

# MD-715 – Part J

## Special Program 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 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

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

a. Cluster GS-1 to GS-10 (PWD)

Answer: No

b. Cluster GS-11 to SES (PWD)

Answer: Yes

The agency falls just short of the 12% goal with 11.14% of its workforce reporting a disability in the GS-11 or higher cluster. The agency has three major pay plans: GS, AD, and WB. While the first two exceed the benchmark, the wage board group, which comprises 25% of the workforce in this cluster, falls below with only 6.51% reporting a disability.

\* 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

There were no triggers. Both clusters reflect PWTD participation higher than 2%.

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

In January 2017, the EEO office communicated the numerical goals to key HR personnel and the agency's Administrative Officers, all of whom work with the hiring managers on recruitment. Periodic reminders occurred throughout the FY. Additionally, the EEO office provided quarterly reports and annual briefings to HQ and Regional management teams.

## 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 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

Not applicable.

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	5	0	0	Valerie Gluvna de Marquez, Supervisory HR Specialist, Valerie.demarquez@hc.doe.gov
Answering questions from the public about hiring authorities that take disability into account	10	0	0	Valerie Gluvna de Marquez, Supervisory HR Specialist, Valerie.demarquez@hc.doe.gov
Processing reasonable accommodation requests from applicants and employees	11	0	0	Valerie Gluvna de Marquez, Supervisory HR Specialist, Valerie.demarquez@hc.doe.gov; Don Gerrish, Supervisory HR Specialist, Gerrish@wapa.gov
Section 508 Compliance	1	0	0	Calae Runge, IT Specialist (Policy and Planning), Runge@wapa.gov
Architectural Barriers Act Compliance	6	0	0	HQ and Regional Facilities Managers
Special Emphasis Program for PWD and PWTD	1	0	0	LaKischa Cook, EEO Specialist, LCook@wapa.gov

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(s) that disability program staff have received. If “no”, describe the training(s) planned for the upcoming year.

Answer: Yes

Department of Energy training: “Successful Roadmap to Hiring People with Disabilities.” In addition, HR personnel and regional administrative officers provided with training on reasonable accommodation and newly implemented Department of Energy procedures.

## **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

Not applicable.

## **Section III: 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 APPLICANTS WITH DISABILITIES**

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

- Use of Schedule A authority via USAjobs which includes all Government-wide merit announcements
- Partnership with VA VOC Rehab in multiple states
- Compilation and use of applicant file for 30% service connected veterans & candidates who qualify under the Schedule A authority

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.

- Schedule A
- 30% Disabled Veterans
- VRA
- VEOA

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.

HR reviews submitted applicant documentation to include:

- SF 15
- VA letter designating compensable disability
- VOC Rehab letter
- Medical documents

The majority are sent to the hiring official through a referral certificate based on applicant's self-nomination via USAjobs and/or HR staffers screen resumes on file for all vacancies.

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

Hiring managers were required to complete the Department of Energy training, "Successful Roadmap to Hiring People with Disabilities." Additionally, HR Business Partners conducted regional sessions on the use of hiring authorities applicable to persons 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 efforts include:

- Partnering with VOC Rehab
- Participation in the Transition Assistance program
- Sharing announcements with disability programs at universities and colleges
- Attending employer boards
- Participation in job/career fairs

## **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: Yes
  - b. New Hires for Permanent Workforce (PWTD)      Answer: Yes

Triggers exist for both PWD (7.14%) and PWTD (1.19%).

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.
  - a. New Hires for MCO (PWD)      Answer: No
  - b. New Hires for MCO (PWTD)      Answer: No

WAPA relies upon the Department of Energy for applicant flow data. The data in FY17 is either inadequate or unreliable (see Table B7P) for a valid barrier analysis. However, participation rates for major occupations (Table B6P) shows less than expected participation for both PWD and PWTD in the 850/855 series; for PWD in the 2210 series; and for both PWD and PWTD in the 2805 series. The 2805 series is comprised mainly of craft positions which involve physical duties as a preemployment qualifying factor.

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.
  - a. Qualified Applicants for MCO (PWD)      Answer: No
  - b. Qualified Applicants for MCO (PWTD)      Answer: No

Here again, the data is questionable. For example, in Table B9, the data report identified seven selectees in the 1130 series, all of whom reported no disability. Notwithstanding the selections, none appeared as qualified. Nor were they represented in the Total Applications received. WAPA is working with Departmental personnel to validate the reports available through Monster's analytics.

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.
  - a. Promotions for MCO (PWD)      Answer: No
  - b. Promotions for MCO (PWTD)      Answer: No

See previous answer re data availability and reliability.

## Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

## A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The agency does not have a plan specific to persons with disabilities or persons with targeted disabilities. The agency is, however, implementing several enhancements to its hiring process, including masked resumes in the selection process for promotional opportunities and leadership programs, and unconscious bias training for all selecting officials and panel members. Additionally, WAPAs strategic plan includes opportunities for advancement for PWD & PWTD, Specifically, in leadership development courses and Individual Development Plans (IDPs).

## B. CAREER DEVELOPMENT OPPORTUNITIES

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

WAPA provides the following career development for employees:

- Craft development
- Multi Leadership development programs
- Details
- Temporary promotions
- Reassignment opportunities

2. 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 applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)

Answer: Yes

b. Selections (PWD)

Answer: Yes

The craft development program and craftsman-in-training program draw from a relevant applicant pool which reports 6.65% PWD and 1.33% PWTD. Because of the physical requirements of the occupations, there may still be a perception of stigma associated with identifying a disability.

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.)

If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)

Answer: Yes

b. Selections (PWTD)

Answer: Yes

See above answer.

### C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD)

Answer: Yes

b. Awards, Bonuses, & Incentives (PWTD)

Answer: No

Per Table B13, there is a trigger for PWD in both categories of time-off award (8.76% and 9.54%).

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: Yes

b. Pay Increases (PWTD)

Answer: Yes

Per Table B13, there is a trigger for PWD in quality step increases (9.68%). The representation of PWD is just under the inclusion rate for cash awards in excess of \$501 (11.98%).

For PWTD, there is a trigger for cash awards in excess of \$501 (0.83%).

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 has a recognition program known as Gold Star awards which allows for employees to recognize the achievements of their co-workers with gift cards not to exceed \$50. The data is not tracked.

### 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.

a. SES

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

According to DOE Human Resources, there are no triggers. The agency continues to work with HR to identify the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees. Minimal and/or conflicting information has been provided to date. The agency will continue to work with HR and IT personnel to resolve this issue.

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.

a. SES

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

See above answer.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWD) Answer: No

b. New Hires to GS-15 (PWD) Answer: No

c. New Hires to GS-14 (PWD) Answer: No

d. New Hires to GS-13 (PWD) Answer: No

See previous answer.

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.
- a. New Hires to SES (PWTD) Answer: No
  - b. New Hires to GS-15 (PWTD) Answer: No
  - c. New Hires to GS-14 (PWTD) Answer: No
  - d. New Hires to GS-13 (PWTD) Answer: No

See previous answer.

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.
- a. Executives
    - i. Qualified Internal Applicants (PWD) Answer: No
    - ii. Internal Selections (PWD) Answer: No
  - b. Managers
    - i. Qualified Internal Applicants (PWD) Answer: No
    - ii. Internal Selections (PWD) Answer: No
  - c. Supervisors
    - i. Qualified Internal Applicants (PWD) Answer: No
    - ii. Internal Selections (PWD) Answer: No

See previous answer.

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

See previous answer.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: No

See previous answer.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

See previous answer.

## Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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: No

Two eligible employees were not converted into the competitive service after two years of satisfactory service due to an agency oversight. As a result of this finding, action is in place to make correction back to date of eligibility. The corrective action will be effective NLT PP6.

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: Yes

Of the eight involuntary separations, two or 25% were PWD.

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: Yes

b. Involuntary Separations (PWTD)

Answer: No

Of the 112 voluntary separations, three or 2.68% were PWTD.

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.

An effective exit interview process was not available at the time of the separations. For the PWTD, two separated through disability retirement. For the nine PWD, two retired. No further information is available.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job 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.

<https://www.wapa.gov/Pages/508-compliance.aspx>  
<https://www.wapa.gov/regions/HQ/EEO/Pages/eid.aspx>

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.

<https://www.wapa.gov/Pages/508-compliance.aspx>

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.

Please see <https://www.wapa.gov/Pages/web-policies.aspx#>

### **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.)

30 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.

Upon receipt of the employee's reasonable accommodation request, the agency timely processes and provides accommodations. It has trained key personnel as local reasonable accommodation coordinators and has worked closely with its Safety organization to recognize accommodation requests in ergonomic assessment requests. However, the agency recognizes that more training is required for managers and supervisors in this area to ensure they recognize when an employee may be

requesting accommodation and their responsibilities under the procedures.

## **D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

Pursuant to 29 C.F.R. § 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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

For the reporting period, there have been no PAS requests. The agency is waiting for the DOE procedures and training applicable to PAS. In the interim, the agency has communicated the requirement to its local reasonable accommodation coordinators and management.

## **Section VI: 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 government-wide average?

Answer: Yes

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: No

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.

There were no findings of discrimination alleging harassment based on disability during the last FY.

### **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: Yes

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: No

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.

Not applicable.
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## Section VII: 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: Yes

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

Answer: Yes

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.

<b>Trigger 1</b>	Regarding new hires, triggers exist for both PWD (7.14%) and PWTD (1.19%).	
<b>Barrier(s)</b>	Limited hiring occurred in FY17 due to the hiring freeze implemented by the new administration. When hiring resumed, the newly launched Power Marketing Shared Service Center, which is the HR office servicing WAPA, was backlogged. Insufficient time was allowed for targeted recruitment.	
<b>Objective(s)</b>	Increase applicant flow for PWD and PWTD through targeted recruitment.	
	<b>Responsible Official(s)</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
	Management and HR Business Partners	No
	<b>Barrier Analysis Process Completed? (Yes or No)</b>	<b>Barrier(s) Identified? (Yes or No)</b>

Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Yes		Yes		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes			
Complaint Data (Trends)	No			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other (Please Describe)	No			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Partner with HR Business Partners to increase awareness of special hiring authorities with hiring officials. Partner with HR Business Partners and manager/supervisors for targeted recruitment with sources specific to veterans and the disabled population.	Yes		
Fiscal Year	Accomplishments			
2018	Reasonable accommodation training modules were developed. Reasonable accommodation training was provided to managers and supervisors in the Sierra Nevada Region and to managers and supervisors in the A7000 organization.			
2018	An exit interview process was implemented.			
Trigger 2	EEO complaint activity indicates an increase in complaints filed on the basis of disability.			
Barrier(s)	Lack of awareness regarding accommodation requests and available resources.			
Objective(s)	Increase understanding of reasonable accommodation requirements and procedures through training.			

<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>		
EEO Officer and HR Business Partners		No		
<b>Barrier Analysis Process Completed? (Yes or No)</b>		<b>Barrier(s) Identified? (Yes or No)</b>		
Yes		Yes		
<b>Sources of Data</b>	<b>Sources Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>		
Workforce Data Tables	No			
Complaint Data (Trends)	Yes			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other (Please Describe)	No			
<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
04/01/2018	Develop training modules for WAPA managers and supervisors to address 1) the basic concepts of reasonable accommodation; and 2) the intersection between reasonable accommodation and leave, telework, performance and conduct. Roll out training in third quarter FY17.	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			
2018	Reasonable accommodation training modules were developed. Reasonable accommodation training was provided to managers and supervisors in the Sierra Nevada Region and to managers and supervisors in the A7000 organization.			
<b>Trigger 3</b>	Involuntary separation rates for PWD are higher than the inclusion rate.			
<b>Barrier(s)</b>				

<b>Objective(s)</b>	Given the small sample size in FY17 (2 of 8), determine 1) if the trigger carries over; 2) review HR data; and 3) assess exit interviews to identify if a barrier exists.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>		
EEO Manager		No		
<b>Barrier Analysis Process Completed? (Yes or No)</b>		<b>Barrier(s) Identified? (Yes or No)</b>		
No		No		
<b>Sources of Data</b>	<b>Sources Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>		
Workforce Data Tables	Yes	See Table B14		
Complaint Data (Trends)	Yes	See 462		
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No	Implemented in FY17		
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other (Please Describe)	No			
<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
06/30/2018	WAPA will conduct exit interviews of employees leaving its work force in an effort to ascertain the factors involved in the decision to separate, which may lead to a better understanding as to why people with disabilities are separating at rates higher than their rate of representation.	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

The hiring freeze coupled with a new HR shared service relationship impeded the agency's ability to make progress on this objective.

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

Following the hiring freeze, HR Business Partners conferred with hiring managers regarding the use of special hiring authorities, including Schedule A. Resumes of candidates for consideration were obtained.

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.

HR has agreed to renew its commitment to the hiring goals related to PWD and PWTD to include identifying a recruitment coordinator for outreach activities.