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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer No
   b. Cluster GS-11 to SES (PWD) Answer No

*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

Workforce data table B1 shows trigger exist for PWTD. Beginning FY2018, FY2019, FY2020 and FY2021, PWTD had zero representation at DNFSB. DNFSB plans to implement AAP with specific steps to increase the representation of PWTD

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>40</td>
<td>5</td>
<td>12.50</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

The Annual MD-715 report was used to communicate the numerical goals to hiring managers and in FY2021, all hiring Managers received Schedule-A hiring Training

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

Agency has a collateral duty Disabilities Program Manager

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0 1 0</td>
<td>Dr. Butler-Guerrier <a href="mailto:ngozib@dnfsb.gov">ngozib@dnfsb.gov</a></td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>0 0 0</td>
<td></td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>0 0 0</td>
<td></td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants</td>
<td>0 0 1</td>
<td>Debbie Bisceiglia <a href="mailto:DebbieB@dnfsb.gov">DebbieB@dnfsb.gov</a></td>
</tr>
<tr>
<td>and employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>0 0 1</td>
<td>Debbie Bisceiglia HR Specialist</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities</td>
<td>0 0 1</td>
<td>Debbie Bisceiglia HR Specialist</td>
</tr>
<tr>
<td>that take disability into account</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

All employees received mandatory EEO training in FY 2021

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

The Disability Program Management is a collateral duty staff

Section III: Program Deficiencies In The Disability Program
### Brief Description of Program Deficiency

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]</th>
</tr>
</thead>
</table>

### Objective

Implement Executive Order 13548/14035, directing federal agencies to enhance the recruitment, hiring, retention, and advancement of persons with disabilities, and EEOC requirement for special emphasis on affirmative employment and retention of persons with targeted disabilities [see 29 CFR §1614.203(d); MD-715, II(C)].

#### Target Date

Sep 30, 2022

#### Completion Date

Collaborate with hiring Managers and establish concrete steps and timeline for implementing Affirmative Action Plan [AAP] for Individuals with Disabilities per 29 CFR §1614.203(d); MD-715, II(C)].

### Accomplishments

Fiscal Year | Accomplishment
--- | ---

### 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.

DNFSB does not have programs that target job applicants with disabilities other than announce in the vacancy that “individuals with disabilities encouraged to apply"
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

Qualified applicants under Schedule-A are interviewed and selected based on qualifications.

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 assesses the qualifications as they align with the duties and responsibilities of the position as announced.

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

In FY2021, all hiring managers received training on the use of hiring authorities that take disability into account.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

In FY2020, DNFSB will update its Affirmative Action plan (AAP) to include specific and comprehensive plans to reach the numerical goals of 2% for PWTD and 12% for PWD. The AAP will include strategies and specific plans for accomplishing the following: Train and communicate these numerical goals agency hiring managers and recruiters. Improve recruitment of PWD and PWTD for mission-critical occupation(s); Increase the agency’s use of hiring authorities that take disability into account, including Schedule A and veterans with 30% or more disability Consider disability status as a positive factor in hiring, promotion, or assignment decisions to the extent permitted by law Conduct additional outreach and recruitment efforts for PWD and PWTD in the senior grade levels; Offer training, internship, and mentoring programs for PWD and PWTD to reach the senior grade levels; and Provide disability-related training to managers and employees

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  Yes

Trigger exist for PWTD because this group have zero representation at the agency in Fiscal Years 2018, 2019, 2020, and 2021 The agency will continue to expand its outreach plans to attract PWTD until it reaches the numerical goal of 2% for PWTD.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
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<td></td>
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<td>(%)</td>
<td>(%)</td>
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<tr>
<td>Permanent Workforce</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Workforce</td>
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<td></td>
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<tr>
<td>Permanent Workforce</td>
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<td></td>
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<tr>
<td>Temporary Workforce</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

% of Total Applicants 0
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 N/A
   b. New Hires for MCO (PWTD) Answer N/A

Data not available. EEO office will work with HR to capture necessary data for analysis

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
</tbody>
</table>

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 N/A
   b. Qualified Applicants for MCO (PWTD) Answer N/A

Undetermined...the agency does not collect necessary EEO demographic data for analysis

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 N/A
   b. Promotions for MCO (PWTD) Answer N/A

Data not available: The agency does not collect required EEO data for the review and analysis of its promotional practices.

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.

In FY2020, the agency updated its Affirmative Action Plan to include specific strategies that ensures PWD and PWTD have sufficient opportunities for advancement. In FY 2021, the agency plans to implement AAP for PWTD.
B. CAREER DEVELOPMENT OPPORTUNITIES

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

Agency does not have career development programs

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Training Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fellowship Programs</td>
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<td></td>
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<tr>
<td>Detail Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Coaching Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mentoring Programs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Career Development Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   a. Applicants (PWD)  
   Answer  N/A

   b. Selections (PWD)  
   Answer  N/A

The agency has not established a data collection system to track EEO required data for analysis

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

   a. Applicants (PWTD)  
   Answer  N/A

   b. Selections (PWTD)  
   Answer  N/A

The agency has not established a data collection system to track EEO required data for analysis

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

   a. Awards, Bonuses, & Incentives (PWD)  
   Answer  No

   b. Awards, Bonuses, & Incentives (PWTD)  
   Answer  No
Performance-Based Award is standardized across the agency. However, agency does not have transparent practices with regards to special and divisional awards and do not collect required EEO data on these special awards.

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
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<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
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<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
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</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
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<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
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<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
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</tr>
<tr>
<td>Cash Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
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<tr>
<td>Cash Awards: $3000 - $3999: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
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<tr>
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</tr>
<tr>
<td>Cash Awards: $5000 or more: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Total Amount</td>
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<td>0.00</td>
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<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
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<td>0.00</td>
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</tbody>
</table>

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.
   a. Pay Increases (PWD) Answer No
   b. Pay Increases (PWTD) Answer No

The agency has not established a data collection system to track EEO required data for analysis

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Performance Based Pay Increases Awarded</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

The agency does not have a recognition program

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 N/A
      ii. Internal Selections (PWD) Answer N/A
b. Grade GS-15
   i. Qualified Internal Applicants (PWD)  Answer  N/A
   ii. Internal Selections (PWD)            Answer  N/A

c. Grade GS-14
   i. Qualified Internal Applicants (PWD)  Answer  N/A
   ii. Internal Selections (PWD)            Answer  N/A

d. Grade GS-13
   i. Qualified Internal Applicants (PWD)  Answer  N/A
   ii. Internal Selections (PWD)            Answer  N/A

The agency has not established a data collection system to track EEO required data for analysis.

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  N/A
      ii. Internal Selections (PWTD)            Answer  N/A

   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD)  Answer  N/A
      ii. Internal Selections (PWTD)            Answer  N/A

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD)  Answer  N/A
      ii. Internal Selections (PWTD)            Answer  N/A

   d. Grade GS-13
      i. Qualified Internal Applicants (PWTD)  Answer  N/A
      ii. Internal Selections (PWTD)            Answer  N/A

   Data not available.

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  N/A
   b. New Hires to GS-15 (PWD) Answer  N/A
The agency has not established a data collection system to track EEO required data for analysis.

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  N/A
   b. New Hires to GS-15 (PWTD)  Answer  N/A
   c. New Hires to GS-14 (PWTD)  Answer  N/A
   d. New Hires to GS-13 (PWTD)  Answer  N/A

The agency has not established a data collection system to track EEO required data for analysis.

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

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

The agency has not established a data collection system to track EEO required data for analysis.

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

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

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

The agency has not established a data collection system to track EEO required data for analysis

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

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

The agency has not established a data collection system to track EEO required data for analysis

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

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

The agency has not established a data collection system to track EEO required data for analysis

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 N/A

The agency has not established a data collection system to track EEO required data for analysis

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

a. Voluntary Separations (PWD)  Answer No

b. Involuntary Separations (PWD)  Answer No

Data not available

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
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</tr>
<tr>
<td>Permanent Workforce: Removal</td>
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<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
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</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
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<tr>
<td>Permanent Workforce: Other Separations</td>
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</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

a. Voluntary Separations (PWTD)  Answer No

b. Involuntary Separations (PWTD)  Answer No

Data not available

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>0</td>
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<td>0.00</td>
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<tr>
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<td>0.00</td>
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<tr>
<td>Permanent Workforce: Retirement</td>
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<tr>
<td>Permanent Workforce: Other Separations</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

Data not available

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.

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.

N/A

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 FY2021, EEO Office will discuss plans to address accessibility and technology issues with agency leadership.

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.)

10 days

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.

Timely processing

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.

There no request for PAS for this reporting season. Agency will continue to assess program effectiveness annually.

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  N/A

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  N/A
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.

Agency had not filling of EEO complaint in FY2020

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 N/A

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 N/A

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.

Agency had not filling of EEO complaint in FY2020

Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments
**Source of the Trigger:** Workforce Data (if so identify the table)

**Specific Workforce Data Table:** Workforce Data Table - B1

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Persons with Targeted Disability (PWTD): FY 2021 workforce data shows DNFSB had zero percent representation of PWTD, failing short of section 501 benchmark of 2 percent participation rate. The DNFSB’s HR is not the primary office that determines length of time for hiring processes from start to finish for internal and external applicants. Roughly 65 percent of the workforce are recruited none-competitively through the excepted services program. Many of these applicants are nuclear engineers with specialized skills, who are recruited and selected by the OTD. Moreover, it is difficult to determine if barriers to employment exist for this group because the agency does not have a transparent tracking system to collect the required demographic data. [Analysis based on the following select data and DNFSB’s Permanent workforce] § Gender and race § Disability Employment § Mission critical Occupations § Internal Workforce Resurvey data Barrier Analysis Working (BAW) Group Report

<table>
<thead>
<tr>
<th>Barrier Analysis Process Completed?</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrier(s) Identified?:</td>
<td>N</td>
</tr>
</tbody>
</table>

**STATEMENT OF BARRIER GROUPS:**

**Barrier Group**

People with Targeted Disabilities

**STATEMENT OF IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

**Objective(s) and Dates for EEO Plan**

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Modified</td>
<td>Date Completed</td>
<td>Objective Description</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Responsible Official(s)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standards Address The Plan?</th>
</tr>
</thead>
</table>

**Planned Activities Toward Completion of Objective**

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

**Report of Accomplishments**

| Fiscal Year | Accomplishment |
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Disability Employment: In FY2021, DNFSB failed to meet the required Civilian Labor Force (CLF) benchmarks in the recruitment and hiring of persons with disabilities PWD. PWD made up 12% of total workforce. However, in FY2021, the agency had zero representation of persons with PWTD. The agency will implement a comprehensive Affirmative Action Plan (AAP) with specific steps on how to reach the numerical goals of 2% for PWTD. Human Resources is not always involved in determining the length of time for hiring processes from start to finish. The Office of the technical Directors makes up at least 63% of the workforce and and does not use the merit system hiring systems. Although the agency does not have a Minority Veterans Program Coordinator, Human Resources ensures preference eligible Veterans are automatically floated to the top of their respective job vacancy categories. In FY2019 and FY2020, veteran accounted for more than 35% of the total workforce. The agency will continue to annual resurvey its workforce to determine the percentage of the veteran employees with 30% or more service-connected disability.

STATEMENT OF BARRIER GROUPS:

Barrier Group
People with Targeted Disabilities

Barrier Analysis Process Completed?: Y

Barrier(s) Identified?: Y

STATEMENT OF IDENTIFIED BARRIER:

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Attitudinal Barrier

In FY 2021, DNFSB established its first BAW group to determine if barriers exist for the triggers identified in the FY 2020 MD-715 report. The BAW group analyzed qualitative data on focus group and individual employee interviews, FEVS, climate survey, and workforce resurvey and identified an attitudinal barrier within DNFSB.

In reviewing the quantitative data, it was difficult to determine if anomalies (barriers) to equal employment exist for protected group within the agency. The lack of sufficient and required EEO demographic data made it difficult for the BAW group to examine the impact of management/personnel policies, procedures, and practices and or determine if attitudinal barrier is the root of cause of the triggers identified for Persons with Targeted Disability (PWTD).

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2021</td>
<td>09/30/2022</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Establish systems in place to accurately collect, monitor, and analyze external and internal applicant flow data concerning applicants’ and employees’ race, national origin, sex, and disability status to enable an analysis of the impact of management/personnel policies, procedures, and practices and determine if attitudinal barrier is the root of cause of the triggers for PWTD.</td>
</tr>
<tr>
<td>10/01/2021</td>
<td>09/30/2022</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Identify and Remove employment barriers for PWTD</td>
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</tbody>
</table>
4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

n/a

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

n/a

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

n/a