%/2% respectively. In comparison to the benchmarks among qualified applicants for the Electrical Engineering series (0850), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 3.94%/1.48% respectively. However, of those identified, 6.25% PWD and 0.00% PWTD were selected, which is below their inclusion goals of 12%/2% respectively. In comparison to the benchmarks among qualified applicants for the Information Technology Management series (2210), triggers exist for PWD who

were identified as qualified at a participating rate of 5.79%. However, of those identified, 6.25% were selected, which is below their inclusion goals of 12%.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

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

In comparison to the benchmarks among qualified candidates for the General Engineering series (0801), triggers exist for PWD who were identified as qualified at a participating rate of 4.54%. However, of those identified, none were selected. For the General Engineering series (0801), triggers exist for PWTD who were identified as qualified at a participating rate of 1.51%. However, of those identified, none were selected as new hires. In comparison to the benchmarks among qualified applicants for the Contracting series (1102), triggers exist for PWD who were identified as qualified at a participating rate of 2.08%. However, of those identified, only one PWD was selected, which is 2.08% of the 1102 new hires which falls below the inclusion goal of 12%. As for the Information Technology Management series (2210), triggers exist for PWD who were identified as qualified at a participating rate of 4.0%. However, of those identified, none were selected.

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

In comparison to the benchmarks among qualified applicants promoted to the General Engineering series (0801), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 3.88%/1.46% respectively. However, of those identified, none were selected.

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.

The Department of Energy has engaged in the below initiatives to ensure employees with disabilities and employees with targeted disabilities have sufficient advancement opportunity: (1) Human Resource Business Partners and the Office of Corporate Recruitment and Outreach regularly consult with hiring managers on effective approaches to talent management including special

hiring authorities, conversion of Schedule A appointees, and utilizing sources, including the Workforce Recruitment Program and the OPM Shared Database; (2) Initiated a mentoring program guide for all employees including employees with disabilities and employees with targeted disabilities. Some program areas and field locations have active mentoring programs; (3) All employees, in consultation with their supervisors, are required to develop and execute Individual Development Plans. They are encouraged to apply for opportunities to broaden their skills and competencies for career progression. Reasonable accommodations are made available, as needed, to ensure participation of individuals with disabilities; and (4) Of the Career Pathways Program hires, 8 (7.8%) were 30% or more disabled veterans and 1 (.9%) was a 10-point compensable veteran. • Student volunteer and stipend based internship programs offer opportunities to gain experiential learning related to their field of study and serve as feeder programs for the Career Pathways Program.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DOE provides career and leadership development opportunities for employees through a suite of different programs, rotational opportunities, detail appointments, corporately-sponsored courses, the Online Learning Center and resources, such as Books 24/7 and PowerPedia. Additionally, many Program Offices sponsor employees and/or offer technical training through the National Training Center or outside vendors. Learning and development opportunities are promoted through DOE-wide announcements, internal websites, training administrators, e-mail distribution, monitors and posters placed in prominent places. Also, consultations are provided to employees by managers and organizational leaders. Examples of opportunities are: (1) Of the 122 OPM Leadership 360 program participants, 20 (16.3%) were employees with disabilities; 2 (1.6%) were persons with a targeted disability; (2) Of the 24 employees that participated in the Federal Executive Institute external leadership development program, 1 (3%) was a person with a disability, and 1 (3%) was a person with a targeted disability, 3 (10%) were veterans with disabilities of 30 percent or more, and 2 (6.7%) of those were veterans with targeted disabilities; (3) Of the 1,145 instances of training through the Professional Skills Program, 55 (4.8%) were people with disabilities, 11 (1%) were people with targeted disabilities, 22 (1.9%) were veterans with disabilities, 67 (5.9%) were veterans with disabilities of 30 percent or more, and of those 2 (.2%) were veterans with targeted disabilities; (4) Of the 219 employees who participated in the Supervisory Training Program, 19 (8.7%) were people with disabilities, 10 (4.6%) were veterans with a disability, and 16 (7.3%) were veterans with disabilities of 30% or more, and of those 4 (1.8%) had targeted disabilities.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0.0	0.0	0.0	0.0
Fellowship Programs	4	4	0.0	0.0	0.0	0.0
Mentoring Programs	0	0	0.0	0.0	0.0	0.0
Coaching Programs	122	122	4.0	4.0	1.6	1.6
Training Programs	1395	1395	8.6	8.6	1.4	1.4
Detail Programs	9	9	0.0	0.0	0.0	0.0
Other Career Development Programs	3606	54	7.3	0.4	0.0	0.0

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

The Agency will be establishing a working group to analyze PWD gaps in data for applicants and/or selectees for career development programs.

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

The Agency will be establishing a working group to analyze PWTD gaps in data for applicants and/or selectees for career development programs.

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 Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

PWD falls below the inclusion goal of 12% in 7 of the 12 award categories.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

PWD QSI awards are at 5.93% in FY 2019, which falls below the inclusion goal of 12%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	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

The Agency does not have other types of employee recognition programs other than what is listed above.

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

In comparison to the benchmarks among internal qualified applicants for grade 15, triggers exist for PWD with a participating rate of 2.65%. However, of those identified, 4.29% were selected, both are below the inclusion goal of 12%. In comparison to the benchmarks among internal qualified applicants for grade 14, triggers exist for PWD with a participating rate of 2.90%. However, of those identified, 2.33% were selected, both are below the inclusion goal of 12%. In comparison to the benchmarks among internal qualified applicants for grade 13, triggers exist for PWD with a participating rate of 5.12%. However, of those identified, 2.48% were selected, both are below the inclusion goal of 12%.

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 Yes

- ii. Internal Selections (PWTD) Answer Yes
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer Yes
 - ii. Internal Selections (PWTD) Answer Yes

In comparison to the benchmarks among internal qualified applicants for grade 15, triggers exist for PWTD with a participating rate of 1.76%. However, of those identified, 1.43% were selected, both are below the inclusion goal of 2%. In comparison to the benchmarks among internal qualified applicants for grade 14, triggers exist for PWTD with a participating rate of .83%. However, of those identified, none were selected, both are below the inclusion goal of 2%. In comparison to the benchmarks among internal qualified applicants for grade 13, triggers exist for PWTD with a participating rate of 1.46%. However, of those identified, 1.65% were selected, both are below the inclusion goal of 2%.

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 will be establishing a working group to analyze gaps and develop options for improving PWD applicant data for senior grade level new hires.

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

The Agency will be establishing a working group to analyze gaps and develop options for improving PWTD applicant data for supervisory level new hires.

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 will be establishing a working group to analyze gaps and develop options for improving PWD applicant data for supervisory level promotions.

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A

The Agency will be establishing a working group to analyze gaps and develop options for improving PWTB applicant data for supervisory level promotions.

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 will be establishing a working group to analyze gaps and develop options for improving PWD applicant data for supervisory level new hires.

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 will be establishing a working group to analyze gaps and develop options for improving PWTD applicant data for supervisory level new hires.

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
-------------	---------	---------------------------	-----------------------------------

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

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
-------------	---------	-------------------------	---------------------------------

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> <https://www.access-board.gov/guidelines-andstandards/communications-and-it/about-the-section-508-standards>.

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 2019, 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 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.

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 has served as an informative tool for those requesting reasonable accommodation(s) and/or personal assistance services. The Office of Economic Impact and Diversity will develop a process for individuals requesting PAS, as stated in the desk reference.

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 N/A

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

Answer Yes

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

N/A - The response in VI.A.2 relates to a settlement agreement, not a finding of discrimination. Because the item related to a settlement agreement, with no admission of liability, there were no corrective measures taken by the Agency.

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 N/A

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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>In comparison to the benchmarks among qualified applicants promoted to the General Engineering series (0801), triggers exist for PWD/PWTD who were identified as qualified at a participating rate of 3.88%/1.46% respectively. However, of those identified, none were selected.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>There is not a policy in place to track the selection process for PWD and PWTD.</p>							
<p>Objective</p>	<p>Conduct further barrier analysis in this area and ensure hiring managers have training with regard to unconscious bias in the hiring process.</p> <table border="1" data-bbox="487 976 779 1115"> <tr> <td>Date Objective Initiated</td> <td>Sep 3, 2020</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2021</td> </tr> </table>				Date Objective Initiated	Sep 3, 2020	Target Date For Completion Of Objective	Sep 30, 2021
Date Objective Initiated	Sep 3, 2020							
Target Date For Completion Of Objective	Sep 30, 2021							
<p>Responsible Officials</p>	<p>Jaime Claudio Chief, Equity & Diversity</p> <p>Sandra White Director, HC Corporate Outreach and Recruitment</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>09/30/2021</p>	<p>Perform a collection and review of workforce data tables and additional sources, and conduct further barrier analyses focusing on low participation levels of PWD and PWTD.</p>	<p>Yes</p>						
<p>09/30/2021</p>	<p>Develop and deliver Unconscious Bias training, which includes segments on PWD and PWTD, for officials with hiring responsibilities.</p>	<p>Yes</p>						
<p>10/01/2020</p>	<p>Establish a working group with HC to discuss triggers related to PWD/PWTD in this area.</p>	<p>Yes</p>						
<p>Fiscal Year</p> <p>2019</p>	<p>Accomplishments</p> <p>1. DOE ended FY19 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.</p> <p>2. In FY19, 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 FY18 to FY19 and exceeded the targeted goals in most areas.</p> <p>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. Several 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.</p>							

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

DOE is working to fill critical vacancies in its Equity and Diversity Division, including the hiring of a Social Scientist, which will add tremendous value in analyzing data and trends and conducting more in-depth barrier analysis.

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

1. DOE ended FY19 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 FY19, 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 FY18 to FY19 and exceeded the targeted goals in most areas. Please see the Trend Chart in number 3 below, for more information. 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. Several 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. Perform a collection and review of workforce data tables and additional sources, and conduct further barrier analyses focusing on low participation levels of PWD and PWTD.