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

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 Yes
   b. Cluster GS-11 to SES (PWTD)  
   Answer Yes

See the detailed Plan of Action at the end of Part J.

<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></td>
<td>#</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Numeral Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Staff members of the agency's Human Resources Office are currently developing a Recruitment and Outreach Plan, with the objective of increasing PWD and PWTD employment within the NNSA, 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. The agency's Human Resources Office filled a full-time position, and this employee is assigned to represent the agency as the Outreach Coordinator, responsible for leading the agency’s effort for communicating and achieving the agency’s hiring goals for PWD, PWTG, and Schedule A.
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

NNSA has twenty employees dedicated to processing applications from PWD and PWTD and two employees dedicated to processing reasonable accommodation requests. Human Resources is devoting two full-time positions to conduct recruitment and outreach activities for the Agency. These two positions will continue to establish new relationships with colleges and universities, rehabilitation agencies, and veteran organizations to identify applicants 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>Architectural Barriers Act Compliance</td>
<td>Full Time 0</td>
<td>Part Time 0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>Full Time 0</td>
<td>Part Time 0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>Full Time 2</td>
<td>Part Time 0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>Full Time 20</td>
<td>Part Time 0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>Full Time 1</td>
<td>Part Time 0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>Full Time 20</td>
<td>Part Time 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

During FY 2019, Human Resources staff, the Disability Program Coordinator, Reasonable Accommodation Program Managers, Selective Placement Program Coordinators, and Hiring Managers completed required training titled, “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities.” This training 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 Resources works closely with the Office of Civil Rights and the Department of Energy Human Resources as it relates to the Disability Program. Human Resources staff received on-the-job, web-based, and formal classroom training on hiring, to include Schedule A, Veterans Recruitment Appointment, and 30 percent or more disabled veteran hiring authorities, and reasonable accommodation. In FY 2020, NNSA will continue to receive training to include special emphasis program management, advanced training on Reasonable Accommodation, and managing workplace diversity.

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

Human Resources ensures sufficient funding to sustain twenty Human Resources Consultants in the Staffing and Classification Division, who advise hiring managers on the use of hiring authorities to include Schedule A, Veterans Appointment Act, and 30 % or More Disabled Veterans, as well as the use of the OPM Bender List. Human Resources has devoted two full-time positions to conduct recruitment and outreach for the Agency. During FY 2019, NNSA expanded its outreach efforts to include working closely with over 50 organizations and military installations to promote NNSA job opportunities. Additionally, NNSA worked to establish a partnership with Operation Warfighter in FY 2019 and currently has one individual from this Program working in the Human Resources Office and has several interviews pending for additional opportunities within Human Resources. Some of the organizations and agencies that NNSA partnered with include Work for Warriors, Wounded Warrior Project, Department of Labor, and Department of Veteran Affairs. In FY 2019, NNSA conducted two hiring events in Arlington, Virginia to fill mission critical positions. For these events, NNSA was proactive in obtaining interpreter services. Additionally, NNSA procured a UbiDuo in FY 2019 for hiring managers to utilize when conducting interviews with individuals who are hearing impaired. In FY 2020, NNSA will continue to expand its recruitment and outreach for persons with disabilities. This includes establishing new partnerships with organizations and participating in job fairs. Additionally, NNSA provides training to Hiring Managers and Human Resources staff members on Reasonable Accommodation.

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.

At the onset of FY 2019, NNSA participated in the “DOE Disability Mentoring Day (DMD)” event. DMD is designed to educate students about the important role of DOE, and about the services DOE provides to the nation; to establish and strengthen relationships with local colleges and universities through outreach for the event; and to provide students an opportunity through job mentoring to learn more about a specific field while exploring necessary preparations to position themselves for a career in a chosen field. The goal of this particular event was to encourage students to apply for internship opportunities at the Department and within the NNSA for the following summer. The program’s agenda included presentations from several Program Offices, followed by a question and answer session. This event allowed DOE and NNSA officials and Human Resources recruiting staff to interact with a diverse group of well-abled individuals whom have identified as having disabilities. During FY 2019, NNSA established partnerships with a variety of national and local veteran organizations and vocational rehabilitation programs in order to expand its recruitment strategies to recruit and employ individuals with disabilities. NNSA worked with over 50 organizations and military
installations to promote NNSA job opportunities. NNSA ensured all job seekers were aware of the reasonable accommodation process through one-on-one discussions as well as inclusion on all vacancy announcements. NNSA obtained interpreter services for its Agency-sponsored job fairs in FY 2019 as well as procured a UbiDuo device for hiring managers to utilize when conducting interviews with individuals who are hearing-impaired.

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 special hiring authorities as an effective and streamlined method of bringing persons with 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 going through the certificate process. The agency ensures every USAJobs vacancy announcement states the following: “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.” With regard to the recruitment of disabled veterans, and as part of the agency’s established recruitment strategy, during FY 2019 the agency ensured 100% of all vacancy announcements continued to explicitly explain each vacancy is open to 30% or More Disabled Veterans. All vacancy announcements contained links to webpages which further described the special hiring appointments (and the particular eligibility conditions). In FY 2019, NNSA hired 6 people (2.6% of hires) using Schedule A Hiring Authority for people with disabilities, which is an increase over the prior three years. Of the 232 hires in FY 2019, 24 (10.3%) identified as having a disability and, of those, 3 identified as having a targeted disability. In FY 2019, 6 veterans (2.59%) were hired under the Veterans Recruitment Appointment authority. No employees were hired under the 30 percent or More Disabled Veteran hiring authority; however 27 hires (11.6% of hires) were veterans with 30% or more disabilities.

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 qualification requirements, to include specialized experience and any required education requirements are met, as well as eligibility requirements for eligibility for the particular hiring authority. This includes any documentation from a doctor, licensed medical professional, rehabilitation professional, or any federal, state, DC or US territory agency that issues or provides disability benefits. The Human Resources staff includes the name(s) of any qualified and eligible candidate on the certificate to the hiring manager for 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 % or More Disabled Veterans hiring authority. Human Resources extends a tentative job offer once the selection certificate is returned from the hiring manager. The Human Resources staff member then appoints the individual using one of the 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.

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 participants with useful and important information, covering all aspects of disability employment including recruiting, interviewing, use of special hiring authorities, career development, and reasonable accommodations. Participants are provided with tools in order to effectively recruit, accommodate, hire, retain, and include individuals with disabilities, consistent with applicable law. Participants are 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.

**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.

NNSA worked to broaden its outreach efforts in Fiscal Year 2019. This included establishing new partnerships with a variety of national and local disabled veteran organizations and vocational rehabilitation programs. NNSA worked closely with over 50 organizations and military installations to promote NNSA job opportunities. Additionally, NNSA worked to establish a partnership with Operation Warfighter in FY 2019 and currently has 1 individual from this Program working in the Human Resources Office and has several interviews pending for additional opportunities within Human Resources. Some of the organizations and agencies that NNSA partnered with include Work for Warriors, Wounded Warrior Project, Department of Labor, and Department of Veteran Affairs.

**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

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

See Part H 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.

All managers and supervisors are encouraged to promote the career development of all employees, including individuals with disabilities and individuals with targeted disabilities. The agency employs a full-time Disability Employment Program Manager, who is primarily responsible for monitoring and conducting analyses on the recruiting, hiring and promotions processes, through an evaluation of various data sources, internal policies, focus groups, interviews, agency workforce data, policies, procedures, and personnel actions to determine causes of lower-than-expected participation rates regarding PWD and PWTD. NNSA’s policies and procedures for merit promotion and employee recognition and awards are written to be inclusive of all employees. NNSA will continue to educate supervisors through the “NNSA Supervisor’s Role” and “NNSA Supervisor’s Role Refresher” training courses on equal employment opportunity, hiring (to include merit promotion), performance management, and employee rewards and recognition. NNSA will continue to publish all detail and reassignment opportunities in OneHR messages which are sent to the entire workforce. These opportunities allow employees, including PWD, to gain valuable knowledge, skills, and experience making them more competitive for promotional opportunities. NNSA will conduct an analysis of the hiring and recognition processes by reviewing data such as promotions and awards to ensure PWD continue to have opportunities for advancement and recognition.

#### B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.
The agency offered a wide range of developmental opportunities to employees at all levels (entry, mid, supervisory, managerial and executive) under the NNSA’s formal Leadership and Career Development Program (LCDP). Each LCDP program offered competency development in one or more of OPM’s prescribed Executive Core Qualifications. Other programs include the NNSA Mentoring Program, the Rotations Program (and others, described in detail within Part E.4 of the FY 2019 MD-715 Report).

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>56</td>
<td>30</td>
<td>5.35</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
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

   ii. Internal Selections (PWD)  
   Answer: N/A

See Part H 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 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 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
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

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

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.
See Part H 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 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

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

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
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: 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.

NNSA’s public-facing web page (with regard to the Architectural Barriers Act) is located at: 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 with regard to the Architectural Barriers Act (ABA). The web page content informs employees and applicants the ABA requires access to facilities that are designed, built, altered, or leased with Federal funds, and explains the Access Board is the federal agency responsible for enforcing the ABA. The content provides the website URL for the Access Board’s accessibility standards (www.access-board.gov/guidelines-and-standards/buildings-andsites/about-the-aba-standards), and explains information about filing an ABA complaint may be found at www.access-board.gov/aba-enforcement/filea-complaint, or they may also contact the NNSA Office of Civil Rights at 505-845-5517 for more information or for assistance.

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 committed 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 his/her 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 2019 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 to implement accessibility practices for all LCM-sponsored training events. The CLO ensures LCM staff 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), which provides 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 recording. 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 CART, interpreter, and recording devices; provides for training segments to be broken down into smaller increments; affords allowance 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.)

The policy states that 20 calendar days is the appropriate timeframe, however, the majority of Reasonable Accommodation (RA) requests processed during FY 2019 (over 90%) required exceptions such as multiple attempts to reach the appropriate accommodation, which results in a job search DOE-wide. In addition, the NNSA RA Program refers the case to the Federal Occupational Service (FOH) for review and determination. FOH will determine if the employee’s request is based on a medical condition which warrants an accommodation. In order to make this determination, the FOH medical doctor consults with the employee’s physician directly. FOH has up to 30 days to provide the Agency with the letter of determination. When this occurs it takes the RA request logically takes longer than 20 days to resolve. DOE’s RA procedures are currently being re-worked with new time frames. In addition, many of these employees also have Workers’ Compensation cases pending, which impacts one’s Reasonable Accommodation request-processing timeframe. Specific work locations are discussed between the appropriate managers by the Employee Relations Consultants. If a wider spread trend or problem is determined or suspected, it is shared with the Director of EMRD and Policy and Initiatives.

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.

RA requests were received by the Reasonable Accommodation Coordinators (RACs), and an interactive process occurred between the RAC, the requesting employee, and the employee’s supervisor. Supervisors became more familiar with RA, and the process and purpose, as a result of the RA-relevant information provided in the supervisory training sessions throughout the year. One challenge that has been resolved is a supervisor thinking that he/she is entitled to an employee’s medical documentation. With this no longer causing a roadblock, this has enabled the RA interactive-process to run more efficiently and effectively. The RAC was able to discuss the employee’s challenges/limitations without having to discuss the employee’s diagnosis. Another challenge was ensuring that supervisors understood that RA does not negate adverse action in the event the employee is not performing. Generally, when supervisors were contacted about RA, they were more willing to listen and work on a timely resolution. It was imperative for the supervisors to understand that if an employee had a RA and was not performing, they could contact the NNSA Reasonable
Accommodation Program. This improved/robust RA training has fostered an atmosphere of trust and understanding making the process less cumbersome. NNSA keeps track of all RA cases/requests in a secure database. This enables the RAC to identify trends, and to revise training information/materials accordingly.

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 DOE’s guidelines with regard to PAS. During FY2019 NNSA received a request in August from an employee who needed assistance as a result of a business trip scheduled for September. Pursuant to 5.U.S.C. 5707 the Agency authorized the employee to have a personal friend travel with him to assist with the travel and daily needs and paid for the assistant’s travel expenses. Paperwork was completed, submitted and approved. The employee and his assistant traveled together and the trip was a success. NNSA is in the process of revising the information provided in the supervisory training courses and PAS information will be included in the agenda, as well as the "In-Focus" training sessions for all supervisors, managers, and employees. NNSA has created a secure database for tracking and monitoring PAS requests/cases.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer   No

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

   Answer   No

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

   N/A; No Findings of Discrimination were issued/received.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

   Answer   No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

   Answer   No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation
during the last fiscal year, please describe the corrective measures taken by the agency.

N/A: No Findings of Discrimination were issued/received.

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
**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Lower-than-expected levels of Persons with Targeted Disabilities within the agency's total workforce during FY 2019 (1.97%, which is .03% lower than the Federal target/goal of 2.00%)

How was the condition recognized as a potential barrier?

<table>
<thead>
<tr>
<th>STATEMENT OF BARRIER GROUPS:</th>
<th>Barrier Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>People with Targeted Disabilities</td>
</tr>
</tbody>
</table>

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**STATEMENT OF IDENTIFIED BARRIER:**

Although no barrier is explicitly identified, and it is observed that there has been an increase (when compared to FY 2018) of the level of PWTD within the total workforce, this trigger will remain open pending further examination and monitoring.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Increase employees' and managers/supervisor's levels of training in regard to hiring and retention of PWTD, including increased levels of awareness and understanding of Reasonable Accommodation and PAS. Increase levels of outreach to entities and organizations which assist in hiring/employment of PWTD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Objective Initiated</td>
<td>Dec 1, 2019</td>
</tr>
<tr>
<td>Target Date For Completion Of Objective</td>
<td>Dec 30, 2020</td>
</tr>
</tbody>
</table>

**Responsible Officials** Jennifer Chandler Human Resources Director (Actg)

<table>
<thead>
<tr>
<th>Target Date (mm/dd/yyyy)</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding (Yes or No)</th>
<th>Modified Date (mm/dd/yyyy)</th>
<th>Completion Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/2020</td>
<td>Provide Reasonable Accommodation and PAS training to all NNSA employees.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/30/2020</td>
<td>Continue to perform outreach and networking with entities and organizations that assist in identification and employment of PWTD.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fiscal Year** Accomplishments

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

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

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.