

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 Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	56	21	37.50	4	7.14
Grades GS-11 to SES	854	157	18.38	28	3.28

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

The DOE supports the annual hiring benchmarks of 12% and 2% for Persons with Disabilities (PWD), and Persons with Targeted Disabilities, and communicated these goals to senior level management throughout the Department. At WAPA, the OEID team provide quarterly assessments of progress toward these established disability hiring benchmarks to our Human Resources Business Partners (HRBPs) who in turn, use them to inform their conversation with the hiring managers during vacancy discussions, as well as providing hiring opportunities for persons with disabilities and other underrepresented groups, to the manager during their recruitment consultations. In FY22, OEID also met with leadership in each region to review their workforce data including data on PWD and PTWD. At the annual report of the MD-715 Report to the Administrator, and the Senior Leadership Team, these

benchmarks are identified and discussed, as the leadership team are also hiring managers and/or recruiters as well.

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

- 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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	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 E/R Team
Section 508 Compliance	1	0	0	Teresa Waugh Public Affairs Officer
Architectural Barriers Act Compliance	5	0	0	HQ and Regional Facilities Managers
Special Emphasis Program for PWD and PWTB	1	0	0	Charles Montanez EEO & I&D Manager montanez@wapa.gov

- 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 and other hiring authorities/programs that support persons with disabilities. 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. DOE has made training on hiring, retaining, and

including People with Disabilities available through Learning Nucleus (LN), DOE’s online Learning Management System (LMS). This training, “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities,” was originally developed by the Office of Personnel Management (OPM). DOE updated the course in 2020 and this training is a mandatory course for Human Resources (HR) Professionals and Hiring Managers.

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

Brief Description of Program Deficiency	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)]		
Objective	Collaborate with DOE and local stakeholders to initiate a full, robust program exit survey in FY24.		
Target Date	Sep 30, 2023		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2023		In FY23 WAPA will create a new position for a Strategic Workforce Analyst to initiate a comprehensive exit survey program .
Accomplishments	<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 & candidates who qualify under the Schedule A authority; relationships with local disability organizations, and universities/colleges student organizations.

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.

Our HR Specialists use the SF 15, VA letter designating compensable disability, VOC Rehab letter, and/or medical documents. They also conduct 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, and provide 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 to identify if individuals on a certification are eligible for appointment under any particular authority. Other considerations occur through the unsolicited process which includes Schedule A and provisional appointments as well.

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. The EEO/I&D Manager also is involved with the Workforce Recruitment Program and provides all information to the SSC/HRBP Director who distributes this information to their staff.

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	1770	4.46	0.00	2.94	0.00
% of Qualified Applicants	879	5.23	0.00	3.41	0.00
% of New Hires	51	1.96	0.00	0.00	0.00

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

It should be noted that over 50% of applicants in each occupation chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of mission critical new hires.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 ENERGY MANAGEMENT AND MARKETING SPECIALIST	2	0.00	0.00
0303 POWER SYSTEM DISPATCHER	7	14.29	0.00
0850 ELECTRICAL ENGINEER	7	0.00	0.00
0855 ELECTRONICS ENGINEER	1	0.00	0.00
1130 PUBLIC UTILITIES SPECIALIST	7	0.00	0.00
2210 INFORMATION TECHNOLOGY SPECIALIST	7	0.00	0.00
2610 ELECTRONIC INTEGRATED SYSTEMS MECHANIC	8	0.00	0.00
2810 HIGH VOLTAGE ELECTRICIAN	12	0.00	0.00

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

It should be noted that over 50% of applicants in each occupation chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of mission critical internal selections.

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

It should be noted that over 50% of applicants in each occupation chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of mission critical promotions.

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) continued in FY22 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, OEID, 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. WAPA supports a full and robust detail appointments, an apprenticeship program, a craftsman in training program, and a craft leadership development program where opportunities to work and/or train in other areas or on special projects are made available to staff, without any limits to disability status. WAPA’s 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	47	42	5	4	0	0
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 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

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 PWTD 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	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	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
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

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 or FY22, but will be requested for FY24.

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 No
 - ii. Internal Selections (PWD) Answer N/A
 - 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

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the promotion of PWD internal applicants to senior grades.

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	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

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the promotion of PWTD internal applicants to senior grades.

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

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of PWD new hires for senior grades.

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	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

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of PWTD new hires for senior grades.

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 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

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the promotion of PWD internal applicants to executive, managerial, or supervisory positions.

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 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

It should be noted that over 60% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the promotion of PWTD internal applicants to executive, managerial, or supervisory positions.

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 No
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

It should be noted that over 50% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of PWD new hires for executive, managerial, or supervisory positions.

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 No
 - b. New Hires for Managers (PWTD) Answer No
 - c. New Hires for Supervisors (PWTD) Answer No

It should be noted that over 60% of applicants in each grade level chose not to identify, therefore we cannot definitively determine if a trigger exists. There is no evidence to suggest disparities in the selection of PWTD new hires for executive, managerial, or supervisory positions.

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

Six eligible Schedule A employees were converted to full time, permanent employees.

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.43	0.16
Permanent Workforce: Resignation	31	1.28	2.30
Permanent Workforce: Retirement	72	4.68	5.01

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Other Separations	23	3.40	1.23
Permanent Workforce: Total Separations	129	9.79	8.70

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	3	0.00	0.21
Permanent Workforce: Resignation	31	0.00	2.20
Permanent Workforce: Retirement	72	6.98	4.89
Permanent Workforce: Other Separations	23	0.00	1.63
Permanent Workforce: Total Separations	129	6.98	8.94

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.

The WAPA Section 508 team which identifies, establishes and provides guidance in Section 508 program management continues to operate. 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 and special circumstances regarding the nature of the RA request and medical condition. 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 FY22. The Section 508 team continues to provide 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 FY22. The agency relies upon DOE to manage the process, and within the process, identified blanket purchase agreement to ensure available vendors are in place if 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 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.

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 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.

There were no formal complaints filed by PWD alleging failure to accommodate in FY22.

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