

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 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

In FY24 and for the third year in a row, WAPA exceeded the 12% goal as 16.3% of our total workforce identified as a PWD. Regarding the specific cluster groups identified by the EEOC, we show: GS-1 to GS-10 cluster: 34.8% GS-11 to SES cluster: 19.7% Data also supports that 15.6% of all of WAPA's newly hired staff in FY24 of our total workforce identified as a PWD. WAPA far exceeded this goal in these areas: Supervisors - GS13 - GS15: 25.7% Managers - GS13 - GS15: 15.5% SES Executives: 27.3%

*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

In FY24 and for the third year in a row, WAPA exceeded the 2% goal as 3.3% of our total workforce identified as a PWTD. Regarding the specific cluster groups identified by the EEOC, we show: GS-1 to GS-10 cluster: 4.4% GS-11 to SES cluster: 4.4% Our data also supports that 3.7% of all newly hired staff at WAPA in FY24 of our total workforce identified as a PWTD. WAPA far exceeded this goal in these areas: Supervisors - GS13 - GS15: 7.7% Managers - GS13 - GS15: 4.2% SES Executives: 9%

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

WAPA supports the long-established annual hiring benchmarks of Persons with Disabilities (PWD) for 12% and Persons with Targeted Disabilities (PWTD) at 2% of total workforce. At the annual report of the MD-715 Report to the Administrator and the Senior Leadership Team, these benchmarks are outlined and discussed, and how we did in comparison. This is extremely important as WAPA's leadership team members are also hiring managers and help communicate these annual goals and how well WAPA is doing in this area to their managers and hiring managers throughout the workforce, as well. WAPA's OEID team also make available quarterly data and analysis of progress toward these established benchmarks to our regional office leadership, as well as to our Human Resources Business Partners (HRBPs). In turn, our HR business partners use these data to inform their conversation with the hiring managers during vacancy discussions and ultimately provide hiring opportunities for persons with disabilities and other underrepresented groups, to managers during their recruitment consultations. In FY23, DOE HC also outlined their 2023-2027 Human Capital Strategic Plan, with the number one strategic goal listed was to demonstrate the Agency's commitment to attract and recruit a diverse workforce. In FY24, the Agency's Chief Human Capital Officer (HC) also established annual hiring goals for PWDs and PWTD. They also developed a "Recruiter's Toolbox" with regular updates on their intranet site which included resources to help facilitate hiring PWD and PWTD. This information is available throughout the year through several internal WAPA sites for staff, who are directed to them on DOE HC's website for reference.

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 PWTD	11	0	0	Cheryl Reese Supervisory Human Resources Specialist reese@wapa.gov
Answering questions from the public about hiring authorities that take disability into account	11	0	0	Cheryl Reese Supervisory Human Resources Specialist reese@wapa.gov
Processing reasonable accommodation requests from applicants and employees	5	0	0	WAPA Administrative Officers E/R Team
Section 508 Compliance	3	0	0	Teddy Dyer- DOE 508 Coordinator teddy.dyer@hq.doe.gov
Architectural Barriers Act Compliance	5	0	0	HQ and Regional Facilities Managers
Special Emphasis Program for PWD and PWTD	1	0	0	Charles Montanez EEO & I&D Manager montanez@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 that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer Yes

WAPA's EEO Manager maintains program oversight of the Disability Program. The Reasonable Accommodation (RA) program is managed and monitored at the DOE level, through their Human Capital (HC) team. At WAPA, this process is worked locally within our regional offices and WAPA headquarters by our Administrative Officers who serve in the capacity of the Local Reasonable Accommodation Coordinators (LRAC). PMA SSC HR Business Partners and WAPA's Local Reasonable Accommodation Coordinators received periodic updates and training on reasonable accommodation issues and procedures and participated in reasonable accommodation training for managers and supervisors. HR specialists with a solid understanding of flexible hiring authorities to include Schedule A, WRP, and other hiring authorities/programs which support persons with disabilities, work with and consult all hiring managers during the full hiring process. At the Agency level, 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 2024, 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

The EEO Manager oversees a dedicated budget which includes the Disability Program. To date, neither funding nor resources have been an issue to fully support WAPA's Disability program.

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 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 and works closely with the DOE, as well as our PMA HR SSC. All announcements are advertised via USA Jobs, and the announcement link is also sent to employees. Announcements also include Schedule A authority via USA Jobs 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. WAPA's PMA HR SSC has built long-standing relationships with local disability organizations, and universities/colleges student organizations. They have also created a suite of hiring materials (e.g., job aids and other guidance) which includes information on under-represented groups including PWD and PWTD in order to target and create strategies they would employ for recruitment and outreach. A recruitment portal was established in FY23 by DOE HC, which was also heavily utilized throughout FY24 to rapidly gather the large applicant pool from which DOE's hiring managers could fill vacancies. DOE HC also stood up a team including DOE's DEIA Director, staff from the HC Office of Talent Management (OTM) and the Office of Civil Rights and Equal Employment Opportunity (OCR-EEO). The team developed a dashboard to monitor progress in recruiting and hiring key positions, and also included demographic data, including applicant data as well. A monthly briefing to review applicants' demography were held with CEC hiring process adjustments and additional recruitment and outreach strategies driven by these findings. In late FY22, the HC Office of Recruitment and Advisory Services (ORAS) established the Recruitment and Outreach Community of Practice (CoP). This Agency-wide community continued to be very active in FY24, and its membership continues to grow. This group which consists of program managers, workforce development specialists, recruitment and outreach specialists, event coordinators, hiring managers, Employee Resource Group (ERG) members, and other professionals who share recruitment and outreach opportunities and resources, best practices, and lessons learned, especially in recruiting employees from relatively small populations to DOE. In addition, WAPA supervisor are required to complete annual training which includes a section on disability, and hiring managers and staff have access to the DOE HC desk reference on hiring flexibilities as well. The PMA HR SSC uses a variety of methods to recruit and employ veterans, to include those with a disability of 30 percent or more. The PMA HR SSC has been actively offering internal training to both hiring managers and HR staff on the benefits of hiring disabled veterans and strategies to identify qualified candidates. In addition, our Human Resources Business Partners (HRBP) and Human Resources Staffing Specialists (HRSS) consistently offer comprehensive consultations with hiring managers for every recruitment action. During these consultations, the HR experts provide detailed guidance on hiring authorities and thoroughly explore noncompetitive hiring flexibilities, including veterans' hiring authorities. WAPA maintains an ongoing, interactive, and collaborative effort with the DOE Headquarters (HQ) to ensure our data integrity is at the highest levels for that past several years. Since AFD information is strictly voluntary, studies and data show that over 50% of all applicants and current employees in each occupation category do not identify their disability status. Within WAPA's internal applications, our data confirms that disclosures of disability status are withheld approximately 70% of the time as well. These variances result in statistically significant implications to barrier analysis in determining if triggers exists, however, WAPA does utilize these data for analysis.

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, and the Workforce Recruitment Program (WRP).

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

WAPA supports the long-established annual hiring benchmarks of Persons with Disabilities (PWD) for 12% and Persons with Targeted Disabilities (PWTD) at 2% of total workforce. In FY24 and for the third year in a row, WAPA exceeded the 12% goal as 16.3% of our total workforce identified as a PWD. Also, 15.6% of all newly hired staff in FY24 identified as a PWD. In FY24 and for the third year in a row, WAPA exceeded the 2% goal as 3.3% of our total workforce identified as a PWTD. Also, 3.7% of all newly hired staff in FY24 identified as a PWTD.

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

The term "Mission Critical Occupations" is somewhat misleading as the EEOC guidance indicates that agencies may report on MCOs, or – report on their largest occupations in this category. With the level of detail required in the MD-715 tables, including the required AFD, WAPA always confirms our list of MCOs with DOE, and in FY24, this list includes occupational series codes with at least 110 employees, and/or at least 15 new hires within the fiscal year. All WAPA's identified MCOs are occupations considered to be a core group which reflect the primary mission of WAPA without which, our overall mission could not be achieved. The criteria also take into consideration if the MCO were vacant or understaffed, it could impair or have a critically negative effect on the entire organization. At WAPA, MCOs were identified long ago and are reviewed annually even though they have remained consistent for several years and remain some of the most heavily populated, relative to other occupations. As previously noted, approximately 50% of applicants in most occupation series chose not to identify their disability status, and this is true of our mission critical new hires within our MCO series. In the top five MCOs job series in FY24, an average of 46% of applicants did not identify a disability. In our 1130 Series specifically, a total of 58% new hires failed to identify a disability. In FY24, 15.6% of all of WAPA's newly hired staff in FY24 identified as a PWD and 3.7% identified as a PWTD. As previously noted, approximately 50% of applicants in most occupation series chose not to identify their disability status, and this is true of our mission critical new hires within our MCO series. In the top five MCOs job series in FY24, an average of 46% of applicants did not identify a disability. In our 1130 Series specifically, a total of 58% new hires failed to identify a disability. Based on this lack of data, we cannot definitively determine if a trigger exists, however, WAPA continues to meet and overall, exceeds the 12% PWD and 2% PWTD goals in overall workforce. And this takes place as evidenced by clusters, new hires in each category, in different levels and also within our regions spread across 15 states, therefore there is no evidence to suggest disparities or triggers in the selection of new hires within our mission critical new hires.

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

WAPA recognizes the importance Applicant Flow Data (AFD) obtained from the USA Staffing application during the normal hiring process. WAPA maintains an ongoing, interactive, and collaborative effort with the DOE Headquarters (HQ) to ensure our data integrity is at the highest levels and have done so for that past several years. WAPA also has identified in the past submissions of the MD-715 that prior to July 5, 2021, we did not capture AFD. Last year, WAPA also has identified a major issue with over 700 open announcements which directly impacts all demographic data for each individual who applied for each of those announcements, and for what appears to be over several years. Furthermore, AFD information is strictly voluntary, and data shows over 50% of all applicants and current employees do not identify their disability status. Within WAPA's internal applications, our data confirms that disclosures of disability status are withheld approximately 70% of the time as well. These variances result in statistically significant implications to barrier analysis in determining if triggers exist, however, our existing demographic data of our current workforce, and data points of newly hired staff in FY24 provides an opportunity from which we can perform accurate analysis. In FY24, 15.6% of all of WAPA's newly hired staff in FY24 identified as a PWD and 3.7% identified as a PWTD. As previously noted, approximately 50% of applicants in most occupation series chose not to identify their disability status, and this is true of our mission critical new hires within our MCO series. In the top five MCOs job series in FY24, an average of 46% of applicants did not identify a disability. In our 1130 Series specifically, a total of 58% new hires failed to identify a disability. Based on this, we cannot definitively determine if a trigger exists. WAPA meets and overall, exceeds the 12% PWD and 2% PWTD goals in overall workforce, in clusters, and in new hires in each category therefore we do not acknowledge any type of trigger as there is no evidence to suggest disparities in the selection of mission critical new hires.

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

For at least the past three years in a row, WAPA meets and overall, exceeds these long-established PWD and PWTD goals. Within WAPA's internal applications and promotions, our data confirms that disclosures of disability status are withheld approximately 70% of the time as well. These variances result in statistically significant implications to barrier analysis in determining if triggers exist, however, our existing demographic data of our current workforce, and data points of promotions of staff in our MCOs in FY24, show no trigger or evidence to suggest disparities in the promotion of our mission critical staff.

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.

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 OPPORTUNITIES

- 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.

- 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 (%)
Other Career Development Programs	47	42	5	4	0	0
Coaching Programs						
Mentoring Programs						
Internship Programs						
Fellowship Programs						
Training Programs						
Detail Programs						

- 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

For at least the past three years in a row, WAPA meets and overall, exceeds these long-established PWD and PWTD goals. WAPA also acknowledges that historically, over 50% of all applicants and current employees in each occupation category do not identify their disability status, therefore, without this evidence, we cannot definitively determine if a trigger exists in this category without this important, and missing data. Career development programs are also available to all qualified employees and WAPA does track, and report applicant data based on their RNO status to see if there are any identified triggers. Based on these factors, there is also no evidence to suggest triggers exist among the qualified applicants for career development programs.

- 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 (PWTB)	Answer	No
b. Selections (PWTB)	Answer	No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)	Answer	No
b. Awards, Bonuses, & Incentives (PWTB)	Answer	No

Data indicates that PWD, and PWTB receive awards, bonuses and incentives at, or above the 12% and 2% rate of the national goals in all areas.

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

a. Pay Increases (PWTB)	Answer	No
b. Pay Increases (PWTB)	Answer	No

Data indicates that PWD, and PWTB receive QSI and performance-based pay increases as: QSI: PWD 21.2% and PWTB 9.9%; and PB increases: PWD 30% and PWTB 10%

3. If the agency has other types of employee recognition programs, are PWD and/or PWTB 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 (PWTB)	Answer	No
b. Other Types of Recognition (PWTB)	Answer	No

WAPA has additional awards by which employees or teams can recognize other coworkers or WAPA organizations. They consist of Gold Star (\$50 gift cards), SOAR (tiered cash amounts), and TOWER (time-off) awards. Recipient data has not been tracked for a full year and should be available in FY25.

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 (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

WAPA also acknowledges that historically, over 50% of all applicants and current employees in each occupation category do not identify their disability status. With internal applicants, disability status disclosure is near 70%, therefore without this evidence, we cannot definitively determine if a trigger exists in this category without this important, missing data. However, our data within the manager category (GS 13 - GS15) shows 15.4% of staff identify as a PWD. Within the supervisor category, (GS 13 - GS15), 18.4% of staff, and within our Executives (SES), 27.3% identify as a PWD. Based on these data which exceeds PWD goals of 12%, there is no evidence to suggest disparities in the promotion of PWD or PWTd in our 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
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ii. Internal Selections (PWTd)	Answer	No
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b. Grade GS-15

i. Qualified Internal Applicants (PWTd)	Answer	No
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ii. Internal Selections (PWTd)	Answer	No
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c. Grade GS-14

i. Qualified Internal Applicants (PWTd)	Answer	No
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ii. Internal Selections (PWTd)	Answer	No
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d. Grade GS-13

i. Qualified Internal Applicants (PWTd)	Answer	No
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ii. Internal Selections (PWTd)	Answer	No
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WAPA also acknowledges that historically, over 50% of all applicants and current employees in each occupation category do not identify their disability status. With internal applicants, disability status disclosure is near 70%, therefore without this evidence, we cannot definitively determine if a trigger exists in this category without this important, missing data. However, our data shows the manager category (GS 13 - GS15) with 4.2% of staff who identify as a PWTd. Within the supervisor category, (GS 13 - GS15), 6.2% of our staff, and within our Executives (SES), 9% identify as a PWTd. Based on these data which exceeds PWTd goals of 2%, there is no evidence to suggest disparities in the promotion of PWD or PWTd in our 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	No
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b. New Hires to GS-15 (PWD)	Answer	No
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c. New Hires to GS-14 (PWD)	Answer	No
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d. New Hires to GS-13 (PWD)	Answer	No
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There is no evidence to suggest disparities in the promotion of PWD new hires for senior grades, however, 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.

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
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b. New Hires to GS-15 (PWTd)	Answer	No
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c. New Hires to GS-14 (PWTd)	Answer	No
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d. New Hires to GS-13 (PWTd)	Answer	No
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There is no evidence to suggest disparities in the promotion of PWTB new hires for senior grades, however, 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.

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

There is no evidence to suggest disparities in the promotion of PWD to internal applicants to executive, managerial, or supervisory positions, however, 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. See D.1.

6. Does your agency have a trigger involving PWTB 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 (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

b. Managers

i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

c. Supervisors

i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

There is no evidence to suggest disparities in the promotion of PWTB to internal applicants to executive, managerial, or supervisory positions, however, 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. See D.2.

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

There is no evidence to suggest disparities in the promotion of PWD new hires for executive, managerial, or supervisory position, however, 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.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)	Answer	No
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b. New Hires for Managers (PWTD)

Answer No

c. New Hires for Supervisors (PWTD)

Answer No

There is no evidence to suggest disparities in the promotion of PWTD new hires for executive, managerial, or supervisory position, however, 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.

Section V: 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 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

4 eligible Schedule A employees were converted to full time, permanent employees in FY24.

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

It is important to clarify that both No Disability (05 NOA) and Not Identified (01 NOA) were utilized for this analysis. Data shows in the voluntary and involuntary separations categories (resignations and retirement), approximately 73% of staff without a disability separated, while only 17% resigned or retired who identified as a 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 No

b. Involuntary Separations (PWTD)

Answer No

It is important to clarify that both No Disability (05 NOA) and Not Identified (01 NOA) were utilized for this analysis. Data shows in the voluntary and involuntary separations categories (resignations and retirement), approximately 73% of staff without a targeted disability separated, while only 3.6% resigned or retired who identified as a 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.

Based on these data above, there is no evidence to suggest disparities involving the separation rates of PWD or PWTD to staff without disability.

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.

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, was less than 30 days. This process is managed in our regional headquarters by our Administrative Officers who serve in the capacity of the Local Reasonable Accommodation Coordinators (LRAC). The overall program is also overseen by the DOE Human Capital (HC) division and monitored. Although there were only two special circumstances where these timelines were not met, the LRACs and local HC staff member are monitoring the FY25 RA requests closely. LRACs often review, and discuss specific issues/concerns of an RA request with the WAPA EEO Director as well.

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, 65 supervisors and 220 employees in FY23. 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. The WAPA EEO Director also discusses RA process and procedures during training events to field offices annually.

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 FY24. The agency relies upon DOE HC 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 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 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.

N/A

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 FY23.

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 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