

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

The EEO office determined that triggers exist using the goal of 12% as the benchmark involving PWD by grade level cluster in the permanent workforce, as described in the following paragraphs: See MD-715 Part E3. Workforce Analysis, "Analysis of Participation Rates for Women and Minorities in GG 1 Through GG 15 Positions." Pp. 40-44 • Cluster GG 10-11 - 98 employees, 11 PWD (11.22%) • Cluster GG 13 - 703 employees, 53 PWD (7.54%) • Cluster GG 14 - 865 employees, 48 PWD (5.55%) • Cluster GG 15 - 443 employees, 29 PWD (6.55%) See MD-715 Part E3. Workforce Analysis, "Participation Rates for Women and Minorities in AD 13-14 GG Positions." Pg. 40 • AD (GG 13 series) - 5 employees, 0 PWD (0.00%) • AD (GG 14 series) - 19 employees, 1 PWD (5.26%) See MD-715 Part E3. Workforce Analysis, "Analysis of Participation Rates for Women and Minorities in Standard Occupations." Pp. 32-39 • Admin. Support Workers (mid-level) - 879 employees, \_\_ PWD (\_\_\_\_%) • Engineering Professionals (GG 13-15) - 1,503 employees, 99 PWD (5.73%) • Technical Managers - 227 employees, \_\_ PWD (\_\_\_\_%) • Team Leaders - 131 employees, 10 PWD (7.63%) • Mid-Level Managers and Supervisors - 369 employees, 19 PWD (5.15%) • Senior Executive Services - 113 employees, 4 PWD (3.54%) See Workforce Table B3. Occupational Categories • Service Workers - 36 employees, 0 PWD (0.00%) \*Discrepancy noted in the overall number of employees between Workforce Table and NRC data, however percentages for PWTD are unchanged.

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

The EEO office determined that triggers exist using the goal of 2% as the benchmark involving PWTD by grade level cluster in the permanent workforce, as described in the following paragraphs: See MD-715 Part E3. Workforce Analysis, "Analysis of Participation Rates for Women and Minorities in GG 1 Through GG 15 Positions." Pp. 40-44 • Cluster GG 10-11 - 98 employees, 0 PWTD (0.00%) • Cluster GG 13 - 703 employees, 6 PWTD (0.85%) • Cluster GG 14 - 865 employees, 7 PWTD (0.81%) • Cluster GG 15 - 443 employees, 2 PWTD (0.45%) See MD-715 Part E3. Workforce Analysis, "Participation Rates for Women and Minorities in AD 13-14 GG Positions." Pg. 40 • AD (GG 13 series) - 5 employees, 0 PWTD (0.00%) • AD (GG 14 series) - 19 employees, 0 PWTD (0.00%) See MD-715 Part E3. Workforce Analysis, "Analysis of Participation Rates for Women and Minorities in Standard Occupations." Pp. 32-39 • Admin. Support Workers (mid-level) - 879 employees, ? PWTD (?%) • Engineering Professionals (GG 13-15) - \*1,503 employees, 19 PWTD (1.10%) • Technical Managers - 227 employees, ? PWTD (?%)

%) • Team Leaders - 131 employees, 0 PWTD (0.00%) • Mid-Level Managers and Supervisors - 369 employees, 3 PWTD (0.81%) • Senior Executive Services – 113 employees, 1 PWTD (0.88%) See Workforce Table B3. Occupational Categories • Service Workers – 36 employees, 0 PWTD (0.00%) \*Discrepancy noted in the overall number of employees between Workforce Table and NRC data, however percentages for PWTD are unchanged.

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

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

The NRC’s policies, regulations, and procedures regarding employment of PWDs are in Management Directive and Handbook 10.13, Part V, “The NRC Program for Employment of Persons with Disabilities.” The numerical goals are communicated to hiring managers and recruiters on-going through the following communication forums: (1) Annual EEO training for managers and supervisors; (2) Lunch and Learns; (3) NRC's Disability Program Strategic Project Plan (FY2019-FY 2024), which is currently being revised; (4) The Agency's 2018 Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities, which is posted on the EEO office Web Page; and (5) EEO and Human Capital Briefings. During the 2019 EEO briefing, information was presented to the Agency Heads, senior officials and management, employees at all levels, stakeholders and the public at lodge regarding Section 501 regulatory changes, new requirements, the numerical goals, NRC efforts, etc. During 2019, NRC participate in a number of career events that included conveyance of NRC’s hiring authority related to PWD and PWTD. [see also MD-715, Part E.3, “Workforce Analysis”].

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	Richard Branch Team Leader Richard.Branch@nrc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Anne Silk Disability Program Specialist Ann.Silk@nrc.gov
Section 508 Compliance	0	1	0	John Beatty Section 508 Coordinator John.Beatty@nrc.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	1	0	0	Dorothea.Washington@nrc
Processing applications from PWD and PWTD	1	0	0	Kimberly.English@nrc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Kimberly.English@nrc.gov

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

Answer Yes

In 2019, staff participated in training sessions such as: OPM’s sponsored Professional Development Series which included a segment addressing reasonable accommodations, the MD Department of Rehabilitative Services (DORS) Job Developer Alliance Meeting, the Federal Employment Law Training Group’s courses, “Reasonable Accommodation: Entitlements and Processes,” and “Medical Documentation, Medical Requests and Record Confidentiality,” the Federal Exchange on Employment and Disability (FEED) Webinar, the “Workforce Recruitment Program (WRP) Webinar,” a session at RecruitCon 2019 focusing on Disability hiring, and a roundtable led by Julie Sowash, a representative from Disabilities Solutions.

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]
--	---

<b>Brief Description of Program Deficiency</b>	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]		
<b>Objective</b>	Ongoing - Assurance that NRC policies, procedures, or practices are not the reason why PWD and PWTD terminate their employment with the agency.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Partner with organizations that specialize in the employment of individuals with disabilities.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Assurance that managers and supervisors demonstrate their commitment to equal employment opportunity and diversity management principles, which includes among other things recruiting, retaining, and developing a diverse workforce.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Increase the agency's use of hiring authorities that take disability into account with respect to: hiring; promotion, and assignments to the extent permitted by law.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Remove barriers PWD and PWTD may encounter in recruitment and/or selection processes related to new hires, promotions, training and career development, and advancement; or distribution of awards.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Achieve the 12% disability goals for persons with disabilities (PWD).		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Objective</b>	Ongoing - Assurance that all hiring managers and supervisors are aware of NRC hiring authority equivalent to Schedule A and other disability hiring authorities.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Create awareness, provide training, and disseminate/post the agency's revised Reasonable Accommodations Procedures Plan (RAP), which was approved by EEOC 09/27/19.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Increase representation of PWTB in NRC's senior grade levels.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Provide Personal Assistance Services (PAS) contract services. NRC has determined that requests for PAS applicants and employees will be requested and procured using a PAS provider. A contract for a more long-term and permanent services will be procured using the Federally-mandated acquisition process once needs are identified.		
<b>Target Date</b>	Apr 6, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Have in-place a Disability Program Strategic Project Plan covering the period from FY 2019- FY 2024.		
<b>Target Date</b>	Sep 30, 2018		
<b>Completion Date</b>	Oct 30, 2021		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Achieve the 2% disability goals for persons with disabilities (PWTB).		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
<b>Objective</b>	Ongoing - Assurance that the disability program staff possess sufficient knowledge and skills to: answer program and disability related questions; and provide employees and job applicants with necessary reasonable accommodations.		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Objective</b>	Make available statistical tables, demographics, and applicant flow data required to prepare the agency's annual MD-715 Report and needed to conduct periodic assessments during the fiscal year..		
<b>Target Date</b>	Sep 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Conduct outreach and recruitment efforts for PWTB in the senior grade levels
	Sep 30, 2020		Increase the number of PWD hired, promoted, and reassigned (i.e., rotations, details, reassignments).
	Sep 30, 2020		Draft, finalize, and post the Disability Program Strategic Project Plan for FY 2019 – FY 2024 on the agency's public Web site.
	Sep 30, 2020		Address inconsistencies and provide MD-715 related to workforce tables, demographics, and applicant flow information/data.
	Sep 30, 2020		Include a segment on disability hiring authorities in the annual mandatory EEO and Diversity & Inclusion Training for Supervisors and Managers; and encourage and support fiscal year hiring efforts that take disability into account (i.e., new hires; promotions, solicitations of interest, rotations, and assignments).
	Sep 30, 2020		Increase the number of PWD hired, promoted, and reassigned (i.e., rotations, details, reassignments).
	Sep 30, 2020		Conduct a focus group in FY 2020, with NRC employees, to Identify challenges and barriers for people with disabilities when applying and interviewing for jobs at the NRC, receiving training and developmental opportunities, and applying for and being selected for promotions/new opportunities.
	Sep 30, 2020		Conduct a barrier analysis to determine whether PWD and PWTB have barriers in the recruitment and/or selection processes for new hires, promotions, training and career development, advancement, distribution of awards and retention.
	Sep 30, 2020		Conduct a barrier analysis to determine whether any policies, procedures, or practices are causing PWD and PWTB to leave the agency.
	Sep 30, 2020		Conduct a focus group in FY 2020, with NRC employees, to Identify whether policies, procedures, or practices for the reason PWD and PWTB terminate their employment with the agency.
	Sep 30, 2020		Evaluate hiring managers on their support of EEO and Diversity efforts including helping to meet disability goals in their annual performance appraisal.
	Sep 30, 2020		Increase the number of PWTB hired, promoted, and reassigned (i.e., rotations, details, reassignments).
	Sep 30, 2020		Post RAP on agency's public Web site.
	Sep 30, 2020		Provide RAP training to managers, supervisors, and employees.
	Sep 30, 2020		Use a service provider to administer PAS to disability status applicants and employees.
	Sep 30, 2020		Establish and maintain contacts with organizations that specialize in the employment of individuals with disabilities and use program resources that identify applicants eligible to be appointed under NRC hiring authorities that take disabilities into account.
Sep 30, 2020		Provide training to all hiring managers and supervisors on the use of NRC hiring authority equivalent to Schedule A and other disability hiring authorities. One method will be to include a segment on disability hiring authorities in the annual mandatory EEO and Diversity & Inclusion Training for Supervisors and Managers.	
<b>Accomplishments</b>			

<i>Fiscal Year</i>	<i>Accomplishment</i>
2019	In addition to the mandatory managers and supervisors training, OCHCO educated and trained other NRC supervisors on the RAP and areas of overlap such as worker's compensation, Family Medical Leave Act, telework, ergonomics, accessibility issues, information technology, and modifications of the physical environment.
2019	OCHCO collaborated with key internal stakeholders to ensure that processes are standardized for reassignments as a reasonable accommodation of last resort for NRC employees with disabilities.
2019	Two of the agency's current staff with targeted disabilities, requested and were provided, reasonable accommodations during the interview process for a promotion to the GG-15 supervisory position and a lateral move to a team leader position. Both employees requested and were provided with sign language support during the interview process.
2019	OCHCO communicated with all employees through an agencywide network announcement recommending that employees voluntarily update their disability status to help the NRC strengthen efforts to hire, advance, develop, and retain employees with disabilities.
2019	See additional agencywide accomplishments captured in MD-715 Part E3, "Workforce Analysis."
2019	In 2019, the EEO office, OCHCO, and OGC conducted four mandatory EEO and Diversity & Inclusion Training courses, which included a segment on RAP. These training sessions were attended by 104 mid and senior level managers and supervisors.
2019	As of 05/24/19, the NRC had established and/or maintained contacts with several recruitment and referral organizations including: Workforce Recruitment Program (WRP); Wounded Warrior Project; State Vocational Rehabilitation Agencies (SVRAs) and State Disability Service Agencies; American Job Centers; State Workforce Systems; NLX from the National Labor Exchange (NLX); The Treatment and Learning Centers; NRC purchased marketing contract packages through GettingHired.com; Ability Corps/Ability Magazine; Equal Opportunity Publications, Inc. – Careers & the disabled; and Competitive Edge Services, Inc./Corporate Gray. NRC attended career fairs sponsored by: Equal Opportunity Publications, Inc. – Careers & the disabled and Competitive Edge Services, Inc./Corporate Gray. NRC also used social networking to help recruit PWD and PWTD. Additionally, OPM's CHCO shared with NRC its list of individuals with disabilities.
2019	In 2019, the OCHCO Disability program staff participated in training sessions such as: OPM's sponsored Professional Development Series which included a segment addressing reasonable accommodations; the MD Department of Rehabilitative Services (DORS) Job Developer Alliance Meeting; the Federal Employment Law Training Group's courses, which included "Reasonable Accommodation: Entitlements and Processes," and "Medical Documentation, Medical Requests and Record Confidentiality"; the Federal Exchange on Employment and Disability (FEED) Webinar; the "Workforce Recruitment Program (WRP) Webinar"; a session at RecruitCon 2019 focusing on Disability hiring; and a roundtable led by Julie Sowash, a representative from Disabilities Solutions.
2019	See additional accomplishments captured in MD-715 Part J, "Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities."
2019	OCHCO staff collaborated with key internal stakeholders to ensure that processes are standardized for premium class travel requests for NRC employees with disabilities.

<i>Fiscal Year</i>	<i>Accomplishment</i>
2019	See additional agency accomplishments captured in MD-715 Part E2, "Executive Summary: Essential Element A-F."

## 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.

In 2019, the agency participated in a variety of recruitment outreach events designed to increase the number of qualified PWD and PWTD within the major occupations. The NRC engaged in extensive recruitment outreach, which is identified in MD-715, Part E.3 – Executive Summary: Workforce Analyses, Sec. 5. Recruitment. Additionally, to increase outreach and the number of applications from PWD/PWTD, the agency, established and/or maintained contacts with several recruitment and referral organizations including: Workforce Recruitment Program (WRP); Wounded Warrior Project; State Vocational Rehabilitation Agencies (SVRAs) and State Disability Service Agencies; American Job Centers; State Workforce Systems; NLX from the National Labor Exchange (NLX); and the Treatment and Learning Centers. NRC purchased marketing contract packages through GettingHired.com; Ability Corps/Ability Magazine; Equal Opportunity Publications, Inc. – Careers & the disabled; and Competitive Edge Services, Inc./Corporate Gray. NRC attended career fairs sponsored by: Equal Opportunity Publications, Inc. – Careers & the disabled and Competitive Edge Services, Inc./Corporate Gray. NRC also used social networking to help recruit PWD and PWTD. Additionally, OPM’s CHCO shared with NRC its list of individuals with disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The NRC uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD including Special Hiring Authority that takes disability into account (similar to Schedule A Hiring Authority) to hire PWTD; and non- competitive selection of PWDs. During FY 2019, the NRC engaged in extensive recruitment outreach, which is identified in MD-715, Part E.3 – Executive Summary: Workforce Analyses, Sec. 5. Recruitment. Workforce Table (B7) reflects 0 (0.00%) hires occurred for this period from Schedule A equivalent hiring efforts. In FY 2019, the NRC hired 4 (10.00%) PWD and 1 (2.50%) PWTD to the permanent workforce, and 3 (6.38%) PWD and 0 PWTD to the temporary workforce through the competitive process.

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.

In accordance with NRC’s established Special Hiring Authority (Schedule A equivalent), the following steps are to be taken: 1) The hiring manager alerts the Disability Program Manager (DPM) of the job opening and explain what competencies the ideal candidate should possess; 2) The DPM consults with his/her resources provides the hiring manager with potential Special Hiring Authority applicants who have already been determined to meet the qualifications for the position; 3) The hiring manager reviews the resumes and references of the applicants, conducts interviews, and makes a selection. If the hiring manager is not satisfied with any of the Special Hiring Authority applicants presented for consideration, he/she can retain the option to use the traditional competitive process to fill the vacancy; 4) The selection decision, once made, is relayed to the appropriate persons within OCHCO who extend offers of employment on behalf of the agency; and, 5) Once the offer has been accepted, a start date is established to bring the candidate on board.

- 4.



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

Answer Yes

Information and materials have been made available to hiring managers online. During FY 2019, the OCHCO in coordination with the EEO office provided training to 104 hiring managers on the use of hiring authorities that take disability into account and how to use and access resumes of qualifying individuals as part of the agency’s mandatory annual (and Refresher) EEO supervisors and managers training, which was conducted four times during the year. In addition to the mandatory managers and supervisors training, OCHCO educated and trained other NRC supervisors on the use of hiring authorities, Reasonable Accommodation Plan and areas of overlap such as worker’s compensation, Family Medical Leave Act, telework, ergonomics, accessibility issues, information technology, and modifications of the physical environment. During the Joint EEO Counselor and EEO Advisory Committees Training Conference held August 20-22 a work session was conducted on “Disability Inclusion” and Federal “Best Practices”, which was presented by a representative from the Department of Labor. In addition, the Advisory Committee for Employees with Disabilities (ACED) provided information on disability hiring authorities at their annual event in October 2019. In FY 2020, OCHCO plans to offer an online training course to new and current supervisors using the course on the OPM training wiki page entitled "A Roadmap to Success: Hiring, Retaining, and Including People 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.

In 2019, the NRC established and/or maintained contacts with several recruitment and referral organizations including: Workforce Recruitment Program (WRP); Wounded Warrior Project; State Vocational Rehabilitation Agencies (SVRAs) and State Disability Service Agencies; American Job Centers; State Workforce Systems; NLX from the National Labor Exchange (NLX); and the Treatment and Learning Centers. The NRC also established working relationships with a number of organizations, which included partnering in recruitment fairs, events, and activities focused on PWD and PWTD [see MD-715, Part E3, “Workforce Analysis-Recruitment”]. NRC purchased marketing contract packages through GettingHired.com; Ability Corps/Ability Magazine; Equal Opportunity Publications, Inc. – Careers & the disabled; and Competitive Edge Services, Inc./Corporate Gray. NRC attended career fairs sponsored by: Equal Opportunity Publications, Inc. – Careers & the disabled and Competitive Edge Services, Inc./Corporate Gray. NRC also used social networking to help recruit PWD and PWTD. Additionally, OPM’s CHCO shared with NRC its list of individuals with disabilities.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

See answer provided in A2.

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

% of New Hires					
----------------	--	--	--	--	--

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

The EEO office determined that triggers exist for PWD and/or PWTD among the new hires for the following MCO: Security Administration (0080) related to PWD and PWTD; Miscellaneous Administration and Program (0301) related to PWD; Miscellaneous Clerk and Assistant (0303) related to PWD and PWTD; Secretary (0318) related to PWD and PWTD; General Engineering (0801) related to PWD and PWTD; Nuclear Engineering (0840) related to PWD and PWTD; and Health Physics (1306) related to PWD and PWTD. For more details, see MD-715 Part E3. NRC Workforce Analysis “Applicants and New Hires for Major NRC Occupations,” pp. 52-59. See also Workforce Table B7, “Applicants and Hires by Major Occupations Distribution by Disability,” October 1, 2018 to September 30, 2019. Run Date: March 5, 2020.

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

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

- a. Qualified Applicants for MCO (PWD) Answer Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

Based on using the relevant applicant pool (applicants) as the benchmark, triggers exist for PWD and/or PWTD among the qualified applicants for the Miscellaneous Administration and Program (0301).

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

- a. Promotions for MCO (PWD) Answer Yes
- b. Promotions for MCO (PWTD) Answer Yes

The EEO office determined that triggers exist for PWD among employees competitively promoted to the following MCO: Security Administration (0080); Miscellaneous Clerk and Assistant (0303); Secretary (0318); General Engineering (0801); and Health Physics (1306). For more details, see MD-715 Part E3. NRC Workforce Analysis “Internal Competitive Promotions for Major Occupations,” pp. 55-59. See also Workforce Table A9, “Selections for Internal Competitive Promotions for Major Occupations by Race, Ethnicity, and Sex,” October 1, 2018 to September 30, 2019. Run Date: November 25, 2019, 2:38pm. See also Table B9, “Selections for Internal Competitive Promotions for Major Occupations by Disability,” October 1, 2018, through September 30, 2019.

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

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

**A. ADVANCEMENT PROGRAM PLAN**

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

The NRC continues to offer foundational leadership and professional development training through the Leadership Academy. This program offers PWD a variety of instructor-led leadership and interpersonal skills courses. Through courses such as Leadership Orientation, Emotional Intelligence, and Building Your Leadership Potential Through Effective Communication, staff can assess their leadership potential, improve their interpersonal relationship skills, and begin learning about the OPM Leadership Competencies that are critical for successful career advancement. In FY 2019, HRTD launched three new instructor-led courses-- Strategies for Managing Your Career, Writing Your Resume, and Winning Interview Strategies—to specifically provide employees tools and strategies for navigating key career development activities such as choosing a career path or preparing for and participating in interviews. NRC also offers PWD two-self-paced programs to develop leadership skills at different levels. The Aspiring Leaders Certificate Program (ALCP) for employees at grades GG 13 – 15 is a non-competitive NRC leadership development program designed to develop future supervisors. The Leader at All Levels Certificate Program (LCP) provides employees (GG 7-12) the opportunity to acquire and strengthen the fundamental leadership competencies that support self-awareness and self-management. Both programs support development of the OPM leadership competencies, offering instructor-led and online courses at the employee’s own pace. In addition to instructor led-training, PWD have access to over 23,000 Skillsoft online courses, books, audiotapes, and videos in the Talent Management System (TMS), NRC’s learning management system. In 2020, a new Career Enhancement Curriculum was added to TMS. Consisting of online courses, videos, and books, PWD can now listen to an audiobook or watch a 3-5-minute expert insight video to develop their professional skills and enhance their career a time and place convenient to their schedule. Through the TMS online learning resources, PWD serving in administrative and corporate positions can acquire the foundational skills they need to successfully perform at higher levels and be more competitive when seeking new opportunities as they become available. In 2019, the agency engaged in a number of other initiatives designed to ensure PWD and PWTD were provided sufficient advancement opportunity [see MD-715, Part E3, “Workforce Analyses” Sec. 7.0 Hiring, Rotations, Assignments, Advancements, and Other Selections]. In 2020, NRC launched two additional initiatives to help PWD advance their careers and professional development. The Guide to Career Enhancement is a SharePoint site of tools and resources to help staff assess their skills set, reflect on personal priorities, and prepare for future job opportunities. The Career Mentoring Program is a self-service program for PWD who are motivated to develop their skill and career, and Mentors who want to share their knowledge and experience. These new initiatives, in combination with other learning and training resources, reflect NRC’s strategic choice to help PWD develop their skills and grow in their careers. On an annual basis, NRC reviews the demographics of participation in the various career development and advancement programs. NRC also leverage the Advisory Committee on Employees with Disabilities to provide feedback.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

The NRC launched two initiatives to help PWD advance their careers and professional development. The Guide to Career Enhancement SharePoint site provides tools and resources to help staff assess their skills, reflect on personal priorities, and prepare for future job opportunities. The Career Mentoring Program is a self-service program for employees who are motivated to develop their careers and/or specific skills, and Mentors who want to share their knowledge and experience. These new initiatives, in combination with other learning and training resources, reflect NRC’s strategic choice to help PWD develop their skills and grow in their careers. The NRC will also be launching an internal program called NRC Open Opportunities where employees can apply to participate in projects, workgroups, etc. These opportunities look for employees who can contribute their existing skills and develop new ones. The program facilitates collaboration and knowledge sharing across the agency. This program will allow for more opportunities for PWD to work in other areas to demonstrate their skills and abilities, as well as grow their network. [see also MD-715 ,Part E3, “Workforce Analysis.” Sec. 4. Training and Development Opportunities].

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs		21		14%		0%
Mentoring Programs	N/A	314	N/A	9.2%	N/A	1.3%
Training Programs	2785	2596	7.9%	7.7%	1.3%	1.2%
Other Career Development Programs		331		7.3%		0.3%
Fellowship Programs						
Coaching Programs						
Detail Programs						

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

a. Applicants (PWD) Answer No

b. Selections (PWD) Answer N/A

The EEO office continues to collaborate with OCHCO around establishing an information/data collections system that track employee participation in career development opportunities, such as: internship, fellowship, mentoring, coaching, training, Detail, and other career development programs Some progress was made in 2019 [see MD-715, “Workforce Analysis” – Training and Development]. It is anticipated that NRC will make steady progress during 2020 and will be able to provide EEOC with another progress update during the fourth quarter of 2020. The EEO will review the applicant data once its available.

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

See MD-715 Part E3 Workforce Analysis “Employee Recognition and Awards.” The EEO office identified a trigger related to the PWD and PWTD groups based on the disparities identified when comparing the time-off awards made to PWD and PWTD with employees who self-identified as not having a disability related to: Time-off awards for 1-10 hours, 11-20 hours and PWD related to time off awards for 21-30 hours and 31-40 hours. Cash awards to PWD and PWTD for \$500 or under, \$501-\$999, \$1,000-\$1,999, \$2,000-\$2,999, \$3,000-\$3,999, \$4,000-\$4,999, and \$5,000 or more.

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

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

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

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

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

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

- a. Other Types of Recognition (PWD) Answer No
- b. Other Types of Recognition (PWTD) Answer No

## 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 Yes
  - ii. Internal Selections (PWD) Answer Yes
- 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

The NRC's senior level starts at the SES level. Candidates are appointed to SES positions following completion of the SES career development program and QPR certification. Based on a review of Workforce Tables A11 and B11 related to internal NRC

promotions, the SES level appointments are not listed in these documents. A review of Table B4: Participation Rates for General Schedule Grades by Disability (Permanent) reflects the SES compliment. There are 124 SES employed in the total workforce, of whom 3 (2.42%) are PWD.

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

a. SES

- i. Qualified Internal Applicants (PWTD) Answer Yes
- ii. Internal Selections (PWTD) Answer Yes

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

The NRC's senior level starts at the SES level. The Agency does not promote employees to the SES level. Candidates are appointed to SES positions. Based on a review of Workforce Tables A11 and B11 related to internal NRC promotions, the SES level appointments are not listed in these documents. A review of Table B4: Participation Rates for General Schedule Grades by Disability (Permanent) reflects the SES compliment. There are 124 SES employed in the total workforce, of whom 0 (0.00%) are PWD.

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 Yes
- 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

Response previously provided applies to this question.

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 Yes
- 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

Response previously provided applies to this question.

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

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

The Executive level category is not applicable. Currently, the applicant data is unavailable for managers and supervisors. A review of the combined Workforce Tables (A11 and B11) do not provide relevant information. The EEO office plans to coordinate efforts with OCHCO to provide the needed data. Upon receipt, the EEO office will conducted the requested assessment and provide EEOC with updated information.

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

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

c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A

The Executive level category is not applicable. Currently, the applicant data is unavailable for managers and supervisors. A review of the combined Workforce Tables (A11 and B11) do not provide relevant information. The EEO office plans to coordinate efforts with OCHCO to provide the needed data. Upon receipt, the EEO office will conducted the requested assessment and provide EEOC with updated information.

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

- a. New Hires for Executives (PWD) Answer N/A
- b. New Hires for Managers (PWD) Answer N/A
- c. New Hires for Supervisors (PWD) Answer N/A

The Executive level category is not applicable. Currently, the applicant data is unavailable for managers and supervisors. A review of the combined Workforce Tables (A11 and B11) do not provide relevant information. The EEO office plans to coordinate efforts with OCHCO to provide the needed data. Upon receipt, the EEO office will conducted the requested assessment and provide EEOC with updated information.

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

- a. New Hires for Executives (PWTD) Answer N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

The Executive level category is not applicable. Currently, the applicant data is unavailable for managers and supervisors. A review of the combined Workforce Tables (A11 and B11) do not provide relevant information. The EEO office plans to coordinate efforts with OCHCO to provide the needed data. Upon receipt, the EEO office will conducted the requested assessment and provide EEOC with updated information.

## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No



No. The agency did not hire any employees under NRC’s Special Hiring Authority during the reporting period, and there were no employees eligible for conversion. In FY 2018, the EEO office recommended that OCHCO implement a tracking system to capture the conversion of any employees hired under NRC’s Special Hiring Authority.

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

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

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

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

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

Based on a review of exit interview results, no triggers exist involving the separation rate of PWD and/or PWTD.

## 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 NRC is committed to making every possible effort to ensure that all information on its internal Web site is accessible. Section 508 of the Rehabilitation Act Link to non-NRC Site (29 U.S.C. 794d), as amended in 1998, is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. The Section 508 standards are the technical requirements and criteria that are used to measure conformance within this law. More information on Section 508 and the technical standards can be found at [www.section508.gov](http://www.section508.gov) Link to non-NRC Site. If you have any comments, concerns, or questions regarding the accessibility of our Web site please Contact the Web Site Staff Link to NRC Public Site. In your message, please include the Web site address or URL and the specific problems you have encountered. Section 508 policy and compliance guidance information can be found on the NRC Section 508 Web page. For questions about NRC Section 508 policy and compliance guidance or to provide comments and/or feedback on the NRC’s Section 508 program please contact [Section508@nrc.gov](mailto:Section508@nrc.gov). Complaints regarding noncompliance with Section 508 of the Rehabilitation Act should be filed with NRC’s Office of Small Business and Civil Rights (SBCR). Click on How to File a Complaint for information about SBCR’s complaint process and Standard Form 782 to file an electronic complaint. For additional information, please contact Stephen Smith, Civil Rights Program Manager at 301-415-7380, or

EEOPrograms.Resource@nrc.gov. The EEO office conducts NRC's Internal Disability Compliance Program, which implements the provisions of 10 CFR Part 4, Subpart E, "Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the U.S. Nuclear Regulatory Commission.

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.

The EEO office conducts NRC's Internal Disability Compliance Program, which implements the provisions of 10 CFR Part 4, Subpart E, "Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the U.S. Nuclear Regulatory Commission," which includes compliance with the Architectural Barriers Act and a description of how to file a complaint. The internet address is, as follows: <https://www.nrc.gov/reading-rm/doc-collections/cfr/part004/>.

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.

The EEO office conducted a review of NRC's 2019 Building Accessibility Report. NRC completed several renovation projects in 2019. All renovations were designed to meet current Americans with Disabilities Act Accessibility Guidelines (ADAAG). Three floors were renovated, and four elevators upgraded in the Two White Flint North (TWFN) building. NRC, along with the building landlord, and the General Services Administration (GSA), renovated floors 2, 8, and 9 in FY 2019. As part of the new lease, the building landlord renovated the men's and women's restrooms between floors 2 through 10. Restrooms in floors 2, 8, and 9 were completed last year and have at least one American Disabilities Act (ADA) toilet fixture. These restrooms are equipped with touchless controls for the toilets, urinals, sinks, soap dispensers, paper towel dispensers, and a handicap door opener for the restroom entrances. All of the new hallways, workstations, conference rooms, huddle rooms, private offices, printer stations, kitchens, and new furniture in floors 2, 8, and 9 meet the latest ADA accessibility guidelines. At least one elevator lobby entrance door, on each renovated floor, is equipped with a handicap door opener. Printer counters are constructed within ADA guidelines. According to the guidelines, the tables or counters must be between 28" and 34", and all new workstation surfaces, conference room tables, printer counters, and kitchen counters are within this guideline. New kitchens are equipped with handicap accessible counters, sinks/faucets, refrigerators/freezers, ice makers, microwave ovens and toaster ovens. Two ADA compliant drinking fountains were installed on each floor and one has a built-in bottle filler. TWFN has seven passenger elevators and one freight elevator. As part of the lease, the landlord is upgrading all eight elevators with new controls, motors, and the elevator cabs will meet the current ADA accessibility guidelines. This is a 2 ½ year project and six of the eight elevators were completed by the end of September 2019.

## 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.)

Within five (5) business days of receipt of the request, the reasonable Accommodation Coordinator (RAC) or designee will begin reviewing the request and will keep the requestor and requestor's supervisor apprised of the status or the need for any additional information or other delay as the nature of the request demands. The NRC will process requests for reasonable accommodations and provide accommodations, where appropriate, in as short a time frame as reasonably possible. Interim accommodations may be approved as a temporary provisional measure for cases that present extenuating circumstances. The NRC has an established published "Reasonable Accommodation Timeline," which identifies specific actions and the associated timelines. For more information click <http://drupal.nrc.gov/ochco/catalog/303>.

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.

NRC's Management Directive (MD-10-62) on Disability Programs and Reasonable Accommodations was revised to provide more current and accurate information. The reasonable accommodations procedures were updated to align with new requirements of EEOC's 501 Final Rule. The agency also finalized updates to the agency procedures and training for requesting premium class travel due to disabilities. Four sessions of management training were also held.

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

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

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

The NRC included its Personal Assistant Services (PAS) procedures in the EEOC approved Reasonable Accommodations Procedures (RAP). Requests for PAS will be made in the same manner as all other requests for reasonable accommodations outlined in Section I of the RAP. The PAS provides PWTs assistance with daily needs that would otherwise prevent them from being able to work such as eating and attending to other daily personal care needs such as toileting. OCHCO has determined that requests for PAS for applicants and employees will be requested and procured using a personal assistance service provider. This will be done in conjunction with the NRC's Office of Administration's Acquisition Management Division. All requests will be managed by the Disability Program Manager. In 2019, the NRC attempted to obtain a contract for PAS. However, the contract was not able to be completed because specific need(s) could not be identified at this time and this type of work is such that it must be very specific to the individual for a first task order to provide for an Indefinite Delivery/Indefinite Quantity award, which would require initiating an Acquisition requisition for each PAS request. Therefore, a contract for a more long-term and permanent services will be procured using the Federally-mandated acquisition process once needs are identified. In the meantime, a request for temporary PAS services will be paid using an agency bank card. All procurements will comply with established EEOC guidance.

**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.

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

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

Answer No

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

discrimination or a settlement agreement?

Answer No

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

## Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The 2018 Statement of Condition that was a Trigger for a Potential Barrier will remain in-place for the following: (1) Existence of triggers for PWD among the new hires in the permanent workforce. (2) Existence of triggers associated with participation rate of PWD and PWTD in the agency’s total workforce. (3) Data collections mechanism that track career development opportunities that require competition and/or supervisory recommendation/approval to participate.</p>
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p>

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

The NRC was in the process of developing a Disability Program Strategic Project Plan for FY 2019 – FY 2024. The plan was completed in FY20 and it is posted on NRC's public website. The Plan identifies 5 target areas: recruitment, hiring, retention, development and career progression, and cultural change. All target areas include a goal along with corresponding action items. NRC plans to conduct a focus group in fiscal year 2020, with NRC employees, to Identify challenges and barriers for people with disabilities when applying and interviewing for jobs at the NRC, receiving training and developmental opportunities, and applying for and being selected for promotions/new opportunities. However, due to the COVID-19, this may be delayed until FY21. OCHCO determined that the plan to interview people who are not employed by the NRC requires the agency to get OMB clearance for any type of survey or questions. Therefore, this activity is not being pursued. However, NRC is planning on doing a focus group with agency employees to Identify challenges and barriers for people with disabilities when applying and interviewing for jobs at the NRC, receiving training and developmental opportunities, and applying for and being selected for promotions/new opportunities. OCHCO had planned to do the focus group in May 2019, but it got overtaken by recruitment events. OCHCO also put in-place a plan to conduct the focus group in May 2020, but that may be put out further due to competing priorities. Everything is in place – including questions and network announcement to solicit participants. – we just haven’t done it yet.

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

The EEOC advised the NRC, via letter dated September 30, 2019, that the agency's reasonable accommodations procedures are in compliance with EEOC regulations implementing Section 501 the Rehabilitation Act of 1973 (Section 501), as amended. After receiving EEOC's notification, NRC posted the RAP on the agency's internal and external websites. The agency has implemented these updated procedures. Two of the agency's current staff with targeted disabilities, requested and were provided, reasonable accommodations during the interview process for a promotion to the GG-15 and selection for a supervisory, team leader position. Both employees requested and were provided with sign language support during the interview process.

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.

NRC's Reasonable Accommodation Procedures was approved by EEOC on September 30, 2019. As a result, this Plan has been administratively closed-out. The Plans in-place are stable. It is important to keep in mind that NRC's external hiring was very limited over the last few years – 20-40 new hires -- and even then it was focused on some very specific and usually highly technical skill areas (Accident Tolerance Fuel for example). Strategic Workforce Planning results indicate an increase in hiring as the agency's attrition is projected to increase. This will provide more opportunities for the agency to hire PWD and PWTD. Nonetheless, the NRC is making meaningful progress towards achieving the employment benchmark goals (12 percent for PWD and 2 percent for PWTD) for employment of individuals with disabilities.