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

> There are not any triggers, however, the agency is aware that low percentages are due to employees not identifying their disability. The agency plans to develop a campaign to promote the benefits of self-identification. Additional trainings are in development for managers on the process/benefits of Schedule A hiring.

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWTD)   Answer   No

   b. Cluster GS-11 to SES (PWTD)   Answer   No

> The Cluster for GS-11 to SES (PWTD) is less than 2% but this does not represent a trigger.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	80	10	12.50	4	5.00
Grades GS-11 to SES	1183	105	8.88	17	1.44

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

> Hiring goals communicated via collaborative meetings with Human Resources and other agency organizational offices during various presentations and meetings conducted throughout FY 2020 by the Office of Diversity & Inclusion and the Division of Human Resource Management.

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.

<div align="right">Answer   Yes</div>

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	Barry Carlisle Safety Occupational Health Manager bcarlisl@nsf.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Sabrina Caraway Management and Program Analyst scaraway@nsf.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Pamela Smith Hall Disability Program Manager pjsmith@nsf.gov
Section 508 Compliance	1	0	0	Katherine Otts Section 508 Compliance Officer kotts@nsf.gov
Processing applications from PWD and PWTD	1	0	0	Earl Andrews Branch Chief eandrews@nsf.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Earl Andrews Branch Chief eandrews@nsf.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.

<div align="right">Answer   Yes</div>

Yes, Disability training such as reasonable accommodations and sensitivity training has been conducted.

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.

<div align="right">Answer   Yes</div>

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.

Demographic questions are asked when applicants apply to all positions within the agency, but these questions are voluntary. Many applicants do not opt to self-identify. Upon on-boarding, the SF-256 is requested as well. Selective Placement Program Coordinator Database. HR POC (SPPC) has joined the Workforce Recruitment Programmed by DOL and DOD to recruit and hire Job applicants with disabilities. SPPC working to build relationships with several organizations: American Staffing Association Disability/IN (Formerly US Business Leadership Network) National Industry Liaison Group SHRM (SPPC is an active member) OSHA Other OPM SPPC in an effort to develop and expand "best practices" for recruitment, hiring, and retention of PWD Revival of Secondary Transition Program for High School students with disabilities to force career paths in the Federal Government. Development of Employee Resource Groups to provide support.

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

Schedule A, Veterans Preference and the Veterans Non Paid Work Experience Program

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.

HR reviews and verifies the appropriate documentation. Once the documentation has been confirmed a certification of eligibility is sent to the selecting official. Perspective applicants may also reach out to SPPC who will: A) verify eligibility under Schedule A B) search for current open announcements C) reach out to agency/directorate hiring man agers/HR POC to determine if there any upcoming announcements D) forward applicant information to those hiring managers, and E) add to database for Schedule A candidates

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.

<div align="center">Answer   Yes</div>

Hiring managers are trained annually via face to face meetings, oral presentations, and e-training. Development of training roadshows for directorates and hiring managers with SPPC and Disability Program Manager Refer to aforementioned list in Section III, #1 for networking and best practices.

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.

NSF will continue to partner and collaborate with various organizations (veteran and non-veteran) in outreach efforts such as career fairs.

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

There are not any triggers, however, the agency is aware that promoting self-identification is an area for improvement for new hires as well as current employees.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	2919	15.38	0.99	7.02	0.51
% of Qualified Applicants	1697	14.38	1.12	6.78	0.47
% of New Hires	66	10.61	0.00	4.55	0.00

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

    a. New Hires for MCO (PWD)   Answer   No

    b. New Hires for MCO (PWTD)   Answer   No

New Hires to Mission-Critical Occupations	Total	Reportable Disability		Targetable Disability	
		Qualified Applicants	New Hires	Qualified Applicants	New Hires
	(#)	(%)	(%)	(%)	(%)
Numerical Goal	--	12%		2%	
0101SOCIAL SCIENCE	2	250.00	0.00	100.00	0.00
0201HUMAN RESOURCES MANAGEMENT	6	383.33	0.00	133.33	0.00
0301MISCELLANE(ADMINISTRATION & PROGRAM	23	556.52	21.74	273.91	8.70
0303MISCELLANE(CLERK & ASSISTANT	3	1200.00	0.00	700.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0340PROGRAM MANAGEMENT	2	300.00	0.00	150.00	0.00
0343MANAGEMEN PROGRAM ANALYSIS	10	390.00	10.00	130.00	10.00
0401GENERAL BIOLOGICAL SCIENCE	5	20.00	20.00	0.00	0.00
1101GENERAL BUSINESS & INDUSTRY	1	0.00	0.00	0.00	0.00
1301GENERAL PHYSICAL SCIENCE	6	16.67	0.00	16.67	0.00
1701GENERAL EDUCATION & TRAINING	9	55.56	0.00	44.44	0.00

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   No

        b. Qualified Applicants for MCO (PWTD)   Answer   No

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   No

        b. Promotions for MCO (PWTD)   Answer   No

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.

NSF plans to continue to offer multiple development programs for all staff leading to opportunities for advancement, please see the list below: Reasonable Accommodations program Informal Mentorship program Leadership Development program

B. CAREER DEVELOPMENT OPPORTUNITES

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

Informal Mentoring Program Pathway/Internship Program Fellowship Program Leadership Development Program

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 (%)
Coaching Programs	N/A					
Mentoring Programs	N/A					
Fellowship Programs	N/A					
Detail Programs	N/A					
Internship Programs	N/A					
Training Programs	N/A					
Other Career Development Programs	N/A					

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

       a. Applicants (PWD)   Answer   N/A

       b. Selections (PWD)   Answer   N/A

Leadership Development Program (Other Career Development Programs) launched in January 2018. This program was put on hold due to the pandemic.

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

       a. Applicants (PWTD)   Answer   N/A

       b. Selections (PWTD)   Answer   N/A

Leadership Development Program (Other Career Development Programs) launched in January 2018. This program was put on hold due to the pandemic.

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	103	7.83	8.20	0.00	9.57
Time-Off Awards 1 - 10 Hours: Total Hours	716	52.17	57.51	0.00	63.83
Time-Off Awards 1 - 10 Hours: Average Hours	6.95	5.80	0.65	0.00	7.10
Time-Off Awards 11 - 20 hours: Awards Given	54	6.09	4.15	0.00	7.45
Time-Off Awards 11 - 20 Hours: Total Hours	864	97.39	66.36	0.00	119.15
Time-Off Awards 11 - 20 Hours: Average Hours	16	13.91	1.47	0.00	17.02
Time-Off Awards 21 - 30 hours: Awards Given	31	0.00	2.58	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	744	0.00	61.94	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	2.21	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	7	0.00	0.65	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	248	0.00	22.86	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	35.43	0.00	3.27	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	57	6.96	4.33	4.76	7.45
Cash Awards: $501 - $999: Total Amount	40500	5173.91	3064.52	3809.52	5478.72
Cash Awards: $501 - $999: Average Amount	710.53	646.74	65.20	3809.52	-59.84
Cash Awards: $1000 - $1999: Awards Given	574	48.70	44.88	71.43	43.62
Cash Awards: $1000 - $1999: Total Amount	698609	59723.48	54557.97	17619.05	69129.79
Cash Awards: $1000 - $1999: Average Amount	1217.09	1066.49	112.03	1174.62	1042.33
Cash Awards: $2000 - $2999: Awards Given	750	49.57	61.01	28.57	54.26
Cash Awards: $2000 - $2999: Total Amount	1525688	100927.83	124094.10	99047.62	101347.87
Cash Awards: $2000 - $2999: Average Amount	2034.25	1770.66	187.45	16507.95	-1521.71

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Awards Given	105	5.22	8.76	9.52	4.26
Cash Awards: $3000 - $3999: Total Amount	338863	16869.57	28291.52	0.00	20638.30
Cash Awards: $3000 - $3999: Average Amount	3227.27	2811.59	297.81	0.00	3439.71
Cash Awards: $4000 - $4999: Awards Given	11	0.00	0.92	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	45090	0.00	3741.01	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	4099.09	0.00	374.10	0.00	0.00
Cash Awards: $5000 or more: Awards Given	113	6.09	9.49	4.76	6.38
Cash Awards: $5000 or more: Total Amount	1265497	58793.04	108671.43	69157.14	56477.66
Cash Awards: $5000 or more: Average Amount	11199.09	8399.01	1055.06	69157.14	-5174.62

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 %
Total Performance Based Pay Increases Awarded	161	9.57	13.73	4.76	10.64

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   No

            ii. Internal Selections (PWD)   Answer   No

        b. Grade GS-15

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

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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   No

        ii. Internal Selections (PWTD)   Answer   No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

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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   No

    b. New Hires to GS-15 (PWD)   Answer   No

    c. New Hires to GS-14 (PWD)   Answer   No

    d. New Hires to GS-13 (PWD)   Answer   No

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   No

   b. New Hires to GS-15 (PWTD)   Answer   No

   c. New Hires to GS-14 (PWTD)   Answer   No

   d. New Hires to GS-13 (PWTD)   Answer   No

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   No

      ii. Internal Selections (PWD)   Answer   No

   b. Managers

      i. Qualified Internal Applicants (PWD)   Answer   No

      ii. Internal Selections (PWD)   Answer   No

   c. Supervisors

      i. Qualified Internal Applicants (PWD)   Answer   No

      ii. Internal Selections (PWD)   Answer   No

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   No

      ii. Internal Selections (PWTD)   Answer   No

   b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   No

   c. Supervisors

i. Qualified Internal Applicants (PWTD)   Answer   No

ii. Internal Selections (PWTD)   Answer   No

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   No

    b. New Hires for Managers (PWD)   Answer   No

    c. New Hires for Supervisors (PWD)   Answer   No

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   No

    b. New Hires for Managers (PWTD)   Answer   No

    c. New Hires for Supervisors (PWTD)   Answer   No

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	7	1.44	0.37
Permanent Workforce: Retirement	38	5.04	2.27
Permanent Workforce: Other Separations	57	4.32	3.73
Permanent Workforce: Total Separations	102	10.79	6.37

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

        a. Voluntary Separations (PWTD)   Answer   No

        b. Involuntary Separations (PWTD)   Answer   No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	7	3.70	0.41
Permanent Workforce: Retirement	38	3.70	2.50
Permanent Workforce: Other Separations	57	0.00	3.86
Permanent Workforce: Total Separations	102	7.41	6.77

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.nsf.gov/policies/access.jsp

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.

https://www.nsf.gov/policies/access.jsp

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.

New reasonable accommodation policy was put in place on June 3, 2020. Currently the agency is working on a reasonable

accommodation online training module for all NSF employees.

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.)

15 days average time frame for processing initial request.

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.

Effectiveness of policies, procedures, or practices to implement reasonable accommodations are listed below: 1. Timely processing results 2. Timely providing approved accommodations 3. Monitoring accommodation requests for trends 4. Conducting training for managers and supervisors

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.

Effectiveness of the policies, procedures, or practices to implement the PAS requirement are listed below: 1. Timely providing approved services 2. Conducting training 3. Monitor PAS request for trends

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   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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Employees not self-identifying disability status

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	Y

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Self-identification of disability	Create an environment where employees feel comfortable self-identifying.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
05/01/2021	09/30/2021	Yes			Implementing a campaign to promote awareness and invite employees to disclose their disability through voluntary surveys.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Disability Program Manager	Pamela Smith Hall	Yes
Selective Placement Program Coordinator	Rebecca Goodwin	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
05/01/2021	Initiate Survey to all NSF employees	Yes		

Report of Accomplishments

Fiscal Year	Accomplishment

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

Agency has completed all previous planned activities which has increased the number of individuals with disabilities within the workforce.

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

N/A

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.

N/A