

I. FY 2017 FEORP Plan Accomplishments and Promising Practices

In an effort to engage leadership to embed sustainable inclusive behaviors in policies, practices and processes that leverage diverse perspectives, the Department of Energy (DOE) held a town hall discussion where the Secretary and Deputy Secretary launched the **OneDOE** Initiative. The **OneDOE** Initiative was designed to serve as a platform to create intentional opportunities for dialogue to address workforce challenges and identify areas for improvement.

Since the introduction of **OneDOE**, the Department has pursued a strategy of gathering input from across the complex and evaluating the needs of the workforce and most effective practices for moving **OneDOE** forward. The **OneDOE** Initiative provides employees with a roadmap, resources and tools on how to be more inclusive within the workplace. From September 2016 to January 2017, DOE rolled out 10 inclusion awareness workshops across the complex, including headquarters and field site locations: Environmental Management Consolidated Business Centers, Savannah River Operations, and the National Energy Technology Laboratory. Moreover, DOE launched the **OneDOE** website to provide a source of complex-wide resources for employees.

DOE made strides in using data driven approaches to create innovative organizational solutions to achieve its mission. In December 2016, DOE partnered with an interagency task force to release a report called “Reducing the Impact of Bias in the Science, Technology, Education and Mathematics Workforce: Strengthening Excellence and Innovation.” This report highlights the efforts at the Department to leverage the diverse workforce through inclusive programs and processes.

DOE Strategic Plan 2014-2018 (Strategic Objective 12) demonstrates the agency’s commitment to: Attract, Manage, Train and Retain the Best Federal Workforce to Meet Future Mission Needs. Specifically, it states: *Efforts are underway to improve hiring quality and onboarding processes and outcomes, with a continued focus on promoting diversity and inclusion within the workforce.* (See: <http://energy.gov/downloads/2014-2018-strategic-plan>). This is further supported by Strategies listed in the “People” focus area of the DOE Strategic Human Capital Plan.

In FY 2017, Corporate Recruitment and Outreach (CRO) fulfilled their commitment to ensure DOE participation at events with a large minority student representation, by engaging DOE program offices in building relationships with professional organizations, those organizations include the Society of Hispanic Professional Engineers, the Society for the Advancement of Chicanos and the Association of Latino Professionals for America.

In order to reach potential applicants from minority communities, the Department utilizes a different methods including online sites such as, LinkedIn to recruit applicants. DOE job opportunities were distributed to Diversity Jobs.com, JustJobs.com, Veteran-Jobs.net, WeHireWomen.com, HispanicJobs.com, Latino-Jobs.org, and DisabilityJobs.net.

In FY 2017, DOE hired 101 new employees through the Career Pathways Program which consists of Interns, Recent Graduates and Presidential Management Fellows. Pathways hires represented 9.8% of the overall hires at DOE in FY 2017, excluding the Federal Energy Regulatory Commission (FERC). Out of the 101 new hires, Hispanics were hired at 11.88% and 10 point compensable Veterans at 6.93%.

II. Annual FEORP Plan for Fiscal Year 2018

Goal 1: Encourage leadership commitment and support

- Brief the Secretary and Deputy Secretary on the “State of the Agency Briefing” to identify areas of concern and strategies to correct known equal employment opportunity (EEO) program deficiencies. Follow up and report on progress quarterly throughout the fiscal year.

Goal 2: Educate the DOE workforce

- Educate managers, supervisors and employees regarding the Office of Equal Employment Opportunity (OEEO) resources and enhance awareness and understanding of the benefits of equality in the workplace for greater EEO compliance.

Goal 3: Promote equal opportunity for all

- Work collaboratively with the Office of Human Capital (HC) to analyze workforce demographics and develop recruitment strategies to ensure equality and diversity in DOE’s workforce, make recommendations and offer guidance and assistance.

III. Strategic Activities Related to Hispanic Employment

Collection of Applicant Flow Data:

Currently, the OEEO does not have an adequate applicant flow data collection system that permits tracking of information for the Management Directive (MD) -715 report. The OEEO has made progress in retrieving the appropriate data to report accurately by establishing an applicant flow workgroup to identify the specific barriers regarding the workforce and working towards removing systemic barriers to equal employment for all. The OEEO has also benchmarked other agencies particularly, the U.S. Department of Treasury and Consumer Financial Protection Bureau to determine the most adequate data collection system that would allow access to retrieve applicant flow data, which is a requirement for the annual MD-715 report. The OEEO in collaboration with the Office of Chief Finance Office, HC and Office of the Chief Information

Officer, expects to have an adequate data collection system in place to conduct barrier analysis on the workforce by the end of FY 2019.

Current Strategic Activities or Actions:

The Office of Economic Impact and Diversity in collaboration with the Community for the Advancement of Latinos at the Department of Energy (CALDOE) sponsored the 2017 Hispanic Heritage Month Observance Program. This particular observance allowed an opportunity for DOE to reaffirm the value and contributions Hispanics bring to the work environment to support the DOE's overall mission. This event included a keynote address led by Mr. Jeffrey Vargas, an author, motivational speaker, and national leader in learning innovation, communicating and understanding differences. Mr. Vargas shared a presentation of practical takeaways and resources the Department can begin utilizing to attract, develop and engage current and future Hispanic employees. The program also included a panel discussion led by distinguished senior leaders of our DOE Hispanic community, who shared their personal and professional experiences.

In the second quarter of FY 2017, CALDOE surveyed their membership to determine what types of opportunities are needed in an effort to strengthen professional development for Hispanic employees. The noteworthy recommendations included an increase in opportunities to progress to the Senior Executive Service (SES), mentoring, career coaching, networking and SES leadership training opportunities. As a result, the Hispanic Heritage Month observance program was designed to begin the groundwork by creating mentoring and/or coaching opportunities for Hispanic employees to glean insights from DOE Hispanic senior leaders.

During Hispanic Heritage Month, CALDOE hosted a Spanish Conversation Hour to continue celebrating Hispanics. This event was a friendly, relaxed and encouraging place where DOE employees, regardless of level of Spanish-speaking proficiency practiced their Spanish speaking skills. As a result excellent feedback and interest, CALDOE plans to continue offering the opportunity to engage and educate DOE employees.

During FY 2017, CRO coordinated DOE's participation at 49 recruitment and outreach events including, job fairs for minority communities and four job fairs were targeted to the Hispanic communities.

- Furthermore, DOE participated in the Colorado School of Mines Multicultural Engineering Programs, Work/Interview and Resume/Experience day to increase outreach and mentoring to a number of student organizations, including the Society of Hispanic Professional Engineers.

DOE attended Office of Personnel Management's (OPM) 2nd Annual Hispanic Heritage Month Student Forum and Career Fair. Members of CALDOE served as resume reviewers and provided attendees with specific feedback and tips for refining their resumes in order to qualify for internships and job opportunities. The OEOO and the CRO collaborated together to share

information about the various DOE student job and internship opportunities with event participants.

The OEEO attends the National Council of Hispanic Employment Program Managers meetings monthly to share ideas and retrieve resources that will help DOE to address the low participation rate of Hispanics in DOE's workforce. The Special Emphasis Program Managers for Hispanics has developed an action plan which incorporates ideas that will further enhance the Department's current activities to attract, develop and engage Hispanic employees.

CALDOE leaders participate in the Employee Resource Group Leadership Council monthly meetings in an effort to increase collaboration and engagement across the Department's program offices and carry out Diversity and Inclusion strategic goals and priorities.

Future Strategic Activities or Actions:

- The Special Emphasis Program Manager for Hispanic will collaborate with key stakeholders to implement activities from the EEO Strategic Plan for 2017-2019 such as, lunch & learn sessions and training courses to continue developing DOE's workforce.
- Continue offering educational opportunities for DOE employees on Hispanic culture through the Special Emphasis Program observances and outreach initiatives.
- Collaborate with the employee resource group CALDOE quarterly to review and assess the most effective Hispanic recruitment activities.
- In partnership with CALDOE, begin collecting best practices and networking with Hispanic community organizations and other agencies on successful strategies for recruiting, hiring and retaining Hispanic employees.
- Develop strategic communications and outreach efforts to attract a larger applicant pool for DOE mission critical occupations.
- Continue to review Hispanic demographics in the workforce to identify trends in hiring and retention of Hispanic employees and provide a report to CRO quarterly.

IV. Strategic Activities Related to the Employment of People with Disabilities

In FY 2017, DOE has identified several strategic activity areas where the agency has worked to meet the goals set forth in Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities (IWDs).

Self-identification, Benchmarking and Analysis

In FY 2017, new disability codes were released for the SF-256. DOE collaborated with the Defense Finance Accounting Service to update the disability status codes within the HC information system and resurveyed DOE's workforce.

Results of the survey showed an increase of 1.05% for individuals in the workforce who self-identified their disability and individuals with targeted disabilities (IWTDS) increased by 1.90% from the previous quarter.

Outreach and Recruitment

During FY 2017, the CRO coordinated DOE's participation in five recruitment and outreach events that specifically IWTDS, and 17 events that targeted disabled veterans. For instance, job fairs such as, the Bender Virtual Job Fair offered opportunities to IWDs that could not attend in person.

The CRO utilized a variety of online sources including the Workforce Recruitment Program Database, OPM Shared Database, unsolicited e-mails, vocational rehabilitation centers and USAJobs datamining to attract IWDs for job opportunities.

DOE also hosted a Disability Mentoring Day pilot in collaboration with the American Association of People with Disabilities annual effort. Fourteen program offices offered students an exciting opportunity for career and internship exploration, in addition to an afternoon of job shadowing and mentoring. Students from six colleges in the District of Columbia area were in attendance.

DOE employed several Veteran support programs, such as vocational rehabilitation programs to recruit and employ disabled veterans in FY 2017. Noteworthy examples include:

- The Office of Intelligence and Counterintelligence maintains a relationship with the Intelligence Community Wounded Warrior Program. One internship that began in FY 2017 will continue in FY 2018.
- Western Area Power Administration hosted five veteran interns through the Veterans Affairs Non-paid Work Experience Program. Through this program, interns received training and mentoring designed to assist them with transition into employment opportunities.
- Savannah River created a pool of disabled veteran applicants that resulted from sessions, intern fairs, the Operation Warfighter and Soldier for Life programs, in coordination with Fort Gordon military installation.

FY 2017 Federal Employment Opportunity Report Plan (FEORP), Hispanic Employment Report and People with Disabilities (PWD) Report

- The Naval Reactors program area employs active duty Navy military members in addition to DOE civilians offering a unique recruitment opportunity. Of the 24 hires in FY 2017, two were veterans with disabilities, and of those one has a targeted disability.

Hiring

For FY 2017, hiring goals for IWDs was set at 10% and IWTDs at 2%. Total hires for both IWDs and IWTDs exceeded agency goals with hires of IWDs reaching 10.7% and IWTDs increasing to 2.1%.

Despite the hiring freeze and managed hiring process at the beginning of the year, Schedule A hires resulted in 1.2% of all hires for FY 2017. The overall representation of IWDs at the agency increased from 11.9% to 13.6% and IWTDs representation increased from 0.79% to 2.6% of the workforce. Hiring of veterans with disabilities also exceeded the agency goal of 11% with total veterans with disabilities hired at 11.6% and veterans with a disability rating of 30% or more totaled 8.1% versus the agency goal of 7%.

Career Development

Career development opportunities are promoted through a variety of sources, including DOE-wide announcements, internal websites, and consultations provided to employees and veteran employee resource groups, EEO & Diversity, e-mail distribution lists and posters. In FY 2017, DOE provided career and leadership development opportunities for employees through different programs, rotational opportunities, detail appointments, corporate-sponsored courses, the Online Learning Center and other online resources, such as Books 24/7 and DOE PowerPedia.

Of the 203 total employees who participated in external leadership development training, 8.4% were IWDs, 3.9% were IWTDs and 9.3% were 10-point preference eligible veterans who did not self-identify. Within Bonneville Power Administration, 157 veterans participated in external leadership training courses with 57 (36%) being veterans with disabilities and 39 (35%) were veterans with a disability rating of 30% or more.

Training and Education

The DOE continues to educate the workforce on the inclusion and employment of persons with disabilities. In FY 2017, DOE launched the course “Cultural Diversity in the Workplace” with 17 sessions completed. In addition, online workshops regarding special hiring authorities such as, Schedule “A” and other hiring flexibilities were provided to supervisors and managers. A total of 1,187 Human Resource Professionals and hiring managers completed the “A Roadmap to Success: Hiring, Retaining, and Including IWDs and 1,001 hiring managers completed the Veteran Employment Training for Federal Hiring Managers.

ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2017

A. Name and Address of Agency:

U.S. Department of Energy
1000 Independence Avenue SW
Washington, DC 20585

B. Name and Title of Designated FEORP Official (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Ann Augustyn, Principal Deputy Director, Office of Economic Impact and Diversity

C. Name and Title of Contact Person (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Ann Augustyn, Principal Deputy Director, Office of Economic Impact and Diversity

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Print Name Tonya M. Mackey Signature Tonya M. Mackey Date 12/19/17
Chief Human Capital Officer

Print Name Ann Augustyn Signature Ann Augustyn Date 12/18/17
Principal Deputy Director,
Economic Impact & Diversity

Print Name Ann Augustyn Signature Ann Augustyn Date 12/18/17
Principal Deputy Director,
Economic Impact & Diversity

Note If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.