

## 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

There are no triggers by grade level cluster as to the GS/SES population or in the AD pay plan. However, only 6.5% of our wage board employees are PWD. By relative pay, the wage board falls within the GS-11 to SES cluster.

\*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	83	28	33.73	5	6.02
Grades GS-11 to SES	958	154	16.08	31	3.24

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

DOE established annual hiring goals for People with Disabilities (PWD) and communicated these goals to senior level management throughout the Department. Quarterly assessments of progress toward these established hiring goals for PWD are communicated to Human Resources Business Partners (HRBPs) to inform hiring and recruitment consultations. At WAPA, the HR Business Partners inform selecting officials during their consultations regarding vacancies and recruitment. Additionally, the Office of Economic Impact and Diversity (OEID) developed a demographic dashboard which features participation of PWD and PWTD in all major headquarters and regional offices. The dashboard was made available to all managers and supervisors and HR Business Partners to assist with their workforce planning.

## Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWT	11	0	0	Valerie De Marquez Supervisory Human Resources Specialist vdemarquez@wapa.gov
Answering questions from the public about hiring authorities that take disability into account	11	0	0	Valerie De Marquez Supervisory Human Resources Specialist vdemarquez@wapa.gov
Processing reasonable accommodation requests from applicants and employees	5	0	0	WAPA Administrative Officers
Section 508 Compliance	1	0	0	Nathan Alarid Contractor-Webmaster alarid@wapa.gov
Architectural Barriers Act Compliance	5	0	0	HQ and Regional Facilities Managers
Special Emphasis Program for PWD and PWT	1	0	0	Erika Walters D & I Specialist walters@wapa.gov (former employee)

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

Disability program personnel are expert HR specialists with a solid understanding of flexible hiring authorities to include Schedule A. PMA SSC HR Business Partners and WAPA's local reasonable accommodation coordinators received periodic updates on reasonable accommodation issues and procedures and participated in reasonable accommodation training for managers and supervisors. Reasonable accommodation training was also provided by EID and HR to all employees, managers, and supervisors in September 2021.

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

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

Answer Yes

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

<b>Brief Description of Program Deficiency</b>	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		
<b>Objective</b>	The WAPA EEO Manager and the HR Director will work with DOE OCRD to have newly assigned EEO staff, along with the PMA SSC staff to conduct this training.		
<b>Target Date</b>	Sep 30, 2022		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
<b>Objective</b>	WAPA will add additional staff to serve as Special Emphasis Program Managers.		
<b>Target Date</b>	Sep 30, 2022		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2023		Collaborate with DOE to modify current exit survey or develop a WAPA unique survey
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
<b>Objective</b>	Collaborate with DOE and local stakeholders to initiate a full, robust program exit survey by FY23.		
<b>Target Date</b>	Sep 30, 2023		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

### Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

#### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

WAPA relies on varied recruitment resources to include 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 and candidates who qualify under the Schedule A authority; relationships with local disability organizations, and universities/colleges student organizations; and participation in the Workforce Recruitment Program.

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

WAPA uses the following hiring authorities: 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 personnel will use the SF 15, VA letter designating compensable disability, VOC Rehab letter, and /or medical documents. The HR Specialist conducts a review of the potential Schedule A applicant’s materials consisting of a resume, transcripts, if applicable, and documentation to support eligibility under a Schedule A appointment from a licensed professional. The resume is reviewed to determine if the applicant meets any specialized experience required for the position, the occupational questionnaire is reviewed, and if education is required, a review of transcripts would be completed. If all conditions are met, the HR Specialist will prepare a list all Schedule A applicants together on one certificate with any applicable veteran’s preference to the selecting official through an automated recruitment system. The applicant’s resume, along with the occupational questionnaire, are sent with the selection certificate to the hiring manager for their review. HR staffers will also screen resumes on file for all vacancies. Other considerations occur through the unsolicited process which includes Schedule A and provisional appointments.

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

Answer Yes

The HR Business Partners and Staffing Specialists consult with hiring officials for every recruitment action, providing guidance on hiring authorities and noncompetitive hiring flexibilities such as Schedule A and veterans authorities. Additionally, the HR Business Partners refer hiring officials to the OEID dashboard to increase awareness of demographic representation within their organization and/or region. To complement the one-on-one guidance and discussions, the HR Business Partners team provided local trainings/presentations regarding hiring authorities and flexibilities for supervisors. Additionally, the team partnered with a VA representative to provide a deep dive briefing on the VA’s Non-Paid Work Experience program which also included specifics related to 30% disabled veteran hiring. Lastly, supervisors have access to the DOE desk reference on hiring flexibilities and are required to complete annual training in the Department of Energy’s Learning Nucleus (e.g., A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities and Veteran Employment Training).

## **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, and participation in the Workforce Recruitment Program.

**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 N/A
- b. New Hires for MCO (PWTD) Answer N/A

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. There is no evidence to suggest disparities in the selection of mission critical new hires in the aggregate.

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

The limited applicant flow data available in FY21 did not differentiate between internal and external applicants.

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

- a. Promotions for MCO (PWD) Answer N/A

b. Promotions for MCO (PWTD)

Answer N/A

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com.

## 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.

Launched in FY20, WAPA’s Leadership Development Program (LDP) fully emerged in FY21 with an expansion of webinars, interactive sessions, coaching, and development of a mentorship program available for all employees. The LDP delivered internal and external leadership courses to over 800 employees. In addition to formal leadership courses, the LDP implemented training for all employees to develop leadership competencies, partnering with the Ombudsman, Office of Economic Impact and Diversity, higher education institutions and others to bring webinars to all of WAPA. The LDP also hosted the Introduction to Leadership Development Programs for all employees. Learning and development opportunities are also promoted through the Department’s Learning Nucleus, DOE-wide announcements, and internal websites. Federal employees are provided access to employee development tools and resources, including an expansive course catalog, to support employee development goals. Employees are also required to establish an Individual Development Plan in consultation with their supervisor and are encouraged to apply for opportunities to broaden their skills and competencies for career progression.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

WAPA provided career and leadership development opportunities for employees through various leadership development programs coordinated by the LDP, detail appointments, an apprenticeship program, a craftsman in training program, and a craft leadership development program.

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 (%)
Coaching Programs						
Training Programs						
Detail Programs						
Mentoring Programs						
Other Career Development Programs	54	49	5	5	1	1
Internship Programs						
Fellowship 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 Yes
- b. Selections (PWD) Answer No

9.3% of the applicants were PWD; 10.2% of the selectees were PWD. All PWD applicants for a career development program were selected. WAPA will continue to encourage PWD to apply for career development opportunities.

4. Do triggers exist for PWTDD 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 (PWTDD) Answer Yes
- b. Selections (PWTDD) Answer No

A trigger (1.9%) exists for PWTDD among the applicants, but not the selectees. The single PWTDD applicant for a career development program was selected. WAPA will continue to encourage PWD to apply for career development opportunities.

### C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTDD 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 (PWTDD) Answer Yes

There is a trigger (11.51%) involving PWD for cash awards of \$5,000 or more. There is also a trigger (1.75%; n=1)) involving PWTDD for Total Time-Off awards of 41 hours or more.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	572	34.18	35.69	36.17	33.68
Time-Off Awards 1 - 10 Hours: Total Hours	2977	183.54	183.83	217.02	175.26
Time-Off Awards 1 - 10 Hours: Average Hours	5.2	2.27	0.40	12.77	-0.33
Time-Off Awards 11 - 20 hours: Awards Given	1050	57.38	67.57	48.94	59.47
Time-Off Awards 11 - 20 Hours: Total Hours	20694	1130.38	1331.65	953.19	1174.21
Time-Off Awards 11 - 20 Hours: Average Hours	19.71	8.31	1.53	41.45	0.12
Time-Off Awards 21 - 30 hours: Awards Given	225	12.24	14.46	10.64	12.63
Time-Off Awards 21 - 30 Hours: Total Hours	6490	345.15	418.43	293.62	357.89
Time-Off Awards 21 - 30 Hours: Average Hours	28.84	11.90	2.25	58.72	0.32

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 hours: Awards Given	167	8.86	10.89	8.51	8.95
Time-Off Awards 31 - 40 Hours: Total Hours	6661	354.01	434.21	340.43	357.37
Time-Off Awards 31 - 40 Hours: Average Hours	39.89	16.86	3.10	85.11	-0.03
Time-Off Awards 41 or more Hours: Awards Given	57	4.64	3.42	2.13	5.26
Time-Off Awards 41 or more Hours: Total Hours	2849	231.65	171.07	106.38	262.63
Time-Off Awards 41 or more Hours: Average Hours	49.98	21.06	3.89	106.38	-0.05

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	107	5.49	6.84	10.64	4.21
Cash Awards: \$501 - \$999: Total Amount	74125	3553.59	4763.61	7042.55	2690.53
Cash Awards: \$501 - \$999: Average Amount	692.76	273.35	54.13	1408.51	-7.45
Cash Awards: \$1000 - \$1999: Awards Given	420	28.69	26.13	34.04	27.37
Cash Awards: \$1000 - \$1999: Total Amount	578658	40397.05	35686.70	51989.36	37529.47
Cash Awards: \$1000 - \$1999: Average Amount	1377.76	594.08	106.21	3249.34	-62.75
Cash Awards: \$2000 - \$2999: Awards Given	211	15.61	12.75	10.64	16.84
Cash Awards: \$2000 - \$2999: Total Amount	540672	41034.18	32643.00	26129.79	44721.05
Cash Awards: \$2000 - \$2999: Average Amount	2562.43	1109.03	199.04	5225.96	90.64
Cash Awards: \$3000 - \$3999: Awards Given	278	15.61	18.12	12.77	16.32
Cash Awards: \$3000 - \$3999: Total Amount	977667	54171.31	63870.22	47959.57	55707.89
Cash Awards: \$3000 - \$3999: Average Amount	3516.79	1464.09	274.12	7993.26	-151.02
Cash Awards: \$4000 - \$4999: Awards Given	221	11.39	14.39	10.64	11.58
Cash Awards: \$4000 - \$4999: Total Amount	996131	50359.07	64964.46	47344.68	51104.74
Cash Awards: \$4000 - \$4999: Average Amount	4507.38	1865.15	351.16	9468.94	-15.78
Cash Awards: \$5000 or more: Awards Given	139	7.59	9.10	6.38	7.89
Cash Awards: \$5000 or more: Total Amount	785574	42563.71	51490.51	33855.32	44717.89
Cash Awards: \$5000 or more: Average Amount	5651.61	2364.65	440.09	11285.11	158.01

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

In FY21, WAPA had additional awards which provided for employee or team recognition by coworkers or WAPA organizations. They consist of Gold Star (\$50 gift cards), SOAR (tiered cash amounts), and TOWER (time-off) awards. Recipient data was not tracked or made available in FY21, but will be requested for FY23.

#### 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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant internal promotion applicant flow data.

2. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

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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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant new hire applicant flow data.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) 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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant new hire 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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant internal promotion applicant flow data.

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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant internal promotion applicant flow data.

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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant new hire applicant flow data.

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

Reliable applicant pool information was not available for most of FY21. Starting in July 2021, WAPA began to use USA Staffing for hiring and collection of applicant flow data. With just one quarter of FY 2021 included, the data is too sparse for meaningful analyses but does appear to offer greater utility compared to what was previously available from Monster.com. WAPA will continue to work with the PMA Shared Service Center to obtain relevant new hire 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	9	0.42	0.58
Permanent Workforce: Resignation	26	2.50	1.44
Permanent Workforce: Retirement	64	2.08	4.26
Permanent Workforce: Other Separations	20	1.67	1.16
Permanent Workforce: Total Separations	119	6.67	7.44

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	9	0.00	0.57
Permanent Workforce: Resignation	26	4.08	1.52
Permanent Workforce: Retirement	64	2.04	4.00
Permanent Workforce: Other Separations	20	0.00	1.27
Permanent Workforce: Total Separations	119	6.12	7.36

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.

<https://www.wapa.gov/pages/web-policies.aspx> and <https://www.wapa.gov/pages/accessibility.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/accessibility.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.

WAPA Public Affairs created a Section 508 team which identifies, establishes and provides guidance in Section 508 program management. The mandate under Section 508 enables the team to guide employees to conform electronic content to current Section 508 standards. The team has been working with organizations throughout WAPA to ensure compliance with all web-based products.

### C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average time frame for processing initial requests for reasonable accommodation, excluding vaccine exemption requests received in FY21, was less than 30 days. In one case, the processing time exceeded 2.5 months due to requests for medical documentation. Upon receipt, the decision was made within 10 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Reasonable accommodation training was provided to the Local Regional Accommodation Coordinators, 45 supervisors and 130 employees in FY21. WAPA Public Affairs created a Section 508 team. This team identifies, establishes and provides guidance in Section 508 program management. The mandate under Section 508 enables the team to guide employees to conform electronic content to current Section 508 standards.

### 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.

WAPA did not have any PAS requests in FY21. The agency relies upon DOE for a blanket purchase agreement to ensure available vendors in the event a request is received.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

- 1.

During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

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 Yes

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 formal complaints filed by PWD alleging harassment or findings of discrimination based on disability harassment in FY21. There was one settlement agreement of a multi-issue complaint from a previous year that included disability harassment as one of the claims.

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

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.

There were no formal complaints filed by PWD alleging failure to accommodate in FY21. There was one finding of discrimination involving the failure to provide a reasonable accommodation and one settlement agreement of a multi-issue complaint that included failure to accommodate as one of the claims. In addition to the posting notice, the agency was required to provide eight hours of training to the responsible management officials as a corrective measure.

## 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