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   No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	0	0	0.00	0	0.00
Grades GS-11 to SES	0	0	0.00	0	0.00

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

NNSA continued to communicate its hiring goals for PWD and PWTD through a variety of methods to include supervisory training, senior leadership briefings, and thru consultations and meetings with hiring managers. All newly appointed supervisors are required to attend and complete a multi-day, in-person training course (the NNSA Supervisor's Role Training Course), and tenured supervisors are required to thereafter attend and complete a periodic in-person refresher training course (the NNSA Supervisor's Role Refresher Training Course). During this training, supervisors are provided with instruction on the use of special hiring authorities, such as Schedule A and 30 Percent or More Disabled Veterans; and they are also provided with information regarding the Agency's PWD and Veteran-centric hiring goals (and its progress in reaching these goals). Senior leadership officials are briefed on staffing and personnel matters by NNSA Human Resources staff members on a bi-weekly basis; this briefing includes the demographics of the NNSA workforce, to include the demographics of newly-hired individuals. Human Resources staff members

continually educate hiring managers on the use of special hiring authorities (for individuals with disabilities) in order to fill mission critical positions in a timely manner, as well as to meet prescribed hiring goals.

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

Yes. NNSA Human Resources maintains staff members dedicated to the processing of applications from PWD and PWTD, and staff members specifically dedicated to processing employees' reasonable accommodation requests. Human Resources also employs certain staff members to conduct recruitment and outreach activities for the agency (to continue to establish new relationships with colleges, universities, rehabilitation agencies, and veteran organizations) to identify applicants with who are individuals with disabilities.

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 PWTD	18	0	0	vincent.reed@nnsa.doe.gov
Answering questions from the public about hiring authorities that take disability into account	18	0	0	vincent.reed@nnsa.doe.gov
Processing reasonable accommodation requests from applicants and employees	1	0	5	Kirk Powell Supervisory HR Specialist kirk.powell@nnsa.doe.gov
Section 508 Compliance	1	0	0	karen.sutton@nnsa.doe.gov
Architectural Barriers Act Compliance	0	0	1	bonnie.baisden@nnsa.doe.g
Special Emphasis Program for PWD and PWTD	0	0	1	jennifer.kline@nnsa.doe.go

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

Yes. Human Resources works closely with staff members of the NNSA Office of Civil Rights, the NNSA Reasonable

Accommodation Program, and the Department of Energy's Human Resources office, with regard to the management of the agency's Disability Program. Disability Program personnel and Human Resources staff members receive on-the-job training, web-based training, and formal classroom training on disability placement and hiring (to include the Schedule A, Veterans Recruitment Appointment, and 30 percent or More Disabled Veteran hiring authorities), and training on Reasonable Accommodation. Hiring Managers and Human Resources personnel within NNSA receive additional specialized training by completing (at least once annually) a required training course titled, "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities." This training course provides Hiring Managers and Human Resources personnel with valuable information to recognize the benefits of hiring individuals with a disability in the Federal workforce, and to further understand applicable Federal Government initiatives. This course also provides information on Affirmative Employment obligations stemming from the Rehabilitation Act of 1973, which call on the Federal Government to focus on the outreach, recruitment, retention, and advancement of people with disabilities at all grade levels; and this course explains the Federal government's specific focus on hiring individuals with Targeted Disabilities. The NNSA Reasonable Accommodation Program provides an interactive, engaging, and comprehensive web-based training course (available on-demand to all NNSA employees). This training provides employees with information regarding the legal requirements and the steps within the Reasonable Accommodation Process; it explains the roles and responsibilities of requestors, supervisors, and Reasonable Accommodation Program personnel within the Reasonable Accommodation Process; it informs participants about Personal Assistance Services; it provides instructions for how and whom to contact to initiate a request for Reasonable Accommodation; and it includes interactive modules with various scenarios. During FY 2022, the agency's Office of Learning and Career Management continued to provide all NNSA employees with an additional on-demand learning service, LinkedIn Learning®. LinkedIn Learning provides employees with comprehensive learning modules in the topical-subject area of Reasonable Accommodation, including courses and video webinars about equity for persons with disabilities; Section 508 compliance; supporting workers with disabilities; digital accessibility for the modern workplace; accessibility barriers; communication barriers; and assistive technologies.

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

Yes. Sufficient funding is committed and remains available to ensure Human Resources maintains a sufficient number of Human Resources Consultants in the Staffing and Classification Division, who are charged with advising hiring managers on the use of special hiring authorities (including Schedule A, Veterans Appointment Act, and 30 Percent or More Disabled Veterans), as well as with providing applicants and Hiring Managers with instruction on the use of the OPM Bender List.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

During FY 2022, NNSA continued expanding its partnerships with a variety of national and local veteran organizations and vocational rehabilitation programs and conducted virtual job fairs in order to expand the agency's recruitment strategies (to recruit and employ individuals with disabilities). NNSA ensured all job seekers were aware of the Reasonable Accommodation process through one-on-one discussions, as well as through information provided within all posted vacancy announcements. NNSA continues to participate in the annual "DOE Disability Mentoring Day" (DMD) events. The goal of DMD is to encourage students

to apply for internship opportunities within DOE and NNSA for the following summer. DMD is designed to educate students about the important role of DOE, and about the services DOE and NNSA provides to the nation. DMD serves to establish and strengthen DOE's and NNSA's relationships with local colleges and universities, and also provides students an opportunity (through job mentoring) to learn more about a specific field while exploring necessary preparations to position themselves for a possible career with NNSA within a chosen career field. DMD events include presentations from several Program Offices, followed by question and answer sessions. DMD events are extremely valuable towards allowing DOE and NNSA officials and Human Resources recruiting staff to interact with a diverse group of well-abled individuals with disabilities. NNSA also effectively promotes recruitment of individuals with disabilities by employing several strategies and techniques, and several examples are delineated as follows: • Using social media (e.g., Facebook and Twitter) and the agency's public-facing website to announce special events of interest to (and specifically for) individuals with disabilities (e.g., the NNSA's involvement in the DOE Disability Mentoring Day events, announcements of upcoming Virtual Job Fairs, etc.). • Utilization of USAJobs for posting vacancy announcements and processing applications for employment with NNSA (as USAJobs is compliant with the requirements of Section 508 of the Rehabilitation Act and meets the Web Content Accessibility Guidelines 2.0 AA/WCAG 2.0, as well as compliant with the particular accessibility standards issued by the Architectural and Transportation Barriers Compliance Board); and by including a clear statement in every vacancy announcement (and other recruitment materials) about NNSA's readiness to provide accommodations for applicants with disabilities (and providing materials upon request, in a variety of alternate formats). • Provisioning of information (within all vacancy announcements) of the Schedule A Hiring Authority, the Veterans Recruitment Act (VRA) appointment authority, the 30 Percent or More Disabled Veterans appointment authority, and the Veterans Employment Opportunities Act of 1998 (VEOA) appointment authority. • Providing Reasonable Accommodation during the entire application process; explicitly informing applicants that requests for Reasonable Accommodation are welcomed; and ensuring interviews are conducted in a manner where accessibility is provided to applicants with mobility, visual, hearing, or other disabilities. • NNSA conducted Virtual Job Fairs using the Brazen platform (the Brazen platform is compliant with Section 508 of the Rehabilitation Act of 1973, which requires U.S. Federal government agencies to develop, procure, or maintain information and communication technology that it is accessible to persons with disabilities). • NNSA verified all vacancy announcements (announced via USAJobs.com) explicitly state each vacancy is open to 30% or More Disabled Veterans and to Persons with Disabilities under the Schedule A special hiring authority. All vacancy announcements contained hyperlinks to webpages which further described these particular appointments and eligibility-requirements. Information was disseminated to requestors by Human Resources regarding the use of the Schedule A hiring authority for persons with disabilities, and regarding the agency's use of the OPM Bender List. The agency continued to have access to the OPM Bender List to identify qualified persons with disabilities who may be interested and for positions with the NNSA. • NNSA Human Resources employs a UbiDuo® device. The UbiDuo® device provides communication-equality between people who are deaf, hard of hearing, and hearing with no barriers. The UbiDuo® device provides simultaneous real-time communication and eliminates the need for interpreters or cell phones to communicate. Participants may sit and face each other during an in-person interview while conducting a conversation using the UbiDuo device. The UbiDuo® device provides a neutral conduit by which two persons can easily, quickly, and seamlessly express themselves to each other; one does not have to wait for the other person to finish typing before the other can say what's on their mind, just as one would in a verbal conversation. The UbiDuo® device has a split screen, enabling the users to see each side of the conversation. The UbiDuo supports the interviewer with the availability to capture and print interview conversations conducted via the device.

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

NNSA uses the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: 30 Percent or More Disabled Veteran (5 U.S.C. 3112; 5 C.F.R. 316.302, 316.402, and 315.707); and the Schedule A Appointing Authority (5 C.F.R. § 213.3102(u)). NNSA uses these special hiring authorities as an effective and streamlined method of hiring persons with disabilities. By using the Schedule A appointing authority, qualified candidates who meet the Schedule A eligibility criteria can be hired non-competitively (without the need for posting and publicizing the vacancy, and without being required to proceed through the standard certificate process). The agency ensures every USAJobs vacancy announcement contains the following statement: "Persons with Disabilities: Individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities may apply for appointment through the Schedule A hiring authority. Certified verification of a disability from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal, state, or District of Columbia agency or U.S. territory that issues or provides disability benefits will be required." All vacancy announcements contained links to webpages which further described the special hiring appointments in detail (and explained the particular eligibility conditions). With regard to the agency's efforts towards recruitment of veterans with disabilities, and as part of the agency's established recruitment strategy, during FY 2022 the agency ensured 100% of all vacancy announcements continued to explicitly explain each vacancy is open to 30% or More Disabled Veterans.

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.

Human Resources staff members review each candidate's application to ensure the candidate's qualification requirements are met, and they verify the candidate's specialized experience and any required education (as well as eligibility requirements for the particular special hiring authority). This includes reviewing a candidate's submitted documentation from a candidate's doctor, licensed medical professional, rehabilitation professional (or from any federal, state, DC or US territory agency that issues or provides disability benefits). Human Resources staff members include the names of all qualified and eligible candidates on the certificate, which is provided to the Hiring Manager for the Hiring Manager's consideration. Qualified and eligible candidates may be referred to Hiring Managers under Delegated Examining, Merit Promotion, Schedule A, Veterans Employment Opportunities Act, Veterans Recruitment Appointment, or 30 Percent or More Disabled Veterans special hiring authorities. Human Resources staff members then extend a tentative job offer after the selection certificate is completed and returned by the Hiring Manager (and if the job offered is accepted, the candidate is appointed under one of the special hiring authorities described above).

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

Yes. Training is provided to supervisors and Hiring Managers, with the intent of overcoming stereotypes regarding hiring and employment of individuals with disabilities, and to ensure Hiring Managers' understanding of relevant special hiring authorities. NNSA provides training to all Hiring Managers, with specific regard to the use of special hiring authorities (i.e., Schedule A, and Disabled Veterans, and Veteran hiring) during Supervisory training courses (provided to both new and tenured supervisors). New supervisors are required to attend this training within one year of their appointment; tenured supervisors are required to attend the refresher supervisory training course at least once every three years. Hiring Managers are also required to complete annual training titled, "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities." This training provides Hiring Managers with useful and important information, covering all aspects of disability employment including recruiting, interviewing, use of special hiring authorities, career development, and reasonable accommodation. Through this training: • Hiring Managers are provided with tools in order to effectively recruit, accommodate, hire, retain, and include individuals with disabilities, consistent with applicable law. • Hiring Managers are trained on how to identify Federal laws, regulations, policies, and initiatives that promote an inclusive workplace for people with disabilities. • Hiring Managers are provided with information on how to work with Human Resources staff members to locate internal and external resources to recruit, as well as to identify assistance-resources to assist ensuring development opportunities and retention of employees with disabilities.

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.

The agency's Human Resources office maintains full-time staff members who are charged with representing the agency as designated Outreach Coordinators. These Outreach Coordinators manage and lead the agency's effort for meeting the established hiring goals for PWD, PWTG, and Schedule A hires. The Outreach Coordinators specifically lead the recruitment campaign to focus on key configurable areas, to ensure the agency effectively conducts its recruiting activities (which includes attending career fairs; networking with PWD-centric organizations; and partnering with local colleges and universities).

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	0				
% of Qualified Applicants	0				
% of New Hires	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   No

      b. New Hires for MCO (PWTD)   Answer   No

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	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.

NNSA executes an effective and multi-faceted plan for ensuring individuals with disabilities are afforded the same opportunities for advancement as individuals without disabilities; this is accomplished through a variety of techniques and offerings, as described below. Training, Mentoring, and Career Development Opportunities NNSA's Office of Learning and Career Management (LCM) leads the development of NNSA's talent, leadership, employee training, and career development policies and programs. LCM deploys the OneLeadership methodology, which focuses on the inclusive strategic development of all employees to reach their fullest potential at the NNSA. Through a series of connected leadership and development initiatives linked to specific career goals for each employee, LCM is responsible for executing performance enrichment programs that establish a strong core of mid-level managers and rising leaders while attracting the best and the brightest minds entering the workforce. LCM promotes a visible and agency-wide use of knowledge management tools such as mentoring, coaching, InTeach, and career-mapping programs. With an entry-level guidance program that feeds ambition and fosters growth, all NNSA employees are afforded opportunities to begin developing their careers from the first day of employment at the agency. LCM also partners with program offices to emphasize a strong emphasis on mid-level and senior-level employees to enhance their basic (and to develop their advanced) leadership competencies with multi-faceted courses and workplace opportunities to apply new knowledge in real time. All policy and program implementations by LCM are designed and developed to promote employees' growth (as it directly correlates to the NNSA mission). NNSA's Supplemental Directive SD 360.1A, titled, "Federal Employee Training," contains explicit mention of Equal Employment Opportunity; fully explains that training, mentoring, and development opportunities are provided to all employees; and explicitly explains it is illegal to discriminate against individuals because of one's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information or reprisal/retaliation for prior protected EEO activity. Likewise, individuals with disabilities (those requiring accommodation) are provided with reasonable accommodation, to ensure their full participation in all agency-provided training events, mentoring programs, and career development opportunities. The online Learning Management System used within NNSA, Learning Nucleus, helps to ensure the technical competency of NNSA's workforce by providing easy access to tools that assist in assessing employees' individual training needs, as well as providing employees with an expansive catalog of courses, to strengthen job related skills and to support upskilling and reskilling the NNSA's collective workforce. Learning Nucleus provides NNSA employees with exceptional functionality to support NNSA employees' involvement in the NNSA Mentoring Program, Competency Assessments, Individual and Executive Development Plans, and Career Paths to support a systematic approach to employees' training and career development. As a cloud-based platform, the Learning Nucleus development-resources are available on demand to best support employees' career development goals. Of related and significant note, the NNSA's DEIA Program is co-located and managed within LCM, which serves to further ensure full inclusion of Individuals with Disabilities into all training, mentoring, and career development programs and offerings provided by LCM. Award Programs and Promotions Individuals with disabilities are afforded the very same opportunities as all others with regard to awards under the NNSA's Awards and Recognition Program. The NNSA's Employee Recognition and Incentives Programs policy provides supervisors (and others) with standardized guidance and direction for nominating employees to receive awards (awards may be in the form of cash awards, time-off awards, and other forms of non-monetary awards such as service medals, coins, plaques, and pins). Likewise, individuals with disabilities are afforded the very same opportunities as all others with regard to promotions; as promotions are competitive (under the NNSA's DEMO pay-band system), all accommodations and opportunities afforded under the initial application and hiring process are applied with regard to the application and selection process. The NNSA EEO Manager manages the agency's EEO Observer Program. In addition to designated EEO Observers participating in interview/selection proceedings (as a passive observer to ensure interview proceedings are conducted free of inappropriate discussions, comments, questions, and non-merit considerations), EEO Observers also participate in competitive-award selection-panel proceedings (and are charged with intervening when necessary and taking appropriate on-the-spot corrective action) during the course of these proceedings if problems arise/occur. By utilizing EEO Observers during competitive-award selection-panel proceedings, this greatly diminishes the likelihood of any award-nominee being treated more favorably than another and ensures fairness in the award-selection process. Disability Program Management The agency employs a full time Disability Employment Program Manager, who manages and performs the following: • Participates in the DOE Disability Mentoring Day program, which offers DC-area college students with disabilities the opportunity to learn about the mission and work of DOE and NNSA. This program also offers students a glimpse into their chosen career fields by pairing students with NNSA professionals within those career fields. • Conducts analyses on the recruiting, hiring and promotions processes through an evaluation of various data sources, internal policies, focus groups, interviews, agency workforce data, policies, procedures, and personnel actions to determine causes of underrepresentation of PWD and PWTD. Ensuring Retention of Individuals with Disabilities NNSA employs several successful measures toward ensuring retention of individuals with disabilities. Provisioning of prompt and effective Reasonable Accommodation for individuals with disabilities plays a significant role with regard to retention of employees with disabilities, and as such, NNSA provides live, interactive EEO and Reasonable Accommodation training to all new employees during New Employee Orientation sessions, to ensure new employees are made

aware of the agency's Reasonable Accommodation Program services; this training is thereafter made available on-demand, for employees and supervisors to complete at any time. The NNSA Office of Learning and Career Management provides numerous formalized training, mentoring, and career development programs which ensure full inclusion of individuals with disabilities. As previously explained, Hiring Managers and Human Resources personnel receive additional specialized training in retention of individuals with disabilities by completing (at least once annually) a required training course, titled, "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities." NNSA sustains a high level of retention of individuals with disabilities by providing and ensuring barrier-free accessibility (Architectural, Programmatic, Technology-Based, Communication-Based, and Alternate Format) to all agency-sponsored/provided career development programs, conferences, training events, tuition assistance, and rotational assignments. NNSA ensures online professional development classes, training materials, and workplace events are fully accessible, and ensures adequate funds remain available to provide disability-related accommodations for training and career-developmental opportunities. Exit Survey Program When employees depart their employment with NNSA, departing employees are requested to voluntarily provide their feedback, with special regard to their workplace-experience with NNSA as an individual with a disability (if applicable); their feedback provides valuable information for NNSA to identify where improvements can (or need to) be made regarding recruitment, hiring, inclusion, retention, and advancement of persons with disabilities. The agency-wide NNSA Exit Survey Program provides a single uniformed Exit Survey process. There are three different ways for departing employees to participate: • Online (via an emailed link which is provided to departing employees) • By completion of a manual form, which departing employees can complete, scan, and email to the Exit Survey mailbox • A manual form completed by a departing employees' supervisor, if the departing employee chooses to instead have a verbal Exit Discussion with the supervisor Exit Survey responses and feedback are compiled by staff within the Employee Relations Branch, and responses are captured within a report (by-question) for NNSA's use in addressing retention issues, planning for recruitment strategies, as well as for addressing multiple other strategic human capital management topics. In the event a concern or negative experience is communicated, immediate action is taken to evaluate the expressed concern, and when necessary, to promptly and strategically remedy actionable concerns. Workplace Flexibilities Workplace flexibilities (which serve to maintain and/or increase retention of individuals with disabilities) are available to all NNSA employees. Various types of workplace flexibilities provided (of particular benefit to individuals with disabilities, which may or may

B. CAREER DEVELOPMENT OPPORTUNITES

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

During FY 2022 the agency offered a wide range of developmental opportunities to employees at all levels (entry, mid-career, supervisory, managerial and executive) under the NNSA's numerous training and developmental programs and offerings; see Part E. 4: FY 2022 Accomplishments of this FY 2022 MD-715 report for detailed descriptions of each of these developmental programs and opportunities. Twenty-four (24) applicants applied and competed for FY 2022 Leadership and Career Development Program (LCDP) offerings, and nineteen (19) applicants were selected. Employees who voluntarily self-identify as a Person with a Disability comprised 25% of those who applied for the FY 2022 LCDP offerings, and comprised 17% of those selected to participate within LCDP offerings during FY 2022.

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						
Other Career Development Programs	24	19	6	4	4	3
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail 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	No
b. Selections (PWD)	Answer	No

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	No
b. Selections (PWTD)	Answer	No

C. AWARDS

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $501 - $999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $1000 - $1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $2000 - $2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $3000 - $3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $4000 - $4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: $5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If "yes", please describe the trigger(s) in the text box.

         a. Pay Increases (PWD)   Answer   No

         b. Pay Increases (PWTD)   Answer   No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	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   N/A

      b. Other Types of Recognition (PWTD)   Answer   N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. SES

            i. Qualified Internal Applicants (PWD)   Answer   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

See Part H for plan to remedy unavailability of applicant-flow data.

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

See Part H for plan to remedy unavailability of applicant-flow data.

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

          c. New Hires to GS-14 (PWD)   Answer   N/A

          d. New Hires to GS-13 (PWD)   Answer   N/A

See Part H for plan to remedy unavailability of applicant-flow data.

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

See Part H for plan to remedy unavailability of applicant-flow data.

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

See Part H for plan to remedy unavailability of applicant-flow data.

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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

See Part H for plan to remedy unavailability of applicant-flow data.

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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

See Part H for plan to remedy unavailability of applicant-flow data.

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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

See Part H for plan to remedy unavailability of applicant-flow data.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

   Answer Yes

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

   a.Voluntary Separations (PWD) Answer No

   b.Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

   a.Voluntary Separations (PWTD) Answer No

   b.Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The NNSA's public-facing web page (with regard to Section 508 of the Rehabilitation Act) is located at the following URL: https://www.energy.gov/sites/default/files/2018/03/f49/notice_of_rights_re_508_and_aba_compliance%5B1%5D.pdf This web page provides employees and applicants with a Notice of Rights, specifically informing them Section 508 of the Rehabilitation Act requires all electronic and information technology (also referred to as information and communication technology, or ICT) that is developed, procured, maintained, or used by a federal agency is to be accessible to people with disabilities. The web page content provides examples of ICT (including web sites, telephones, multimedia devices, and copiers), and explains access available to individuals with disabilities must be comparable to access available to others. The web page content explains the Standards for Section 508 compliance are developed and maintained by the United States Access Board, and provides a hyperlink for further information about the Access Board's standards and Section 508 (www.section508.gov). Employees and applicants are informed to contact the NNSA's Office of Civil Rights at 505-845-5517 if they have questions about the NNSA's Section 508 compliance or for initiating the process for filing a complaint under Section 508.

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.

NNSA's public-facing web page (with regard to the Architectural Barriers Act) is located at the following URL: https:/www.energy.gov/sites/prod/ files/ 2018/03/f49/notice_of_rights_re_508_and_aba_compliance%5B1%5D.pdf This web page provides employees and applicants with a Notice of Rights with regard to the Architectural Barriers Act (ABA). The web page content informs employees and applicants that the ABA requires access to facilities that are designed, built, altered, or leased with Federal funds, and explains the Access Board is the federal agency responsible for enforcing the ABA. The content provides the website URL for the Access Board's accessibility standards and explains information about filing an ABA complaint may be found at: www.access-board.gov/aba-enforcement/filea-complaint, or they may also contact the NNSA Office of Civil Rights at 505-845-5517 for more information or for assistance.

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.

Agency leadership remains committed to ensuring physical accessibility (for employees with disabilities) within the NNSA workplace extends beyond minimal ADA compliance. The NNSA remains dedicated to providing and improving access for individuals to safely and fully participate in the job application process, and for employees with disabilities to safely and effectively perform the essential functions of their job, including provisioning of unimpeded physical access to NNSA buildings, work sites, and facilities. Numerous accessibility and accommodation-related environmental and facility improvements and/or modifications

were made during FY 2022 at various locations and facilities where NNSA employees reside and operate. NNSA fully recognizes the importance of maintaining effective procedures and practices with regard to providing equal opportunity and accessibility for employees with disabilities to participate in the agency's various developmental training offerings and events. It is fully understood the consequences of lack of accessibility and equal opportunity to participate in training and developmental endeavors are substantial, potentially resulting in employee's marked reduction of job satisfaction, with corresponding negative consequences affecting productivity and retention. The agency's Chief Learning Officer (CLO) ensures all agency sponsored/managed internal and external professional development programs and training events are accessible to employees with disabilities; ensures LCM staff remain knowledgeable of the agency's commitment with regard to providing accessibility in the workplace; and requires LCM staff members to implement accessibility practices for all LCM-sponsored training events. The CLO ensures LCM staff members remain mindful of different accommodation needs of employees with disabilities. Within training event and developmental opportunity announcements, LCM provides notice of training details, requirements, and expected goals, and ensures prospective attendees are informed of their right to be afforded with accessibility and disability-related reasonable accommodation when requested. The CLO ensures the availability of multiple training methods and approaches alternative to traditional, in-person classroom instruction (i.e., computer-based courses, or remote-training participation via audio and video teleconferencing) in order to provide effective accessibility to training, allowing users access to participate from one's office or home. When requested, LCM provides alternative formats of print materials such as Braille, large print, or audio recordings. Copies of lecture content or slides are made available in hard copy and soft copy format upon request. Video-recorded materials are closed-captioned, and online training course-content and materials are compliant with requirements prescribed within Section 508 of the Rehabilitation Act. When requested, LCM provides requestors with materials in advance of training events; acquires and provides assistive technologies, such as Communication and Assistive Technology (CART), interpreters, and recording capability; provides for training segments to be broken down into smaller increments; affords allowance of additional time for training and one-on-one tutoring; and provides seating away from distractions. The CLO ensures training locations are accessible to persons who use wheelchairs, and ensures consideration of accessible parking, restrooms, doors and aisles, unblocked (obstacle free) corridors, tables (height), seating (both in front and close to an exit).

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.)

NNSA fully understands and recognizes that Reasonable Accommodation plays a significant role in employee retention of individuals with disabilities, and therefore, NNSA ensures individuals' Reasonable Accommodations are continuously provided in an appropriate and timely manner, and NNSA also understands an individual's need for Reasonable Accommodation may change over time. The agency's Reasonable Accommodation procedures are posted on the agency's public-facing webpage, located at the following URL: https://www.energy.gov/hc/articles/reasonable-accommodation-and-personal-assistance-service-procedures On August 21, 2021, the DOE Chief Human Capital Officer issued DOE Policy Memorandum # 100 (PM # 100), Reasonable Accommodation. PM #100 established the DOE's procedures for responding to employees' requests for reasonable accommodation, for both disability-related reasons, as well as for religious accommodations. Subsequently, PM #100 was revised and updated (to its current version, PM # 100B, which was issued on February 14, 2022); PM #100B is consistent with applicable laws, Executive Orders, regulations, and U.S. EEOC guidance. NNSA has implemented PM #100B, and NNSA's Reasonable Accommodation Program manages and processes employees' requests for reasonable accommodation (including requests for Personal Assistance Services) in accordance with PM # 100B. During FY 2022, the NNSA Reasonable Accommodation Program processed a total of thirty-five (35) new requests for reasonable accommodation. All requests were processed "expeditiously," as described within the EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA. Each request was processed expeditiously, while considering the complexities of each specific case (e.g., provision of employees' reassignments to a new position as a 'reasonable accommodation as a last resort' logically takes longer to provide, while providing an employee with an adjustable desk is less complex, but dependent on availability).

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.

NNSA maintains a robust Reasonable Accommodation Program, as well as effective Reasonable Accommodation practices, procedures, and ensures Reasonable Accommodation Program staff members' maintain their own respective high levels of expertise. The NNSA Reasonable Accommodation Program provides services to both NNSA applicants and federal employees, and manages requests for 'Reassignment/Accommodation of Last Resort' (which entails reviewing and monitoring of available positions, in coordination with the NNSA Workforce Planning and Recruitment Division). The NNSA Reasonable Accommodation Program's fundamental goal is to monitor and improve their program's effectiveness through the evaluation of qualitative and quantitative information. The NNSA Reasonable Accommodation Program monitors and compares the number of inquiries (from both supervisors and employees) and the amount Reasonable Accommodation requests/cases opened from those inquires. The staff of the NNSA Reasonable Accommodation Program then compares and quantifies inquiries and actual Reasonable Accommodation requests/cases through use of their Reasonable Accommodation Case Log and tracks the number of days each Reasonable Accommodation request/case is active. Qualifying and quantifying of Reasonable Accommodation requests/cases is achieved through measuring interactive discussion 'successes,' as well as based on the number of remands made to the DOE Alternative Dispute Resolution Office (or to other offices and entities). Through the consolidation of quantifiable and qualitative information, the NNSA Reasonable Accommodation Program maintains effective capability to identify trends, as well as to promptly address and resolve any identified potential areas of concern which may arise. NNSA Reasonable Accommodation Program staff members assisted agency management officials with determining essential duties of positions, identifying architectural barriers, and recommending potential modifications to ensure persons with disabilities were provided with accessibility, and were able to successfully perform their essential duties. During EEO training sessions provided by the staff members of the Office of Civil Rights, employees and supervisors are informed of the reasoning and rationale for maintaining a distinct separation of duties (firewall) between the Reasonable Accommodation Program Manager and the EEO Director. With regard to training, the NNSA Reasonable Accommodation Program developed an interactive, engaging, and comprehensive web-based training course (available on-demand to all NNSA employees, beginning on June 8, 2021). This training provides participants with information regarding the legal requirements and the steps within the Reasonable Accommodation Process; explains the roles and responsibilities of requestors, supervisors, and Reasonable Accommodation Program personnel as they relate to the Reasonable Accommodation Process; informs participants about Personal Assistance Services; provides instructions for how and whom to contact to initiate a request for Reasonable Accommodation; and includes interactive modules with various scenarios. During New-Hire Orientation sessions, new employees received training and information regarding the agency's Reasonable Accommodation and PAS procedures and requirements. Reasonable Accommodation training and PAS training were provided to supervisors and managers by staff of the agency's Reasonable Accommodation Program during the NNSA New Supervisor Training Course and NNSA Supervisor Refresher Training Course sessions, during which supervisors and managers were made aware and reminded of their responsibility to immediately engage in the Reasonable Accommodation Interactive Process, and to ensure timely provisioning of Reasonable Accommodation (religious or disability related) when the requested accommodations are determined to not cause undue hardship. The agency's Office of Learning and Career Management continued to provide all NNSA employees with an additional on-demand learning service, LinkedIn Learning®. LinkedIn Learning provides employees with comprehensive learning modules in the topical-subject area of Reasonable Accommodation, including courses and video webinars about equity for persons with disabilities; Section 508 compliance; supporting workers with disabilities; digital accessibility for the modern workplace; accessibility barriers; communication barriers; and assistive technologies.

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.

NNSA follows and employs the DOE's Reasonable Accommodation and Personal Assistance Services (PAS) policy and procedures. PAS policy and information regarding Personal Assistance Services is posted and available on the agency's public-facing website at the following URL: https://www.energy.gov/hc/articles/reasonable-accommodation-and-personal-assistance-service-procedures Additionally, the NNSA Office of Civil Rights has posted additional PAS-related information on its public-facing webpage, which provides webpage visitors with the following content: PERSONAL ASSISTANCE SERVICES (PAS) On January 3, 2017, the Equal Employment Opportunity Commission (EEOC or Commission) amended the regulations implementing Section 501 of the Rehabilitation Act of 1973 (Section 501), the law that prohibits the federal government from discriminating in

employment on the basis of disability, and requires engagement in affirmative action for people with disabilities. As part of U.S. Federal agencies' obligation to engage in affirmative action, federal agencies are required by the new regulations to provide Personal Assistance Services (PAS) to individuals who need them because of certain disabilities. See 29 C.F.R. § 1614.203(d)(5). PAS are services which help individuals who, because of targeted disabilities, require assistance to perform basic activities of daily living, like eating and using the restroom. "PAS" means "assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as a reasonable accommodation, including, for example, assistance with removing and putting on clothing, eating, and using the restroom." For example, someone providing PAS might push a wheelchair, or assist someone with getting into or out of a vehicle at the worksite. PAS do not include, for example, performing medical procedures (e.g., administering shots) or medical monitoring (e.g., monitoring blood pressure). Agencies are required to provide PAS to an individual if the individual is a Federal employee of the agency; and the individual has a targeted disability; and the individual requires the services because of his or her targeted disability; and the individual will be able to perform the essential functions of the job, without posing a direct threat to safety, once PAS and any required reasonable accommodations have been provided; and providing PAS will not impose undue hardship on the agency. As with Reasonable Accommodation, NNSA Federal employees may initiate their request for PAS with their supervisor, or with the NNSA Reasonable Accommodation Program at (202)-586-7812. With regard to training relating to employees on Personal Assistance Services, the NNSA incorporates PAS policies, procedures, and practices into its agency-wide Reasonable Accommodation training (see the detailed explanation previously provided above). NNSA Reasonable Accommodation Program personnel track all PAS cases/ requests within a secure database; this enables the agency to easily identify trends, and to revise PAS training information/materials accordingly.

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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.

N/A (No Findings of Discrimination in this regard were received or issued)

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?

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

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?

<div align="right">Answer   No</div>

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.

4 of NNSA's 10 new formal EEO complaint (filed during FY 2022) alleged an Issue relating to Reasonable Accommodation. No

Findings of Discrimination in this regard were received or issued.

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

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