

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

\*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 Yes |

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	267	47	17.60	11	4.12
Grades GS-11 to SES	6245	649	10.39	157	2.51

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

The Agency communicates annual hiring goals for persons with disabilities and persons with targeted disabilities through consultations with hiring managers, selecting officials, supervisory training workshops and regular Human Capital collaboration calls offering quarterly progress updates.

### Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	1	0	46	tiffany.wheeler@hq.doe.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	21	Donna Friend Disability/Veteran Employment Program Manager donna.friend@hq.doe.gov
Processing reasonable accommodation requests from applicants and employees	1	0	46	tiffany.wheeler@hq.doe.gov
Section 508 Compliance	1	0	0	Teddy Dyer Information Technology Specialist teddy.dyer@hq.doe.gov
Architectural Barriers Act Compliance	1	0	0	David Brown Deputy Director, Technical Services
Special Emphasis Program for PWD and PWTB	0	0	1	Ann Augustyn Principal Deputy Director

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

Answer Yes

"A roadmap to Success: Hiring, Retaining, and Including PWDs and PWTBs by Office of Personnel Management. Basic Disability Program Manager training by the U.S. Equal Employment Opportunity Commission

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

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

Answer Yes

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

<b>Brief Description of Program Deficiency</b>	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
<b>Objective</b>	The agency will disseminate the RA policy and procedures to all employees through DOECAST. The agency will also provide a quick guide brochure on RA procedures to new employees during the new employee orientation and new managers and supervisors during quarterly new managers and supervisory 40 hour training.		
<b>Target Date</b>	Sep 27, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Feb 28, 2019		Ensure the RA policy and procedure is completed and follow the guidelines set forth by the EEOC.
	Jul 31, 2019		Develop and disseminate DOECAST message to all employees on RA.
	Aug 30, 2019		Develop quick guided brochure on RA procedures to distribute to all new employees and managers and supervisors.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.		
<b>Objective</b>	Include information about the RA program during headquarters and field sites new employee orientation		
<b>Target Date</b>	Mar 31, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jul 31, 2019		Once the RA policy and procedures are approved, the policy and procedures will be disseminated to all employees by DOECAST.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		
<b>Objective</b>	Ensure that examples of disability-based harassment are included in the agency's anti-harassment training materials.		
<b>Target Date</b>	Sep 27, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jul 19, 2019		Extract examples of disability-based harassment from the reasonable accommodations training.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
<b>Objective</b>	Restart the DOE Employee Lifecycle surveys		
<b>Target Date</b>	Jun 28, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 27, 2019		Implement replacement survey tool.
	Sep 27, 2019		Include question regarding individuals with disabilities to solicit required feedback.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	Identified replacement survey tool and procure the tool.	

<b>Brief Description of Program Deficiency</b>	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
<b>Objective</b>	Post the affirmative action plan on DOE public website.		
<b>Target Date</b>	Dec 15, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jul 31, 2019		Collaborate with the IT team to post the affirmative action plan on DOE's public website.
	Dec 20, 2019		Post the affirmative action plan DOE's public website.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

## 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.

The Department of Energy utilized a variety of sources and programs to increase the number of qualified applicants with disabilities and applicants with targeted disabilities within major occupations. Additional sources used to attract talent included the Workforce Recruitment Program database, OPM Shared Database and unsolicited e-mails. Programs offered by vocational rehabilitation centers, Soldier for Life, Operation Warfighter, the Intelligence Community Wounded Warrior Program and the American Job Centers were utilized. In addition, the agency hosted a disability mentoring day for students with disabilities from seven colleges in the District of Columbia metropolitan area and the Operation Warfighter Program to provide information on student internships and career opportunities. Ten program offices provided a day of career exploration and job shadowing/mentoring. The Corporate Outreach and Recruitment Division (CRO) coordinated DOE participation in 6 recruitment and outreach events that specifically targeted individuals with disabilities, and 24 that included individuals with disabilities. Two were Bender Virtual Job Fairs for individuals with disabilities that provide opportunities for participants that may not be able to attend a physical job fair.

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

The Department of Energy utilizes all available and appropriate hiring authorities to recruit and hire Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD). Applicants who wish to be considered for job announcements may do so by applying to vacancies listed on the USAJOBS website targeted towards PWD and PWTD or may contact an agency disability coordinator. Within DOE, the use of database and file maintenance systems facilitate rapid hiring through non-competitive consideration of individuals with disabilities for vacant positions.

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.

The agency determines eligibility for applicants who apply under special hiring authorities for persons with disabilities and persons with targeted disabilities through documentation such as a Schedule A letter, letters from the Veterans Administration or letters from a vocational rehabilitation center that identifies the individual as a person with a disability. • Applicants who apply under special hiring authorities that take disability into account are referred with other applicants from competitive announcements. They are processed and referred to hiring managers on both a competitive Certificate of Eligibles and a non-competitive Certificate of Eligibles. The agency's Human Resource Business Partners also request referrals through the Office of Corporate Recruitment and Outreach Division, and from database or file maintenance systems.

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

Answer Yes

The use of hiring authorities such as Schedule A that can be used to quickly fill positions is a topic of interest during supervisory training sessions for new supervisors and will continue to be included in future training sessions. Mandatory online training workshops are provided through the new Learning Nucleus system for managers and human resources professionals on special hiring authorities that take disability into account. The courses educate HR Professionals and hiring managers about the use of special hiring authorities available to quickly fill positions with qualified individuals with disabilities. • A total of 120 HR Professionals and 592 hiring managers completed A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities. • Over 879 hiring managers completed the Veteran Employment Training for Federal Hiring Managers (FHM) and 199 Human Resources Professionals completed the Veteran Employment Training for Federal Human Resources Professionals (FHRP). The courses cover the use of hiring authorities for disabled veterans.

**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.

DOE participated in five recruitment and outreach events specifically targeting PWDs and PWTDs including the Bender Virtual Job Fair. A partnership was established with the American Association of People with Disabilities (AAPD) that resulted in placement of two summer interns. Strengthened relationships with the Maryland Department of Rehabilitative Services (DORS) and local military bases, and provided employment information sessions that will continue. Relationships with AAPD, DORS, and Operation Warfighter provided visibility and participants for the DOE Disability Mentoring Day. Relationships established between Headquarters and DOE sites with local vocational rehabilitation centers, Soldier for Life, Operation Warfighter, the Intelligence Community Wounded Warrior Program and the American Job Centers are a source of talent. DOE participates in meetings of the Federal Exchange on Employment of Individuals with Disabilities to remain abreast of issues and best practices that impact the disability community. DOE also participates in webinars hosted by the Employee Assistance and Resource Network on Disability Inclusion.

**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

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

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

a. New Hires for MCO (PWD) Answer

b. New Hires for MCO (PWTD) Answer

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

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

a. Qualified Applicants for MCO (PWD) Answer 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.

The Department of Energy has engaged in the below initiatives to ensure employees with disabilities and employees with targeted disabilities have sufficient advancement opportunity. • Human Resource Business Partners and the Office of Corporate Recruitment and Outreach regularly consult with hiring managers on effective approaches to talent management including special hiring authorities, conversion of Schedule A appointees, and utilizing sources including the Workforce Recruitment Program and the OPM Shared Database. • Initiated a mentoring program for all employees including employees with disabilities and employees with targeted disabilities. • All employees in consultation with their supervisors are required to develop and execute Individual Development Plans. They are encouraged to apply for opportunities to broaden their skills and competencies for career progression. Reasonable accommodations are made available, as needed, to ensure participation of individuals with disabilities. • Of the Career Pathways Program hires, 14 (14.7%) were individuals with disabilities. • Student volunteer and stipend based internship programs offer opportunities to gain experience related to their field of study and serve as feeder programs for the Career Pathways Program.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

Learning and development opportunities are promoted through DOE-wide announcements, internal websites, training administrators, e-mail distribution, monitors and posters placed in prominent places. Also through consultations provided to employees by managers and organizational leaders. • Of the 36 Executive Learning program participants, 8.4% were employees with disabilities; 1 participant was a person with a targeted disability. • Employees participated in 7 external leadership development programs. Of the 30 participants: 1 was a 10 Point preference veteran that had not self-identified. • A number of rotational opportunities were provided through informal assignments, and formal programs like the President’s Management Council Rotational Program where 37.5% were people with disabilities and one was a person with a targeted disability. • DOE is moving toward competency based assessments. Training was provided on the newly established competency assessment tool and how results could be used to help inform the IDP. The initial sessions were targeted to employees with disabilities and open to others. Of the 64 who completed the course, 17.2% were people with disabilities; of these, 1 had a targeted disability. Career and leadership development opportunities for employees are available through a suite of different programs, rotational and detail opportunities, corporately-sponsored courses, the Learning Management System and resources such as Books 24/7 and PowerPedia. Additionally, many Program Offices sponsor employees and/or offer technical training through the National Training Center or outside resources.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						

- 3.

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

- a. Applicants (PWD) Answer
- b. Selections (PWD) Answer

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
- b. Selections (PWTD) Answer

**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
- b. Awards, Bonuses, & Incentives (PWTD) Answer

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	229	10.04	84.28	3.49	6.55
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	2456	8.88	83.92	3.14	5.74

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$100 - \$500: Total Cash Awards Given	2387	5.49	94.51	1.93	3.56
Cash Awards: \$501+: Total Cash Awards Given	4723	7.94	92.06	2.54	5.40

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
- b. Pay Increases (PWTD) Answer

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	624	4.97	95.03	1.76	3.21



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

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

- a. Other Types of Recognition (PWD) Answer
- b. Other Types of Recognition (PWTD) Answer

**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
  - ii. Internal Selections (PWD) Answer
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer
  - ii. Internal Selections (PWD) Answer
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer
  - ii. Internal Selections (PWD) Answer
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer
  - ii. Internal Selections (PWD) Answer

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
  - ii. Internal Selections (PWTD) Answer
- b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer
      - ii. Internal Selections (PWTD) Answer
    - c. Grade GS-14
      - i. Qualified Internal Applicants (PWTD) Answer
      - ii. Internal Selections (PWTD) Answer
    - d. Grade GS-13
      - i. Qualified Internal Applicants (PWTD) Answer
      - ii. Internal Selections (PWTD) Answer
- 

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
  - b. New Hires to GS-15 (PWD) Answer
  - c. New Hires to GS-14 (PWD) Answer
  - d. New Hires to GS-13 (PWD) Answer
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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
  - b. New Hires to GS-15 (PWTD) Answer
  - c. New Hires to GS-14 (PWTD) Answer
  - d. New Hires to GS-13 (PWTD) Answer
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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
  - ii. Internal Selections (PWD) Answer
- b. Managers

- i. Qualified Internal Applicants (PWD) Answer
- ii. Internal Selections (PWD) Answer
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer
  - ii. Internal Selections (PWD) Answer

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
  - ii. Internal Selections (PWTD) Answer
- b. Managers
  - i. Qualified Internal Applicants (PWTD) Answer
  - ii. Internal Selections (PWTD) Answer
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD) Answer
  - ii. Internal Selections (PWTD) Answer

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
- b. New Hires for Managers (PWD) Answer
- c. New Hires for Supervisors (PWD) Answer

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
- b. New Hires for Managers (PWTD) Answer
- c. New Hires for Supervisors (PWTD) Answer

## 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

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

b. Involuntary Separations (PWD)

Answer

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Total Separations	628	11.31	88.69
Involuntary Separations	10	20.00	80.00
Voluntary Separation	618	11.17	88.83

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

b. Involuntary Separations (PWTD)

Answer

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Total Separations	628	3.50	96.50
Involuntary Separations	10	0.00	100.00
Voluntary Separation	618	3.56	96.44

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.

### 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.

DOE has issued its notice explaining employees and applicants rights under Section 508 of the Rehabilitation Act at <https://www.energy.gov/cio/departement-energy-doe-and-section-508>. A description of how to file a complaint is also on this public website.

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.

GSA owns the buildings that DOE occupy. <https://www.gsa.gov/real-estate/design-construction/accessible-facility-design> <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards>

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.

In 2018, the agency did not implement any projects to improve accessibility of facilities during the reporting period. DOE headquarters building is fully ADA compliant.

### C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average number of days for processing an initial request for reasonable accommodation across the DOE complex was

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.

The desk reference for reasonable accommodation procedures has served as an informative tool for those requesting reasonable accommodations. The desk references has also been helpful for managers, supervisors and the local Reasonable Accommodation Coordinators.

### 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.

Tiffany Williams

## 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

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

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.
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**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

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.
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**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

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

Answer

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

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.
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5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).
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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.
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