



**U.S. Department of Energy
National Nuclear Security Administration**

**Fiscal Year 2020
Disabled Veterans
Affirmative Action
Program (DVAAP)
Accomplishment
Report**

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Certification

This certification indicates the US DOE National Nuclear Security Administration Disabled Veterans Affirmative Action Program (DVAAP) is being implemented as required by 5 CFR Part 720, Subpart C, and appropriate guidance issued by the U.S. Office of Personnel Management and the Department of Energy. Additionally, this agency has a current plan as required by the regulation.

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Date Plan Last Amended:

October 2, 2020

Dates of the Period of Time the Plan is Covered:

October 1, 2020 through September 30, 2021



CERTIFYING OFFICIAL SIGNATURE

October 8, 2020

DATE:

Report Purpose

This report identifies and defines the Fiscal Year (FY) 2020 DVAAP-relevant accomplishments for the U.S. Department of Energy (DOE) National Nuclear Security Administration (NNSA). This report employs the standardized format prescribed by the U.S. Office of Personnel Management (OPM).

Disabled Veterans Affirmative Action Program: Background, Objectives, and Direction

NNSA is committed to providing veterans full opportunity for employment and advancement, and truly understands the importance of aiding veterans in their transition to civilian employment. The NNSA continues to prioritize the advancement of those who provided a great service to this country.

As the agency recruits to fill vacancies throughout the enterprise, NNSA fully recognizes it is imperative to continue the agency's commitment to the hiring and advancement of veterans. The NNSA strives to continually seek opportunities to appoint and promote veterans and disabled veterans whenever possible; all managers and supervisors are expected to join in supporting the employment of veterans, and to participate fully in the agency's continued efforts to improve the recruitment and advancement of disabled veterans.

DOE implemented (for all DOE elements, including the NNSA) the "*Department of Energy Operational Plan and Desktop Reference for the Veterans Employment Initiative.*" This Operational Plan aligns with particular key areas outlined in the Executive Order for the Employment of Veterans in the Federal Government and the "*Government-Wide Veterans' Recruitment and Employment Strategic Plan.*" The Operational Plan provides the strategic framework necessary for organizations across the Department (including NNSA) to reach, attract, and hire Veterans with the right skills and career aspirations to meet workforce needs.

The Department's *FY 2020 DVAAP Plan*, effective November 2019 (applicable to all DOE Elements, including the NNSA) further refined particular areas of emphasis and actions to be accomplished by all DOE Elements during FY 2020, towards ensuring affirmative employment and advancement to qualified disabled veterans in the areas of recruiting, hiring, advancement, training, career development, promotions, reassignments, awards (and other terms, conditions, and privileges of employment). The specific objectives and actions outlined within the Department's FY 2020 DVAAP Plan are stated as follows:

- DOE Elements will provide focused attention to ensure that veterans with disabilities, especially those with disabilities of 30 percent or more, receive equal opportunity in hiring, placement, advancement, and retention in accordance with affirmative action requirements. Reasonable accommodations are provided as needed, and in accordance with regulation and DOE policy.

- Program policies and HC procedures for merit promotion actions, awards, advancement, and training programs will continue to be reviewed and revised to adequately provide equal opportunity for disabled veterans, particularly those with disabilities of 30 percent or more.
- DOE Elements will establish and maintain inclusive practices to improve opportunities for disabled veteran employees to participate in leadership and career development training. Actions will continue to remove barriers or potential barriers to participation for disabled veterans, particularly those with disabilities of 30 percent or more. Reasonable accommodations are provided, as needed.
- DOE sites ensure accessibility to buildings and facilities for individuals with disabilities.
- Access to the DOE-wide DVAAP Plan is readily available online to establish a better understanding of the goals and objectives of the Plan.

Limitations of this Report

Due to the prescribed reporting-requisites applicable to this particular report, workforce-statistical employment data presented within this report (pertaining to hiring, tenured employees, and promotions) was derived using agency data available prior to the end of the fiscal year; this was necessary to allow for adequate report-preparation lead-time, due to this report's imposed completion and submission due-date.

Executive Summary

Observations

Area: Recruit and Employ

- The NNSA exceeded all of the prescribed FY 2020 hiring goals for Veterans, Veterans with Disabilities, and 30% or More Disabled Veterans
- The NNSA continues to achieve and maintain increased progressive employment and retention of 30% or More Disabled Veterans within the agency's total workforce
- Despite the 2020 COVID-19 pandemic, the NNSA successfully leveraged and employed available technology, conducting 3 (three) Virtual Job Fair recruiting-events

Area: Promote and Develop

- Employees whom are Disabled Veterans and were involved in the FY 2020 NNSA Mentoring Program as Mentors comprised 3.27% of participants, and 4.61% of employees participating as Mentees were Disabled Veterans
- 21.21% of employees who participated in FY 2020 Leadership and Career Development Program offerings were 30% or More Disabled Veterans
- Employees, supervisors, and managers continued to attend and complete specialized training offerings, with specific regard to hiring and employment of Persons with Disabilities; the use of Veteran-centric special hiring authorities; and Reasonable Accommodation

Area: Program Oversight

- No evident systemic barriers (which would impede full participation for any group, including Veterans and Disabled Veterans) were identified as a result of reviews of the agency's personnel and training-related policies and procedures
- The NNSA Reasonable Accommodation Program significantly increased its efforts with regard to employee training and awareness of the agency's Reasonable Accommodation process and Reasonable Accommodation Program services

Area: Program Execution

- There was a 4.52% increase in promotions for employees who are 30% or More Disabled Veterans
- Trending shows a continual steady increase in numbers of Disabled Veterans and 30% or More Disabled Veterans employed within the NNSA's total workforce
- NNSA experienced an increase in numbers of both Veterans and 30% or More Disabled Veterans hired during FY 2020

Recommendations

The following recommendations, with regard to identified challenges involving the agency's hiring and retention of disabled veterans (as well as recommendations for the agency to continue tested-and-proven best practices) include the following:

- NNSA Human Resources shall continue its successful efforts to attract more applicants who are Veterans; further increase the agency's presence at additional military job fairs; continue frequent posting of vacancy announcements; continue to hold Virtual Job Fairs; and achieve expanded use of other available recruitment resources.
- The agency shall continue to implement guidance and additional tools to help identify and promote employment opportunities for Veterans and Disabled Veterans. Hiring outcomes will continue to be assessed and tracked to determine progress.
- The agency shall continue to improve upon the level of encouragement, training, and awareness for supervisors and managers during New Supervisor Training and Supervisor Refresher Training sessions, to better enable supervisors and managers to confidently pursue non-competitive appointments of 30% or More Disabled Veterans.
- The agency shall continue to furnish professional development opportunities for employees who are Veterans and Disabled Veterans, which will continue to include mentoring efforts; training and development offerings outside of "traditional" classroom training (i.e., rotations and developmental details or assignments); and continued provisioning of Reasonable Accommodation during all agency training events and activities.
- Staff members of the NNSA Reasonable Accommodation Program shall further expand upon their efforts with regard to training, logistics, branding, and marketing of the Reasonable Accommodation Program's services by increasing the number of formal training sessions provided; offer "on-demand" Reasonable Accommodation online training via the agency's Learning Management System (Learning Nucleus), including features in newsletters, and continue additional advanced training offerings for Reasonable Accommodation Program personnel.

Agency Mission Overview

Established by Congress in 2000, the NNSA is a semi-autonomous agency within the U.S. Department of Energy. The NNSA is responsible for enhancing national security through the military application of nuclear science. NNSA maintains and enhances the safety, security, and effectiveness of the U.S. nuclear weapons stockpile without nuclear explosive testing; works to reduce the global danger from weapons of mass destruction; provides the U.S. Navy with safe and effective nuclear propulsion; and responds to nuclear and radiological emergencies in the U.S. and abroad.

To accomplish the agency's mission, the NNSA maintains crosscutting capabilities which enable each mission pillar, including advancing world-class science, technology, and engineering (ST&E); supporting our people and modernizing our infrastructure; and developing a management culture which operates a safe and secure enterprise in an efficient manner.

Agency DVAAP Reporting Points of Contact:

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FY 2020 Accomplishments

DVAAP-relevant accomplishments achieved within the NNSA during FY 2020 are identified below, as presented within the four OPM-prescribed delineated topical areas: Recruit and Employ; Promote and Develop; Program Oversight; and Program Execution.

AREA: Recruit and Employ

Progress, with regard to the agency’s hiring of disabled veterans during FY 2020, is measured and based on the following FY 2020 Veteran Hiring Goals, as prescribed by the Department of Energy’s Office of the Human Capital Manager:

DOE/NNSA FY 2020 Veteran and Disabled Veteran Hiring Goals:

| | |
|--|----------------------|
| Veterans | 25% of all new hires |
| Veterans with Disabilities | 11% of all new hires |
| 30% or More Disabled Veterans ¹ | 7% of all new hires |

During FY 2020, 42.20% of the 249 new hires were Veterans. 46 (18.50% of total new-hires) had disabilities (as determined by 10-Point Preference), and 32 (12.90% of total new-hires) were 30% or more Disabled Veterans (as determined by 10-Point 30% Compensable Disability Preference).

As evidenced above (and within the chart below), the NNSA continued to exceed all of the DOE/NNSA FY 2020 Veteran and Disabled Veteran established hiring goals, and accomplished increases (in comparison to FY 2019) in each of the three veteran categories.

| Group: | FY 2020 Goals | FY 2020 NNSA Result | FY 2019 NNSA Result | Change |
|-------------------------------|----------------------|----------------------------|----------------------------|---------------|
| Veterans | 25% of all new hires | 42.20% | 34.91% | +7.29% |
| Veterans with Disabilities | 11% of all new hires | 18.50% | 14.22% | +4.28% |
| 30% or More Disabled Veterans | 7% of all new hires | 12.90% | 11.63% | +1.27% |

Footnote 1: The term “30% or More Disabled Veteran” refers to Veterans who are annotated in the agency’s personnel system as retired from active military service with a service-connected disability rating of 30% or More; or Veterans who have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or More.

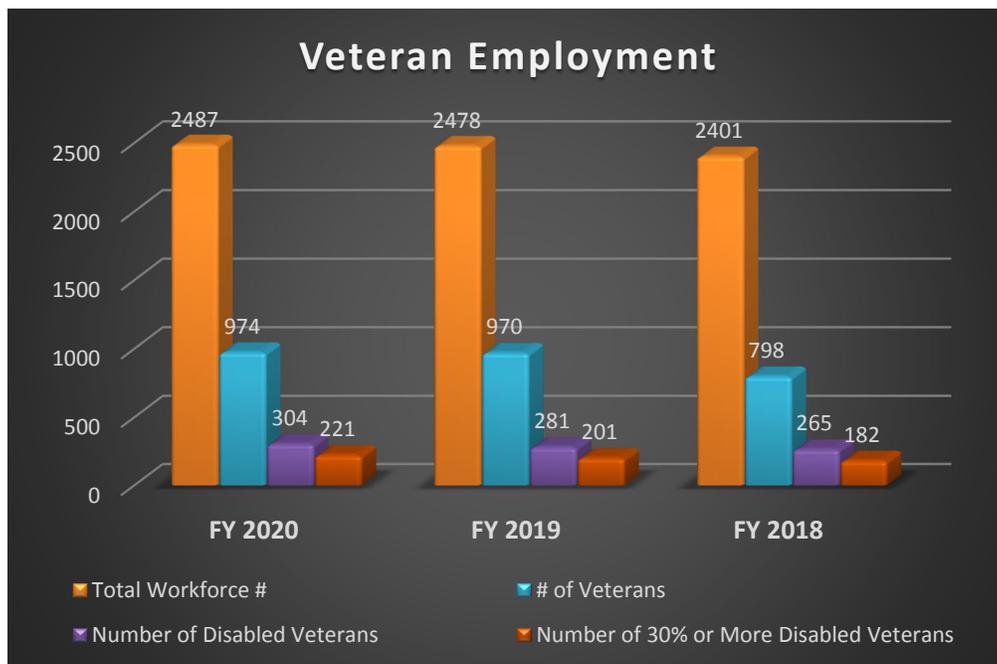
Use of Veteran-Centric Hiring Authorities:

During FY 2020, NNSA hired a total of 249 new employees. Of these 249 newly-hired employees, 2 were hired under the Veterans Recruitment Appointment (VRA) Hiring Authority, and 25 were hired under VEOA (Veterans Employment Opportunities Act of 1998) Hiring Authority. A total of 4 new employees were specifically hired using the 30% or More Disabled Veteran special hiring authority.

With regard to NNSA employees who were previously hired under VRA appointments (those having successfully completed 2 years of service), during FY 2020, 28 employees were converted to career and career-conditional appointments in the competitive service; 2 of these conversions included 30% or More Disabled Veterans.

Veteran Employment/Participation within the NNSA Total Workforce

The employment/participation levels of Veterans and Disabled Veterans over the past 3 years within the NNSA total workforce is depicted in the chart below².



² FY 2020 data is depicted/reported as of Pay Period 202018

5-Year Trending of Veteran and Disabled Veteran Employment

The following table depicts five-year trending of Veteran employee and Disabled Veteran employee statistical data for the past 5 years. As evidenced, trending results indicate an increase in the levels of Disabled Veterans and 30% or More Disabled Veterans employed and retained within NNSA.

| Fiscal Year | Number of Employees | Number of Veterans | Number of Disabled Veterans | Number of 30% or More Disabled Veterans | Percentage of 30% or More Disabled Veterans to Total Population |
|-------------|---------------------|--------------------|-----------------------------|---|---|
| FY 2020 | 2,487 | 974 | 304 | 221 | 8.88% |
| FY 2019 | 2,478 | 970 | 281 | 201 | 8.11% |
| FY 2018 | 2,401 | 798 | 265 | 182 | 7.58% |
| FY 2017 | 2,386 | 794 | 262 | 176 | 7.38% |
| FY 2016 | 2,388 | 794 | 255 | 157 | 6.57% |

Inclusion of Disabled Veterans’ Hiring Information in Vacancy Announcements

As part of the agency’s established recruitment strategy, during FY 2020, the agency continued to ensure 100% of all vacancy announcements explicitly stated each vacancy was open to 30% or More Disabled Veterans. Each vacancy announcement contained links to informative web pages, which further described and explained special hiring authorities (and eligibility conditions).

Targeted Veteran Recruitment, Outreach, and Partnerships

During FY 2020, NNSA established and increased partnerships with a variety of national and local veteran-centric organizations and vocational rehabilitation programs. NNSA worked closely with over 50 organizations and military installations to provide NNSA federal employment opportunities to veterans.

NNSA, during FY 2020, focused on external-hiring efforts in order to improve upon succession-planning endeavors. This particular focus on external-hiring allowed the agency to better promote more employment opportunities (for veterans and disabled veterans) by increasing job announcements to the general public (for which veteran hiring-preference always applies).

NNSA continued to expand its recruitment strategies to recruit and employ veterans, and in FY 2020, NNSA continued its established partnerships with two organizations dedicated to the veteran community, RecruitMilitary®, and Hiring Our Heroes®.

RecruitMilitary offers a variety of platforms to enable federal agencies to reach veterans. NNSA leveraged RecruitMilitary-sponsored veteran career fairs, and the agency remains committed to attending a minimum of RecruitMilitary events each year. During the RecruitMilitary events, NNSA was able to meet and discuss job opportunities with

well-qualified veterans, and further connect with additional veterans' aid organizations, including state and local programs.

Hiring Our Heroes is a veterans' employment outreach program coordinated by the U.S. Chamber of Commerce. Hiring Our Heroes hosts traditional career fairs and transition summits for veterans. NNSA regularly participates in Hiring Our Heroes career fairs (which are similar to the RecruitMilitary career fairs) and thus accomplishes direct job-opportunity outreach to veterans. In addition to the traditional career fairs, Hiring Our Heroes hosts numerous career summits on military installations; these particular career summits are aimed at service members who are approaching their separation date. These career summits provide the separating service-members with classes and instruction on topics which include Resume Building, Job Search Methods, and Interviewing Tactics. The first day of each Hiring Our Heroes career summit is followed by a meet-and-greet social event with employers who attend the Career Fair on the following day. These meet-and-greet social events are proven to provide successful opportunities for NNSA's hiring managers, affording NNSA hiring managers the ability to spend more time with candidates, and provide the opportunity for potential applicants to obtain a deeper understanding about the numerous and exciting opportunities NNSA offers.

NNSA also collaborates with Transition Assistance Program administrators and career counselors at various U.S. military installations. By partnering with military Transition Assistance Program Coordinators, NNSA successfully recruits and conducts improved outreach to veterans who are approaching their separation or retirement date.

NNSA also partnered with multiple other organizations which specialize in providing transition programs to veterans, and offer veterans employment assistance. Additionally, NNSA established relationships with several local military installations in the metropolitan Washington, DC area, as well as local and national veteran organizations and vocational rehabilitation agencies.

Additionally, NNSA continued its established relationships with several local military installations in the metropolitan Washington, DC area, as well as local and national veteran organizations and vocational rehabilitation agencies. Additional organizations and agencies NNSA partnered with during FY 2020 include:

- Work For Warriors® Program: This is a nationwide veteran-employment assistance program. NNSA maintains contacts with Work For Warriors® Program representatives from multiple regions, who regularly refer veterans to NNSA.
- Wounded Warrior Project®: The mission of the Wounded Warrior Project is to honor and empower service members who incurred a physical or mental injury, illness, or wound co-incident to their military service. NNSA leverages the Wounded Warrior Project's "Warriors to Work Program," which is a resource specifically intended to educate and assist employers with creating effective veteran-oriented hiring programs.

- U.S. Department of Labor: The U.S. Department of Labor’s “Veterans’ Employment Training Service” is a veterans-only assistance program, which allows veterans to research employment options, as well as provide veterans with access to information on Federal agencies’ employment opportunities. NNSA maintains contact with Veterans’ Employment Training Service Coordinators within all three U.S. regions.
- U.S. Department of Veterans Affairs: NNSA maintains contact with a number of Vocational Rehabilitation Counselors within the U.S. Department of Veterans Affairs Vocational Rehabilitation Program, which is a free service providing assistance to disabled veterans to find employment or enroll in training. NNSA works in tandem with the Vocational Rehabilitation Counselors to assist disabled veterans with applying to vacant positions within NNSA.

NNSA continued to partner with many other veteran-employment assistance groups which provide transition-programs focused on matching veterans with the right schooling and education, and/or offers assistance to veterans with achieving long-term career goals. NNSA meets with the majority of these veteran-employment partners while attending nationwide career fairs at locations where these organizations have brick-and-mortar facilities. NNSA finds the benefit of meeting with veteran-employment representatives face-to-face (instead of over the phone or through email communication) provides NNSA the opportunity to more-effectively promote NNSA as an agency which truly values and supports veterans. In addition to exchanging contact information with veteran-employment assistance organizations, NNSA also provides brochures and business cards to these organizations to reach even more veterans through the veteran-employment partners’ local offices.

Student Recruitment and Virtual Job Fairs

NNSA collaborated with its Maintenance and Operations (M&O) Contractors to develop and strengthen the collective recruitment efforts of the Nuclear Security Enterprise (NSE). During Fiscal Year 2020, NNSA and the M&O Contractors partnered together to deliver “NSE Days” events at several colleges and universities, to include Georgia Tech, Purdue, Texas A&M, and UC Merced. During these events, through the use of panel discussions, NNSA and the M&O Contractors jointly provided information to undergraduate and graduate students regarding the mission and work of the NSE. NNSA Human Resources staff members were present to receive resumes; explain current career opportunities within the agency and to explain benefits packages.

Despite the 2020 COVID-19 pandemic, the NNSA successfully leveraged and employed available technology to conduct three separate Virtual Job Fair events during FY 2020. The events included NNSA Program Offices, Functional Offices, and Field Offices, and the final (3rd) virtual job fair event included M&O partners from six different M&O sites. 34 employees from several agency organizations (NA-10, NA-20, NA-40, NA-50, NA-NPO, NA-70, NA-80, NA-MB, and the Sandia Field Office) represented NNSA, and 41

M&O representatives (from Kansas City National Security Campus (KCNSC), Lawrence Livermore National Laboratory, Los Alamos National Laboratory, Nevada National Security Site (NNSS), Pantex, Y-12, Sandia National Laboratories, and Savannah River Nuclear Solutions) participated in this particular Virtual Job Fair event.

With regard to the outcome of NNSA's FY 2020 Virtual Job Fair events, the following occurred/resulted:

- 6,662 individuals signed up for participation (created a profile)
- 4,250 individuals registered (created a profile, submitted a resume, and answered questions)
- 2,564 individuals attended the live Virtual Job Fair events, and engaged in active participation
- 3,470 completed "chats" occurred with participants/applicants
- 987 qualified candidates' resumes/applications were forwarded for consideration to the NA-10, NA-20, NA-50, and NA-NPO organizations.

The Office of Human Resources will follow up with Program Offices, Functional Offices, and Field Offices regarding the 987 qualified candidates (as individual Offices will be responsible for conducting follow-up interviews), and the Office of Human Resources will continue to track and provide regular hiring-updates from the Virtual Job Fair events. Future virtual-based events are currently planned for FY 2021 and the Office of Human Resources will announce when the FY 2021 event dates are established.

AREA: Promote and Develop

Learning and Career Management (LCM)

NNSA values and promotes a healthy learning culture to enable all employees to achieve their fullest potential. The agency's Learning and Career Management (LCM) Office offers a wide variety of corporately funded training and development programs, products, and services, available to all employees, including veterans and disabled veterans. Courses include, but are not limited to, corporate training; leadership development programs; academic degree programs; on-boarding program; learning consultants; individual development plans; coaching; organizational development; a suite of rotational programs; mentoring; and supervisor and executive training.

During FY 2020, LCM enhanced current programs, products, and services, and developed additional new programs. Notably, LCM focused on developing career paths for mission critical occupations. The career paths and competency models will strengthen employees' levels of knowledge, skills, abilities, and behaviors. In addition, during FY 2020, senior leadership funded \$3.4 million of organizational training and travel costs/needs identified via the Annual Training Assessment.

To ensure Disabled Veterans are included in all training opportunities and events, 100% of all NNSA training activities provided reasonable accommodation for all participants.

During FY 2020, LCM also supported organizations with analysis of Federal Employee Viewpoint Survey (FEVS) data/results and identified strategies towards improving and increasing employee engagement levels.

Disabled Veteran Employee Participation in the NNSA Leadership and Career Development Programs

During FY 2020, NNSA delivered a wide range of formal developmental opportunities to employees at every level (entry, mid, supervisory, managerial, and executive) under the NNSA's Leadership and Career Development Programs (LCDPs). Each LCDP offered competency development in one or more of OPM's prescribed Executive Core Qualifications. 21.21% of employees who participated in FY 2020 LCDPs were 30% or More Disabled Veterans.

Participation of Disabled Veterans in the NNSA Mentoring Program

NNSA leadership continued to recognize the benefits and opportunities afforded by supporting and endorsing the NNSA's Mentoring Program during FY 2020. The Mentoring Program provided Mentees with networking opportunities, engagement with leadership, new perspectives and expanded professional development and growth. Mentors shared best practices and furnished Mentees with new perspectives, shaping the future of NNSA.

Participants who are Disabled Veterans and were involved in the FY 2020 NNSA Mentoring Program as Mentors, comprised 3.27%, and 4.61% of those participating as Mentees were Disabled Veterans.

NNSA 1st-Year Program

Transitioning to a new position is never easy for anyone, but it can be especially daunting for veterans who are leaving a different lifestyle and career field and are transitioning to the Federal civilian workforce. The NNSA 1st-Year Program is a year-long, onboarding effort to assist employees with acclimating to the organization's day-to-day operations, connect with senior leaders, mentors and colleagues, and to learn the fundamentals of NNSA.

Given NNSA's core conviction that present and future strength rests in a knowledgeable, educated, and motivated workforce, LCM enhanced the entire NNSA 1st-Year Program by requiring all newly-hired employees attend, effectively orienting them so they all have the same opportunity to efficiently perform in their new roles. LCM took steps to ensure most of this program's components are readily-accessible and available on-line (to allow a larger audience to participate, regardless of one's physical

limitations or physical location), and reasonable accommodation is afforded to all participants.

Veteran Employment and Uniformed Services Employment and Reemployment Rights Act (USERRA) Training

NNSA employees and supervisors completed Veteran Employment and Uniformed Services Employment and Reemployment Rights Act (USERRA) training during FY 2020. As many NNSA employees are members of the U.S. military Reserve and/or National Guard, this training provided valuable information towards ensuring the agency's employees and supervisors remain aware of the rights, benefits, and obligations of members of the uniformed services.

Training for Human Resources and Hiring Manager Personnel: "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities"

NNSA is committed to sustaining a diverse, world-class workforce reflective of the Nation and composed of talented individuals. To achieve this, the NNSA recognizes the need to tap into the knowledge, skills, and experience of all Americans, including disabled veterans.

On July 26, 2010, President Obama issued Executive Order (E.O.) 13548, "*Increasing Federal Employment of Individuals with Disabilities*," to mark the historic 20th anniversary of the signing of the Americans with Disabilities Act (ADA). E.O. 13548 states the Federal Government, as the Nation's largest employer, must become a model for the employment of individuals with disabilities. In accordance with E.O. 13548, during FY 2020, all NNSA Human Resources personnel and hiring managers were required to complete the prescribed online training course, "*A Roadmap to Success: Hiring, Retaining and Including People with Disabilities*."

This training course provided NNSA Human Resources personnel and Hiring Managers with resources and strategies to successfully hire, include, and retain employees with disabilities. This training also informed Human Resources personnel and Hiring Managers of the many benefits afforded through the use of special hiring authorities, with specific regard to Veterans Recruitment Act (VRA) appointments; 30 Percent or More Disabled Veterans appointments; and Veterans Employment Opportunities Act of 1998 (VEOA) appointments.

Veteran Hiring-Preference Training for Supervisors

All newly-appointed supervisors within NNSA are required to attend and complete a multi-day, instructor-led training course, titled, "The NNSA Supervisor's Role Training Course." Tenured NNSA supervisors are required to thereafter periodically attend and complete an instructor-led refresher training course, titled, "The NNSA Supervisor's Role Refresher Training Course." During these training courses, supervisors and managers receive instruction from the agency's Human Resources subject matter

experts regarding the agency's established hiring and selection procedures and processes, including detailed instruction from Human Resources personnel on the use of Veteran Hiring-Preference, the use of Disabled Veteran-centric special hiring authorities, and Reasonable Accommodation.

Disability Awareness Month Observation Event

NNSA employees participated in the *DOE National Disability Employment Awareness Month* observation event, held during FY 2020 on October 31, 2019. This event was live streamed from the DOE Forrestal Auditorium in Washington, DC. and available for all NNSA employees to participate/observe, regardless of one's physical location.

The DOE Office of Economic Impact and Diversity sponsored this event and the FY 2020 theme, "*Disability Sensitivity*," brought awareness to the significant contributions of workers with disabilities, explaining the value of a workforce inclusive of their skills and talents.

Detail and Reassignment Opportunity Announcements

NNSA publishes all detail and reassignment opportunities in OneHR email announcement-messages, sent to the entire workforce. These opportunities allow all NNSA employees to gain valuable knowledge, skills, and experience, making employees more competitive for promotional opportunities. Additionally, during FY 2020, NNSA utilized a wider variety of marketing strategies and techniques for advertising positional and promotional opportunities, including conducting the FY 2020 NNSA Virtual Job Fairs; performing agency-wide email distribution of the NNSA HR Newsletter; and posting of posters and table tent-cards within NNSA workplaces.

AREA: Program Oversight

Compilation and Distribution of Workforce Diversity Statistics

During FY 2020, the NNSA's Office of Civil Rights compiled and disseminated mid-year and year-end organizational-level NNSA Workforce Statistics reports, depicting individual organizations' employee age groups, gender identity, disability status, race, pay plan, veteran status, and retirement-eligibility statistics. These reports were made available to all NNSA employees (and to the public) via the NNSA's public-facing web presence, and individually to senior management within each respective organization. The NNSA Office of Civil Rights supplied ad-hoc Workforce Diversity reports to NNSA management as requested, and staff members of the Office of Civil Rights instructed management on ways to employ this data for identifying and addressing trends (within their respective organizations) relevant to promoting diversity and equal employment opportunity, strategic-planning, and succession-planning.

NNSA's EEO Observer Program

The NNSA's EEO Observer Program exists to ensure applicable laws and regulations are followed during competitive selection-board and interview panel proceedings (i.e., for hiring, promotions, assignments, and awards), ensuring selection proceedings are conducted fairly, without any prohibited personnel practices or discrimination. The Office of Civil Rights continued to promote and market the use of the NNSA's EEO Observer Program to NNSA managers and supervisors throughout the year.

During FY 2020, selection of employees for participation within the NNSA's Leadership and Career Development Programs (LCDPs) was competitive (required a formalized application and selection process); an EEO Observer was present during every LCDP Selection-Board meeting, ensuring applicable laws and regulations were followed and the Board's selection-proceedings remained fair, impartial, and presented no barriers to equal opportunity for application and participation.

Personnel Policy and Procedure Reviews

NNSA, during FY 2020, conducted quarterly internal audits of all delegated examining vacancy announcements to ensure compliance with veterans' hiring-preference regulations, laws, and rules. Additionally, NNSA reviewed its policies to ensure there are no systemic barriers impeding full participation and equal opportunity for any group, including veterans with disabilities and ensuring NNSA's compliance with Veterans Preference rules, laws, and regulations. NNSA validated current policies under revision (Leave Administration, Hours of Work, and Excepted Service) do not present any evident barriers and Human Resources staff will continue to review additional policies to ensure no presence of barriers.

Regarding external audits conducted (agency Human Resources policies and practices), required by 5 CFR 250.203, each federal agency delegated responsibility to implement a Human Capital Accountability Program. This program is codified in DOE's Order 328.1 dated August 1, 2008. The Human Capital Management Accountability Program (HCMAP) maintains the Department's accountability system by ensuring all Servicing Human Resources Offices comply with merit system principles are not engaged in prohibited personnel practices, and are properly executing federal regulations and requirements established by the U.S. Office of Personnel Management (OPM) and the DOE.

NNSA Human Resources' most recent HCMAP audit, conducted by the audit team, with assistance from OPM, evaluated NNSA Human Resources' programs and services. The objective of this audit determined if NNSA met the requirements set forth under DOE Order 328.1, and the Delegations of Authority. The audit team evaluated and assessed NNSA's levels of compliance, effectiveness, and efficiency within the following Human Capital systems and Human Resource functional areas:

- Performance Culture

- Talent Management (Staffing, Recruitment, and Classification)
- Benefits Administration

Overall, NNSA achieved a compliance-score of MET (meaning, Met 80% of the Expected Outcomes; Met the Critical Success Factors of the Standards). In the Focus Area of Diversity and Inclusion, NNSA received laudatory observations, demonstrating a strong level of commitment to Veteran Recruitment, and hiring of persons with disabilities. The text below is an excerpt from the most-recent HCMAP Audit Report:

Focus Area - Diversity and Inclusion

Observations:

- *Strong commitment to veteran recruitment and hiring people with disabilities.*
- *Hiring goals for veteran recruitment and Schedule A are higher than the DOE average.*
- *NNSA has a comprehensive, organized training and career development program. A diversity representative is a member on the Leadership & Career Management Board (LCMB), and the LCMB chair is responsible for ensuring that diversity concerns are considered per the charter.*
- *Minority Serving Institutions Partnership Program (MSIPP) actively provides internship opportunities for minority students across the NNSA complex, and uses approximately half of the slots in DOE's MEISPP program administered by the Office of Economic Impact and Diversity (ED). Participates in the DOE Scholars Program.*
- *Recruitment efforts are in geographically diverse locations*

Facility Accessibility, Accommodations, and Facility Improvements

Agency leadership remains committed to ensuring employees' physical accessibility within the NNSA workplace extends beyond minimal ADA compliance. NNSA remains committed to providing access for individuals with disabilities to safely and fully participate in the job application process and to safely and effectively perform the essential functions of his/her job, including provisioning of unimpeded physical access to NNSA's buildings, work sites, and facilities.

Reasonable Accommodation

NNSA continued to ensure persons with disabilities (both employees and applicants) were afforded Reasonable Accommodation (RA). The agency's Reasonable Accommodation Program staff members assisted employees, applicants, and management with processing requests for reasonable accommodation and assisted agency hiring officials with determining essential duties of positions, identifying architectural barriers, and recommending potential modifications to ensure persons with disabilities were provided with accessibility, and able to successfully perform their essential duties.

Due to COVID-19 pandemic (and maximum-telework flexibilities provided during FY 2020), there occurred a sharp decline of new Reasonable Accommodation requests within the agency; however, requests for Reasonable Accommodation Program consultative-services increased. In FY 2020, the NNSA Reasonable Accommodation Program processed five (5) new Reasonable Accommodation requests, and of those 5 new Reasonable Accommodation requests, one (1) Reasonable Accommodation request was initiated by an employee who is a 10-Point Disabled Veteran.

NNSA expanded efforts during FY 2020 to support training, logistics, branding, and marketing of the NNSA Reasonable Accommodation Program's services, to include the following:

- During FY 2020, NNSA Reasonable Accommodation Program staff members presented six (6) live and virtual, interactive training sessions to agency Human Resources Specialists and Liaisons, EEO Counselors, Supervisors and Managers, and line-level employees, ensuring all agency employees remained aware of roles and responsibilities regarding the Reasonable Accommodation process. This training also included compliance with Section 501 of the Rehabilitation Act of 1973, requiring agencies to provide Personal Assistance Services. Employees were made aware that Personal Assistance Services assist employees (those with Targeted Disabilities) to perform basic activities of daily living (e.g., eating and mobility) within the workplace.
- The DOE Alternative Dispute Resolution (ADR) Office staff members also provided training to NNSA Human Resources Specialists on integrating ADR techniques (and other best practices) into RA Interactive-Process facilitation-sessions (with RA requestors and their requestors' supervisors).
- During FY 2020, the Office of General Counsel, the Office of Civil Rights, and the Office of Human Resources partnered with the Department to review, revise and update the *DOE Reasonable Accommodation Desk Reference Guide*. NNSA's partnership with the Department ensured NNSA's Reasonable Accommodation applicability and processes were also codified in the shared *Desk Reference*.

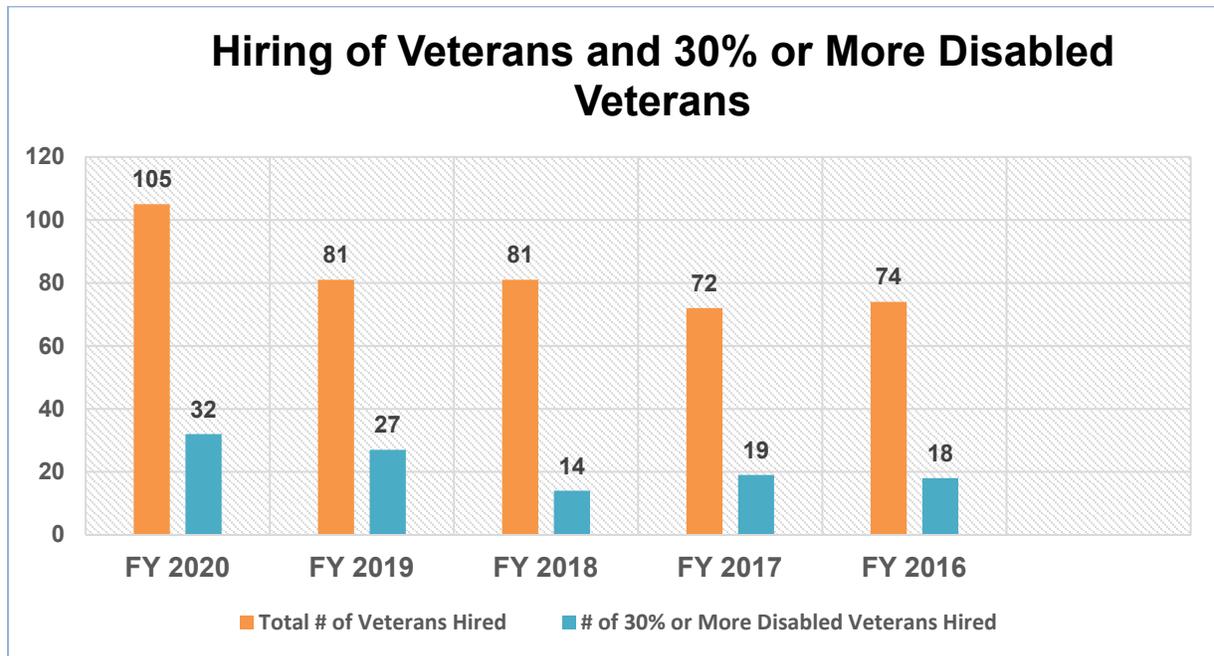
By the beginning of FY 2021, the NNSA's Reasonable Accommodation Program will launch Reasonable Accommodation self-paced training modules via the agency's online Learning Management System (Learning Nucleus). This will allow NNSA employees to refresh their understanding of Reasonable Accommodation at their convenience, as well as supplement and enhance the Reasonable Accommodation Program's consultation-endeavors.

AREA: Program Execution

This section addresses the agency's progress in implementing the established DVAAP Plan.

Hiring of Veterans and 30% or More Disabled Veterans (5-Year Trending)

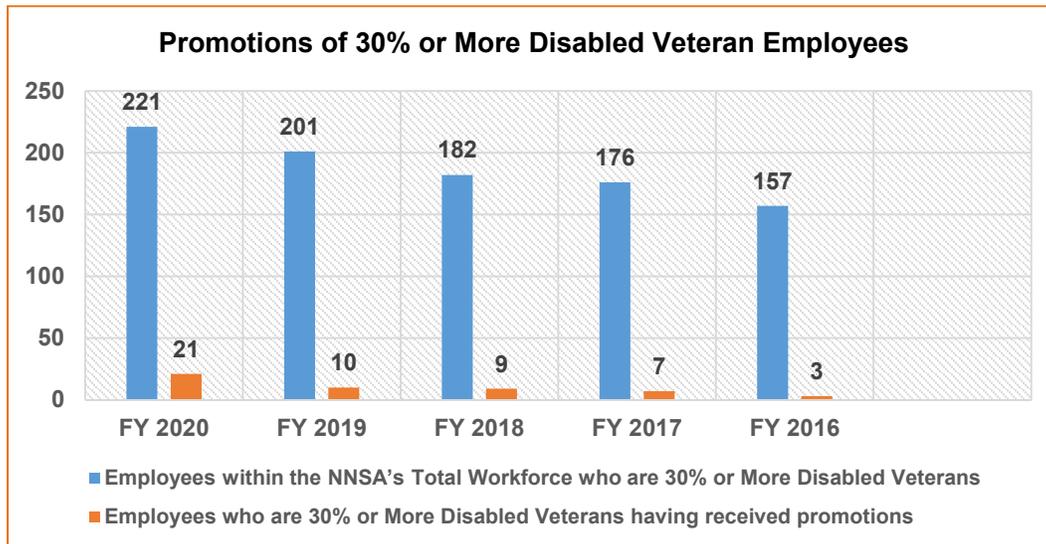
- During FY 2020, NNSA hired 105 veterans, of which 32 were 30% or More Disabled Veterans.
- During FY 2019, NNSA hired 81 veterans, of which 27 were 30% or More Disabled Veterans.
- During FY 2018, NNSA hired 81 veterans, of which 14 were 30% or More Disabled Veterans.
- During FY 2017, NNSA hired 72 veterans, of which 19 were 30% or More Disabled Veterans.
- During FY 2016, NNSA hired 74 veterans, of which 18 were 30% or More Disabled Veterans.



Promotions of 30% or More Disabled Veterans
(5-Year Trending)

The following table and chart depicts five-year trending of promotions of 30% or More Disabled Veteran employees. As evidenced, trending reflects a continual steady increase in the amount of 30% or More Disabled Veterans employed within the agency, as well as continual increase in the amount of promotions of 30% or More Disabled Veterans.

| Fiscal Year | Count of Employees within the NNSA's Total Workforce who are 30% or More Disabled Veterans | Count and Percentage of Employees who are 30% or More Disabled Veterans having received promotions |
|--------------------|---|---|
| FY 2020 | 221 | 21 (9.50%) |
| FY 2019 | 201 | 10 (4.98%) |
| FY 2018 | 182 | 9 (4.95%) |
| FY 2017 | 176 | 7 (3.98%) |
| FY 2016 | 157 | 3 (1.92%) |



Ongoing “Best Practices”

Ongoing cultivation activities executed within NNSA during FY 2020 (of particular benefit to employees who are Veterans and Disabled Veterans) included the following:

- Continued partnership with the Department of Energy’s Diversity and Inclusion Office to promote Diversity and Inclusion awareness, delivering disabled veteran employment training for NNSA line-level employees and management.
- Continued monitoring (and continued weekly Human Resources’ briefings to agency Senior Leadership) of hiring action progress within the agency, to include tracking new-hires’ minority status, disability status, identified gender, identified race, veteran status, and disabled veteran status.
- Through the NNSA’s Work/Life-Balance Program, continued provisioning of flexible workplace tools to encourage engagement and empowerment of persons with disabilities, including (but not limited to) telework, flex-time, wellness programs, employee assistance, and other work/life flexibilities and benefits.
- Continued New-Hire Orientation sessions for new employees and new members of the Senior Executive Service, introducing them to the agency, culture, and providing information about the agency’s Reasonable Accommodation Program, and Work/Life-Balance Program offerings.
- Continued efforts to advocate and perform ongoing marketing of benefits and services provided by the Alternative Dispute Resolution Program, to promptly resolve workplace disputes and misunderstandings.

Future Challenges and Solutions

The NNSA will address and implement, during FY 2021 and beyond, the following particular challenge and solution:

NNSA continues to face challenges in on-boarding veterans within the agency’s Office of Secure Transportation (OST), primarily due to the stringent eligibility-requirements prescribed within the mandatory Human Reliability Program (HRP) applicable to OST’s Federal Agents/Nuclear Material Couriers.

Human Resources and OST continue to post frequent vacancy announcements on USAJobs for OST Nuclear Material Courier hiring. These efforts have led to success in OST Nuclear Material Courier hiring in FY 2020. Despite setbacks experienced (with regard to hiring due to the COVID-19 pandemic) NNSA hired a total of 41 new Nuclear Material Couriers in FY 2020 (compared to 53 in FY 2019; 49 in FY 2018; 15 in FY

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2017; and 19 in FY 2016). Approximately 70% of OST's employees are Veterans, and approximately 20% of OST's Veteran employees are Disabled Veterans.

Into FY 2021 (and beyond), NNSA will continue to expand its outreach to veterans. NNSA provides the candidates with job requirements, including the HRP (for specified sensitive positions). These efforts will continue to be successful for veteran hiring.