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

During FY 2020, NNSA exceeded the Federal Goals with regard to employment of Individuals with Disabilities (Federal Goal is 12%) and employment of Individuals with Targeted Disabilities (Federal Goal is 2%). 16.63% of the NNSA workforce voluntarily self-identified as having a Disability (and 2.24% voluntarily self-identified as having a Targeted Disability). There occurred a net-change increase of 12.24% in the amount of employees voluntarily self-identifying as having a Targeted Disability (at the end of FY 2019, the agency employed 49 employees who self-identified as having Targeted Disabilities, and at the end of FY 2020, the agency employed a total of 55 employees who self-identified as having Targeted Disabilities).

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWTD) Answer No
   b. Cluster GS-11 to SES (PWTD) Answer No

During FY 2020, NNSA exceeded the Federal Goals with regard to employment of Individuals with Disabilities (Federal Goal is 12%) and employment of Individuals with Targeted Disabilities (Federal Goal is 2%). 16.63% of the NNSA workforce voluntarily self-identified as having a Disability (and 2.24% voluntarily self-identified as having a Targeted Disability). There occurred a net-change increase of 12.24% in the amount of employees voluntarily self-identifying as having a Targeted Disability (at the end of FY 2019, the agency employed 49 employees who self-identified as having Targeted Disabilities, and at the end of FY 2020, the agency employed a total of 55 employees who self-identified as having Targeted Disabilities).

<table>
<thead>
<tr>
<th>Grade Level Cluster (GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>84</td>
<td>7</td>
<td>8.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.
NNSA continued to communicate its hiring goals for PWD and PWTD through a variety of methods to include supervisory training, senior leadership briefings, and thru consultations and meetings with hiring managers. All newly appointed supervisors are required to attend and complete a multi-day, in-person training course (the NNSA Supervisor’s Role Training Course). Tenured supervisors are required to thereafter attend and complete a periodic in-person refresher training course (the NNSA Supervisor’s Role Refresher Training Course). During this training, supervisors are provided instruction on the use of special hiring authorities, such as Schedule A and 30 Percent or More Disabled Veterans, and are provided information regarding the Agency’s PWD and Veteran-centric hiring goals (and its progress in reaching these goals). Additionally, senior leadership officials are briefed on staffing and personnel matters by NNSA Human Resources staff members on a bi-weekly basis; this briefing includes the demographics of the NNSA workforce, to include the demographics of newly-hired individuals. Human Resources staff members continually educated hiring managers on the use of special hiring authorities (for individuals with disabilities) in order to fill mission critical positions in a timely manner, as well as to meet prescribed hiring goals. Human Resources also distributed monthly newsletters to all employees, and provided information on special hiring authorities regarding Persons with Disabilities.

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

Yes. NNSA Human Resources has eighteen (18) staff members dedicated to the processing of applications from PWD and PWTD, and six (6) staff members who process employees’ reasonable accommodation requests. Human Resources devoted two (2) full-time staff members to conduct recruitment and outreach activities for the Agency. These two Human Resources staff members will continue to establish new relationships with colleges and universities, rehabilitation agencies, and veteran organizations to identify applicants with who are individuals with disabilities.

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>Processing applications from PWD and PWTD</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0</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>18</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</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

   Yes. Human Resources works closely with the NNSA Office of Civil Rights, the NNSA Reasonable Accommodation Program, and the Department of Energy Human Resources with regard to the management of the agency’s Disability Program. Disability Program personnel and Human Resources staff members received on-the-job training, web-based training, and formal classroom training on disability placement and hiring (to include the Schedule A, Veterans Recruitment Appointment, and 30 percent or More Disabled Veteran hiring authorities), and training on Reasonable Accommodation. In addition to training Disability Program staff, during FY 2020, the NNSA Reasonable Accommodation Program provided several live, virtually-delivered Reasonable Accommodation training sessions to NNSA line-level employees and supervisors. NNSA is in the process of developing Reasonable Accommodation self-paced training modules (to be delivered via the agency’s online learning management system, Learning Nucleus). This will allow NNSA employees to continually refresh their levels of understanding of the NNSA Reasonable Accommodation Program’s services and the Reasonable Accommodation process.

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

   Yes. Sufficient funding is committed and remains available to ensure Human Resources maintains a sufficient amount of Human Resources Consultants in the Staffing and Classification Division, who are charged with advising hiring managers on the use of special hiring authorities (including Schedule A, Veterans Appointment Act, and 30 Percent or More Disabled Veterans, as well as with providing applicants and Hiring Managers with instruction on the use of the OPM Bender List.)

Section III: Program Deficiencies In The Disability Program

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.

   During FY 2020, NNSA continued expanding its partnerships with a variety of national and local veteran organizations and vocational rehabilitation programs, and conducted virtual job fairs in order to expand the agency’s recruitment strategies (to recruit and employ individuals with disabilities). NNSA ensured all job seekers were aware of the Reasonable Accommodation process through one-on-one discussions, as well as through information provided within all posted vacancy announcements. Human Resources devoted two full-time staff members to conduct recruitment and outreach activities for the Agency. During FY 2020, NNSA continued its previous initiatives and expanded outreach efforts, which included the development and conducting of virtual job fairs. The NNSA held three (of its first-ever) virtual job fairs in FY 2020, which included the agency’s Program, Functional, and Field Offices (and the third virtual job fair included the NNSA’s Management and Operating partners from six NNSA sites). After the current COVID-19 pandemic is resolved and in-person events are recommenced, NNSA will continue to participate in the annual “DOE Disability Mentoring Day” (DMD) events. The goal of DMD is to encourage students to apply for internship opportunities within DOE and NNSA for the following summer. DMD is designed to educate students about the important role of...
DOE National Nuclear Security Administration

DOE, and about the services DOE and NNSA provides to the nation. DMD serves to establish and strengthen DOE’s and NNSA’s relationships with local colleges and universities, and also provides students an opportunity (through job mentoring) to learn more about a specific field while exploring necessary preparations to position themselves for a possible career with NNSA within a chosen career field. DMD events include presentations from several Program Offices, followed by question and answer sessions. DMD events are extremely valuable towards allowing DOE and NNSA officials and Human Resources recruiting staff to interact with a diverse group of well-abled individuals with disabilities. NNSA also effectively promotes recruitment of individuals with disabilities by employing several strategies and techniques, and several examples are delineated as follows: • Using social media (e.g., Facebook and Twitter) and the agency’s public-facing website to announce special events of interest to (and specifically for) individuals with disabilities (e.g., the NNSA’s involvement in the DOE Disability Mentoring Day events, announcements of upcoming Virtual Job Fairs, etc.). • Utilization of USAJobs for posting vacancy announcements and processing applications for employment with NNSA (as USAJobs is compliant with the requirements of Section 508 of the Rehabilitation Act and meets the Web Content Accessibility Guidelines 2.0 AA/WCAG 2.0, as well as compliant with the particular accessibility standards issued by the Architectural and Transportation Barriers Compliance Board); and by including a clear statement in every vacancy announcement (and other recruitment materials) about NNSA’s readiness to provide accommodations for applicants with disabilities (and providing materials upon request, in a variety of alternate formats). • Provisioning of information (within all vacancy announcements) of the Schedule A Hiring Authority, the Veterans Recruitment Act (VRA) appointment authority, the 30 Percent or More Disabled Veterans appointment authority, and the Veterans Employment Opportunities Act of 1998 (VEOA) appointment authority. • Providing Reasonable Accommodation during the entire application process; explicitly informing applicants that requests for Reasonable Accommodation are welcomed; and ensuring interviews are conducted in a manner where accessibility is provided to applicants with mobility, visual, hearing, or other disabilities. Despite the 2020 COVID pandemic having presented substantial challenges, NNSA has been highly successful in its recruitment efforts, even while operating within a maximum-telework posture. NNSA conducted several recruiting events, which attract and accommodate the entire applicant population. NNSA conducted its multiple FY 2020 Virtual Job Fairs using the Brazen platform (which is compliant with Section 508 of the Rehabilitation Act of 1973, which requires U.S. Federal government agencies to develop, procure, or maintain information and communication technology to ensure accessibility for persons with disabilities). The Department of Energy established the following three FY 2020 recruitment/hiring goals for employment of individuals with disabilities: • 2% of all new hires are individuals with disabilities hired under the Schedule A hiring authority • 12% of all new hires are Individuals with Disabilities • 2% of all new hires are Individuals with Targeted Disabilities The charts below depict NNSA’s progress and successful performance in meeting these Department-prescribed goals (between Fiscal Years 2016-2020): SCHEDULE A HIRES Authority FY-16 FY-17 FY-18 FY-19 FY-20 Agency Goal All other hiring authorities 76.4% 82.8% 75.4% 84.3% 83.9% 30% Comp 1.8% 1.5% 0.4% 0.7% 1.5% SCH. A - Disability 1.8% 1.0% 1.2% 3.0% 3.4% 2% of hires using Schedule A SCH. A - Other 2.7% 1.5% 2.0% 1.1% 1.1% VEOA 6.4% 4.4% 4.9% 8.2% 9.4% VRA 10.9% 8.9% 16.0% 2.6% 0.7% 100.00% 100.00% 100.00% 100.00% 100.00% PERCENTAGE OF NEW EMPLOYEES WITH DISABILITY FY-16 FY-17 FY-18 FY-19 FY-20 Agency Goal Disability 10.0% 10.3% 10.7% 9.7% 13.9% 12% of hires (with 2% being Targeted) Targeted Disability 0.9% 2.0% 0.8% 1.1% 1.9% (01) Do Not Wish to Identify Disability 4.1% 4.9% 6.1% 7.1% 6.7% (05) No Disability 85.0% 82.8% 82.4% 82.0% 77.5% Grand Total 100.00% 100.00% 100.00% 100.00% 100.00% Hiring Managers and Human Resources personnel within NNSA receive additional specialized training by completing (at least once annually) a required training course titled, “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities.” This training course provides Hiring Managers and Human Resources personnel with valuable information to recognize the benefits of hiring individuals with a disability in the Federal workforce, and to further understand applicable Federal Government initiatives. This course also provides information on Affirmative Employment obligations stemming from the Rehabilitation Act of 1973, which call on the Federal Government to focus on the outreach, recruitment, retention, and advancement of people with disabilities at all grade levels; and this course explains the Federal government’s specific focus on hiring individuals with Targeted Disabilities. Additionally, the NNSA EEO Manager manages the agency’s EEO Observer Program. Designated EEO Observers participate in interview/seletion proceedings as a passive observer to ensure interview proceedings are conducted free of inappropriate discussions, comments, questions, and non-merit considerations. EEO Observers are charged with intervening when necessary (and taking appropriate on-the-spot corrective action) during the course of these proceedings if problems arise/occur. By utilizing EEO Observers during hiring/interview proceedings, this greatly diminishes the likelihood of any candidate being treated more favorably than another, and ensures fairness in the hiring and selection of all applicants.

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

NNSA uses the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: 30 Percent or More Disabled Veteran (5 U.S.C. 3112; 5 C.F.R. 316.302, 316.402, and 315.707); and the Schedule A Appointing Authority (5 C.F.R. § 213.3102(u)). NNSA uses these special hiring authorities as an effective and streamlined method of bringing persons with

Page 4
disabilities into the workforce. By using the Schedule A appointing authority, qualified candidates who meet the Schedule A eligibility criteria can be hired non-competitively (without posting and publicizing the vacancy, and without being required to proceed through the certificate process). The agency ensures every USAJobs vacancy announcement contains the following statement: “Persons with Disabilities: Individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities may apply for appointment through the Schedule A hiring authority. Certified verification of a disability from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal, state, or District of Columbia agency or U.S. territory that issues or provides disability benefits will be required.” All vacancy announcements contained links to webpages which further described the special hiring appointments in detail (and explained the particular eligibility conditions). With regard to the agency’s efforts towards recruitment of disabled veterans, and as part of the agency’s established recruitment strategy, during FY 2020 the agency ensured 100% of all vacancy announcements continued to explicitly explain each vacancy is open to 30% or More Disabled Veterans. As previously explained, NNSA continued to expand its outreach efforts and endeavors in order to successfully recruit qualified Persons with Targeted Disabilities for vacancies. NNSA hired nine (9) individuals (3.40% of all FY 2020 new-hires) during FY 2020 under the Schedule A Hiring Authority for People with Disabilities, which resulted in an increase when compared to the prior four 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.

Human Resources staff members review each candidate’s application to ensure the candidate’s qualification requirements are met, and verify the candidate’s specialized experience and any required education (as well as eligibility requirements for the particular special hiring authority). This includes reviewing a candidate’s submitted documentation from the candidate’s doctor, licensed medical professional, rehabilitation professional (or from any federal, state, DC or US territory agency that issues or provides disability benefits). Human Resources staff members include the names of all qualified and eligible candidates on the certificate, which is provided to the Hiring Manager for the Hiring Manager’s consideration. Qualified and eligible candidates may be referred to Hiring Managers under Delegated Examining, Merit Promotion, Schedule A, Veterans Employment Opportunities Act, Veterans Recruitment Appointment, or 30 Percent or More Disabled Veterans special hiring authorities. Human Resources staff members then extend the tentative job offer once the selection certificate is completed and returned by the Hiring Manager (and if the job offer is accepted, the candidate is appointed under one of the special hiring authorities described above).

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

Yes, Training is provided to supervisors and Hiring Managers, with the intent of overcoming stereotypes regarding hiring and employment of individuals with disabilities, and to ensure Hiring Managers’ understanding of relevant special hiring authorities. NNSA provides training to all Hiring Managers, with specific regard to the use of special hiring authorities (i.e., Schedule A, and Disabled Veterans, and Veteran hiring) during Supervisory training courses (provided to both new and tenured supervisors). New supervisors are required to attend this training within one year of their appointment; tenured supervisors are required to attend the refresher supervisory training course at least once every three years. Hiring Managers are also required to complete annual training titled, “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities.” This training provides Hiring Managers with useful and important information, covering all aspects of disability employment including recruiting, interviewing, use of special hiring authorities, career development, and reasonable accommodation. Through this training: • Hiring Managers are provided with tools in order to effectively recruit, accommodate, hire, retain, and include individuals with disabilities, consistent with applicable law. • Hiring Managers are trained on how to identify Federal laws, regulations, policies, and initiatives that promote an inclusive workplace for people with disabilities. • Hiring Managers are provided with information on how to work with Human Resources staff members to locate internal and external resources to recruit, as well as to identify assistance-resources to assist ensuring development opportunities and retention of employees with disabilities.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS
Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The agency’s Human Resources office maintains two (2) full-time staff members who are charged with representing the agency as designated Outreach Coordinators. These Outreach Coordinators manage and lead the agency’s effort for meeting the established hiring goals for PWD, PWTD, and Schedule A hires. The Outreach Coordinators specifically lead the recruitment campaign to focus on key configurable areas, to ensure the agency effectively conducts its recruiting activities (which includes attending career fairs; networking with PWD-centric organizations; and partnering with local colleges and universities).

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

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 N/A
   b. New Hires for MCO (PWTD) Answer N/A

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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
See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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.

EEOC: There is not enough room provided in this field to include our entire Advancement Program Plan. Please refer to the finalized .pdf copy of Part J, which describes all the components of our agency’s Advancement Program Plan in great detail.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

   During FY 2020 the agency offered a wide range of developmental opportunities to employees at all levels (entry, mid-career, supervisory, managerial and executive) under the NNSA’s numerous training and developmental programs and offerings. Please see Part E.4: FY 2020 Accomplishments of this FY 2020 MD-715 report for detailed descriptions of each of these developmental programs and opportunities. • Seventeen (17) applicants applied for FY 2020 NNSA Academic Degree Program opportunities, and eleven (11) applicants were approved. Employees who voluntarily self-identify as a Person with a Disability comprised 35.29% of those who applied for the FY 2020 NNSA Academic Degree Program opportunities, and comprised 27.27% of those approved to participate within NNSA Academic Degree Program opportunities during FY 2020. • Forty-nine (49) applicants applied and competed for FY 2020 Leadership and Career Development Program (LCDP) offerings, and thirty-three (33) applicants were selected. Employees who voluntarily self-identify as a Person with a Disability comprised 8.16% of those who applied for the FY 2020 LCDP offerings, and comprised 12.10% of those selected to participate within LCDP offerings during FY 2020. • Five (5) employees applied for FY 2020 NNSA Aspiring Leader Certificate Program participation, and all five (5) applicants were selected. Employees who voluntarily self-identify as a Person with a Disability comprised 60.00% of those who applied for the FY 2020 LCDP offerings, and also comprised 60.00% of those selected to participate within LCDP offerings during FY 2020. • Sixteen (16) employees applied for FY 2020 Mid-Level Leadership Development Program participation, and fourteen (14) applicants were selected. No (0%) of employees who voluntarily self-identify as a Person with a Disability applied for participation in this program during FY 2020. • Fourteen (14) employees applied for NNSA Team Leader and Aspiring Supervisor Certificate Program participation, and all fourteen (14) applicants were selected. 7.14% of employees who voluntarily self-identify as a Person with a Disability applied for participation in this program during FY 2020, and the same individuals (7.14%) were selected for participation.

   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

<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>Other Career Development Programs</td>
<td>49</td>
<td>33</td>
<td>8.16</td>
</tr>
<tr>
<td>Internship Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Training Programs</td>
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<td></td>
<td></td>
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<td>Fellowship Programs</td>
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<td>Detail Programs</td>
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<tr>
<td>Mentoring Programs</td>
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<td></td>
</tr>
<tr>
<td>Coaching Programs</td>
<td></td>
<td></td>
<td></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 No
   b. Selections (PWD) Answer No

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 No
   b. Selections (PWTD) Answer No

### 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>116</td>
<td>5.08</td>
<td>4.58</td>
<td>8.93</td>
<td>4.25</td>
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<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>820</td>
<td>31.75</td>
<td>33.06</td>
<td>44.64</td>
<td>28.96</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>7</td>
<td>1.90</td>
<td>0.34</td>
<td>8.93</td>
<td>0.39</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>101</td>
<td>5.40</td>
<td>3.95</td>
<td>5.36</td>
<td>5.41</td>
</tr>
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</table>
### Time-Off Awards

<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>
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</thead>
<tbody>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>1731</td>
<td>88.89</td>
<td>68.29</td>
<td>85.71</td>
<td>89.58</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
<td>17</td>
<td>5.08</td>
<td>0.82</td>
<td>28.57</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
<td>70</td>
<td>1.59</td>
<td>3.04</td>
<td>1.79</td>
<td>1.54</td>
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<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
<td>1738</td>
<td>41.27</td>
<td>75.18</td>
<td>53.57</td>
<td>38.61</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
<td>24</td>
<td>8.25</td>
<td>1.16</td>
<td>53.57</td>
<td>-1.54</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
<td>31</td>
<td>1.27</td>
<td>1.25</td>
<td>0.00</td>
<td>1.54</td>
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<tr>
<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
<td>1208</td>
<td>48.25</td>
<td>48.96</td>
<td>0.00</td>
<td>58.69</td>
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<tr>
<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
<td>38</td>
<td>12.06</td>
<td>1.88</td>
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<td>14.67</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Cash Awards

<table>
<thead>
<tr>
<th>Cash 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>Cash Awards: $501 - $999: Awards Given</td>
<td>858</td>
<td>34.29</td>
<td>34.60</td>
<td>35.71</td>
<td>33.98</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
<td>628322</td>
<td>26118.41</td>
<td>25199.66</td>
<td>27901.79</td>
<td>25732.82</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
<td>732</td>
<td>241.59</td>
<td>35.08</td>
<td>1394.64</td>
<td>-7.72</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
<td>1384</td>
<td>44.76</td>
<td>57.20</td>
<td>39.29</td>
<td>45.95</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
<td>1977485</td>
<td>61056.83</td>
<td>82370.02</td>
<td>56975.00</td>
<td>61939.38</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
<td>1428</td>
<td>433.02</td>
<td>69.35</td>
<td>2589.29</td>
<td>-33.20</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Awards Given</td>
<td>544</td>
<td>19.05</td>
<td>22.60</td>
<td>19.64</td>
<td>18.92</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Total Amount</td>
<td>1310718</td>
<td>46332.70</td>
<td>54397.40</td>
<td>48551.79</td>
<td>45852.90</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Average Amount</td>
<td>2409</td>
<td>772.06</td>
<td>115.95</td>
<td>4412.50</td>
<td>-15.06</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Awards Given</td>
<td>201</td>
<td>6.67</td>
<td>8.39</td>
<td>3.57</td>
<td>7.34</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
<td>685528</td>
<td>23327.62</td>
<td>28502.07</td>
<td>12969.64</td>
<td>25567.18</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Average Amount</td>
<td>3410</td>
<td>1110.79</td>
<td>163.76</td>
<td>6483.93</td>
<td>-50.97</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Awards Given</td>
<td>60</td>
<td>1.27</td>
<td>2.60</td>
<td>1.79</td>
<td>1.16</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Total Amount</td>
<td>266052</td>
<td>5905.71</td>
<td>11512.05</td>
<td>8330.36</td>
<td>5381.47</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Average Amount</td>
<td>4434</td>
<td>1476.19</td>
<td>213.16</td>
<td>8330.36</td>
<td>-5.79</td>
</tr>
</tbody>
</table>
2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.
   a. Pay Increases (PWD) Answer No
   b. Pay Increases (PWTD) Answer No

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

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
   a. SES
      i. Qualified Internal Applicants (PWD) Answer N/A
      ii. Internal Selections (PWD) Answer N/A
   b. Grade GS-15
      i. Qualified Internal Applicants (PWD) Answer N/A
      ii. Internal Selections (PWD) Answer N/A
   c. Grade GS-14
      i. Qualified Internal Applicants (PWD) Answer N/A
      ii. Internal Selections (PWD) Answer N/A
   d. Grade GS-13
      i. Qualified Internal Applicants (PWD) Answer N/A
See Part H-2 for plan to remedy unavailability of applicant-flow data.

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 N/A
      ii. Internal Selections (PWTD) Answer N/A

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD) Answer N/A
      ii. Internal Selections (PWTD) Answer N/A

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.
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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

See Part H-2 for plan to remedy unavailability of applicant-flow data.

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

All were converted.

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

<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>7</td>
<td>0.00</td>
<td>0.32</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>58</td>
<td>1.24</td>
<td>2.47</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>83</td>
<td>3.11</td>
<td>3.34</td>
</tr>
</tbody>
</table>
Seperations & Total # & Reportable Disabilities % & Without Reportable Disabilities %  
--- & --- & --- & ---  
Permanent Workforce: Other Separations & 66 & 1.86 & 2.75  
Permanent Workforce: Total Separations & 213 & 6.21 & 8.83  

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

a. Voluntary Separations (PWTD)  
Answer: No

b. Involuntary Separations (PWTD)  
Answer: No

Seperations & Total # & Targeted Disabilities % & Without Targeted Disabilities %  
--- & --- & --- & ---  
Permanent Workforce: Reduction in Force & 0 & 0.00 & 0.00  
Permanent Workforce: Removal & 7 & 0.00 & 0.29  
Permanent Workforce: Resignation & 58 & 0.00 & 2.37  
Permanent Workforce: Retirement & 83 & 3.57 & 3.30  
Permanent Workforce: Other Separations & 66 & 0.00 & 2.69  
Permanent Workforce: Total Separations & 213 & 3.57 & 8.61  

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.

The NNSA’s public-facing web page (with regard to Section 508 of the Rehabilitation Act) is located at the following URL: https://www.energy.gov/sites/prod/files/2018/03/f49/notice_of_rights_re_508_and_aba_compliance%5B1%5D.pdf This web page provides employees and applicants with a Notice of Rights, specifically informing them Section 508 of the Rehabilitation Act requires all electronic and information technology (also referred to as information and communication technology, or ICT) that is developed, procured, maintained, or used by a federal agency is to be accessible to people with disabilities. The web page content provides examples of ICT (including web sites, telephones, multimedia devices, and copiers), and explains access available to individuals with disabilities must be comparable to access available to others. The web page content explains the Standards for Section 508 compliance are developed and maintained by the United States Access Board, and provides a hyperlink for further information about the Access Board’s standards and Section 508 (www.section508.gov). Employees and applicants are informed to contact the NNSA’s Office of Civil Rights at 505-845-5517 if they have questions about the NNSA’s Section 508 compliance or for initiating the process for filing a complaint under Section 508.

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.
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.

Agency leadership remains committed to ensuring physical accessibility (for employees with disabilities) within the NNSA workplace extends beyond minimal ADA compliance. The NNSA remains dedicated to providing and improving access for individuals to safely and fully participate in the job application process, and for employees with disabilities to safely and effectively perform the essential functions of their job, including provisioning of unimpeded physical access to NNSA buildings, work sites, and facilities. Numerous accessibility and accommodation-related environmental and facility improvements and/or modifications were made during FY 2020 at various locations and facilities where NNSA employees reside and operate. NNSA fully recognizes the importance of maintaining effective procedures and practices with regard to providing equal opportunity and accessibility for employees with disabilities to participate in the agency’s various developmental training offerings and events. It is fully understood the consequences of lack of accessibility and equal opportunity to participate in training and developmental endeavors are substantial, potentially resulting in employee’s marked reduction of job satisfaction, with corresponding negative consequences affecting productivity and retention. The agency’s Chief Learning Officer (CLO) ensures all Learning and Career Management (LCM) sponsored/managed internal and external professional development programs and training events are accessible to employees with disabilities; ensures LCM staff remain knowledgeable of the agency’s commitment with regard to providing accessibility in the workplace; and requires LCM staff members to implement accessibility practices for all LCM-sponsored training events. The CLO ensures LCM staff members remain mindful of different accommodation needs of employees with disabilities. Within training event and developmental opportunity announcements, LCM provides notice of training details, requirements, and expected goals, and ensures prospective attendees are informed of their right to be afforded with accessibility and disability-related reasonable accommodation when requested. The CLO ensures the availability of multiple training methods and approaches alternative to traditional, in-person classroom instruction (i.e., computer-based courses, or remote-training participation via audio and video teleconferencing) in order to provide effective accessibility to training, allowing users access to participate from one’s office or home. When requested, LCM provides alternative formats of print materials such as Braille, large print, or audio recordings. Copies of lecture content or slides are made available in hard copy and soft copy format upon request. Video-recorded materials are closed-captioned, and online training course-content and materials are compliant with requirements prescribed within Section 508 of the Rehabilitation Act. When requested, LCM provides requestors with materials in advance of training events; acquires and provides assistive technologies, such as Communication and Assistive Technology (CART), interpreters, and recording capability; provides for training segments to be broken down into smaller increments; affords allowable of additional time for training and one-on-one tutoring; and provides seating away from distractions. The CLO ensures training locations are accessible to persons who use wheelchairs, and ensures consideration of accessible parking, restrooms, doors and aisles, unblocked (obstacle free) corridors, tables (height), seating (both in front and close to an exit).

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.)

During FY 2020, the NNSA Reasonable Accommodation Program processed a total of eleven (11) new requests for reasonable accommodation (which all were initiated prior to the COVID-19 pandemic emerging in March of 2020); the average processing-time was approximately 45 calendar days. The DOE Interim Desk Reference for Reasonable Accommodation states that 20 calendar days is the appropriate Reasonable Accommodation request processing-timeframe, however, the majority (90% or more) of NNSA’s Reasonable Accommodation requests processed during FY 2020 required exceptions to the 20-day processing
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.

NNSA abides by the DOE-level Reasonable Accommodation Procedures and does not have influence over the content within these DOE-level procedures (the DOE Interim Desk Reference for Reasonable Accommodation, 2017 version). EEOC has previously informed NNSA that the DOE-level Reasonable Accommodation procedures do not yet meet EEOC’s requirements. It is not clearly understood why the EEOC has held the NNSA accountable for this deficiency, as the NNSA has no influence on the development or content of the DOE-level reasonable accommodation procedures (as it is not produced at NNSA’s level). DOE reports that the DOE Reasonable Accommodation Procedures are currently in the process of being revised/developed, and DOE has identified new milestones that will result in their development and issuance of DOE’s revised Reasonable Accommodation and Personal Assistance Services policy and procedures during FY 2021. DOE is also developing training materials to orient managers/supervisors to their specific responsibilities and requirements established within the forthcoming revised Reasonable Accommodation procedures/policy, and this training is expected to be available during FY 2021. Despite the DOE-level Reasonable Accommodation Procedures not yet (at this particular point in time) meeting compliance with EEOC’s requirements, NNSA continues to ensure effective processing of Reasonable Accommodation requests, and timely provisioning of Reasonable Accommodations. While NNSA was operating under a maximum-telework posture during the COVID-19 pandemic in 2020, the NNSA Reasonable Accommodation Program developed and presented five (5) live, virtually-delivered Reasonable Accommodation training sessions (agency-wide) to supervisors and employees (as well as other separate Reasonable Accommodation training sessions tailored for and provided to NNSA EEO Counselors, and to NNSA Human Resources Liaisons); this training also addressed the unique considerations regarding Reasonable Accommodation within the pandemic-driven maximum-telework environment. This training provided participants with important information regarding the legal requirements and the steps within the Reasonable Accommodation Process; explained the roles of requestors, supervisors, and Reasonable Accommodation Program personnel as they relate to the Reasonable Accommodation Process; informed participants about Personal Assistance Services; provided instructions on how and who to contact to initiate a request for Reasonable Accommodation; and included audience-interactive modules using various theoretical scenarios. The NNSA Reasonable Accommodation Program is currently in the process of having this Reasonable Accommodation training converted to become an on-demand, self-paced online training course, to be accessible at employees’ convenience within Learning Nucleus. The NNSA Reasonable Accommodation Program’s fundamental goal is to monitor and improve program effectiveness through the evaluation of obtained qualitative and quantitative information and data. The NNSA Reasonable Accommodation Program monitors and compares the amount of inquiries (from both supervisors and employees) with the amount of Reasonable Accommodation requests/cases opened (as a result of those inquiries). The NNSA Reasonable Accommodation Program staff members then quantify and compare inquiries with actual Reasonable Accommodation requests/cases using the Reasonable Accommodation Case Log, as well as effectively track the number of days each Reasonable Accommodation request/case is open and active. The qualifying of Reasonable Accommodation requests/cases is achieved through measuring interactive discussion ‘successes,’ as well as based on the number of remands made to the DOE Alternative Dispute Resolution Office (or to other offices and entities). Through the consolidation of quantifiable and qualitative information and data, the NNSA Reasonable Accommodation Program maintains effective capability to identify trends, and to address and resolve any identified potential areas of concern as they may arise. With regard to successes achieved by the NNSA Reasonable Accommodation Program during FY 2020, the NNSA Reasonable Accommodation Program deemed a valuable return on investment was realized as a result of the agency-wide Reasonable Accommodation training being provided to all supervisors and employees. The NNSA Reasonable Accommodation Program has observed that when both parties (reasonable accommodation
requestors and their supervisors) are made aware of their respective roles, responsibilities, and expectations within the Reasonable Accommodation Process, this serves to greatly mitigate extended request/case processing timelines, and allows both the requesting employee and their supervisor to work together in acquiring timely, appropriate, and effective accommodations (which assist and enable employees with disabilities in continuing to meet the agency’s mission objectives).

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.

NNSA follows and employs the DOE’s Reasonable Accommodation and Personal Assistance Services (PAS) policy and procedures. PAS policy and information regarding Personal Assistance Services is posted and available on the agency’s public-facing website at the following URL: https://www.energy.gov/nnsa/downloads/interim-desk-reference-reasonable-accommodation-desk-reference-2017 Additionally, the NNSA Office of Civil Rights has posted additional PAS-related information on its public-facing webpage, which provides webpage visitors with the following content: PERSONAL ASSISTANCE SERVICES (PAS) On January 3, 2017, the Equal Employment Opportunity Commission (EEOC or Commission) amended the regulations implementing Section 501 of the Rehabilitation Act of 1973 (Section 501), the law that prohibits the federal government from discriminating in employment on the basis of disability, and requires engagement in affirmative action for people with disabilities. As part of U.S. Federal agencies’ obligation to engage in affirmative action, federal agencies are required by the new regulations to provide Personal Assistance Services (PAS) to individuals who need them because of certain disabilities. See 29 C.F.R. § 1614.203(d)(5). PAS are services which help individuals who, because of targeted disabilities, require assistance to perform basic activities of daily living, like eating and using the restroom. "PAS" means “assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as a reasonable accommodation, including, for example, assistance with removing and putting on clothing, eating, and using the restroom.” For example, someone providing PAS might push a wheelchair, or assist someone with getting into or out of a vehicle at the worksite. PAS do not include, for example, performing medical procedures (e.g., administering shots) or medical monitoring (e.g., monitoring blood pressure).

Agencies are required to provide PAS to an individual if the individual is a Federal employee of the agency; and the individual has a targeted disability; and the individual requires the services because of his or her targeted disability; and the individual will be able to perform the essential functions of the job, without posing a direct threat to safety, once PAS and any required reasonable accommodations have been provided; and providing PAS will not impose undue hardship on the agency. As with Reasonable Accommodation, NNSA Federal employees may initiate their request for PAS with their supervisor, or with the NNSA Reasonable Accommodation Program at (202)-586-7812. With regard to training relating to employees on Personal Assistance Services, the NNSA incorporates PAS policies, procedures, and practices into its agency-wide Reasonable Accommodation training (see the detailed explanation previously provided within section C. above). During FY 2020, the NNSA Reasonable Accommodation Program received only one (1) PAS request, and this PAS request was accommodated/provided within the expected processing timeframe. NNSA Reasonable Accommodation Program personnel track all PAS cases/requests within a secure database, and this enables the agency to easily identify trends, and to revise PAS training information/materials accordingly.

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.

| Three [3] Complainants withdrew their complaints as part of no-fault settlement agreements. • There were no (0) disability-based harassment complaints resulting in Findings of Discrimination |

**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.

| Two (2) Complainants withdrew their complaints as part of no-fault settlement agreements. • There were no (0) Findings of Discrimination with regard to reasonable accommodation. |

**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 No

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

   Answer N/A

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

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

   See part H.2

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

   See part H.2

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.
See part H.2