

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

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

- | | |
|--------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (PWD) | Answer No |
| b. Cluster GS-11 to SES (PWD) | Answer No |

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | |
|---------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer No |
| b. Cluster GS-11 to SES (PWTD) | Answer No |

Grade Level Cluster(GS or Alternate Pay Plan) Numerical Goal	Total	Reportable Disability		Targeted Disability	
	#	#	12% %	#	2% %
Grades GS-11+	386	315	9.73%	71	2.19%
Grades GS-1 to GS-10	49	40	6.34%	9	1.14%
Grand Total	435	355	9.17%	80	2.07%

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

In FY21, NSWC Crane adhered to the DON-wide resurvey effort that encouraged employees to self-identify as having a disability or targeted disability. This effort stemmed from the DON IWD Champions Council, where one of its 2020 objectives was to resurvey the workforce in order to establish a better baseline for analyzing disability data. To kick-off this effort, the Principal Deputy Assistant Secretary of the Navy (Manpower and Reserve Affairs), Performing the Duties of the Assistant Secretary of the Navy

(Manpower and Reserve Affairs), signed a memorandum titled “Requesting Voluntary Employee Self- Identification of a Disability.” The memorandum was disseminated widely to Echelon 1 and 2 Commands (the most organizationally senior commands), as well as to the Human Resources and EEO communities. The memorandum identified DON’s responsibility to meet employment goals, and indicated that increased self-identification of a disability can help foster a greater culture of inclusion. In addition, the IWD Champions Council established an aspirational goal for the DON’s Workforce to be comprised of 3 percent IWTD and 14 percent IWD, which exceeds the EEOC goals of 2 percent and 12 percent, respectively. This goal was communicated via the email containing the self-identification memorandum, which was shared with the aforementioned groups and disseminated widely to various levels of the DON. Sent along with the memorandum was the OEEO’s Fact Sheet, “Updating Your Disability Status,” detailing the IWD Champions Council goal of 14 percent IWD and 3 percent IWTD.

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			Point of Contact (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing RA Requests from applicants and employees with disabilities	1	2	0	Theresa L. Magnus, DPM
Special Emphasis Program for PWD and PWTD	0	0	1	Amanda Hughes/ Sue Eckes/Lori Stiglitz
Architectural Barriers Act Compliance	0	0	1	Jesse Beam, Facilities
PWD Champion	10	0	0	Dane Speer
Section 508 Compliance	0	1	0	Bill Carter, CIO/IT Division

- 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

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	FY21 New Hires in the B 8 Tables showed 281 IWD (included 44 Targeted Disability) and in FY20 354 (included 67 Targeted Disability). The number of separations was high, considering the number of new hires into consideration to meet the objective of 12% IWD (include 2% Targeted Disability) benchmark.		
Objective	To review more data in the lifecycle of the human capital to identify barriers (e.g., review exit surveys, DEOCs and other employee surveys).		
Target Date	Sep 30, 2022		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2022		1. Examine EEO program for efficiencies by examining structure, billets, workload, and other relevant factors to increase compliance and determine appropriate level of resourcing.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	1. In alignment with the 2019-2030 DON Civilian Human Capital Strategy (HCS), the DON utilized contracted resources to provide an independent perspective of program organization, workflow, and other relevant factors. That effort identified and interviewed relevant stakeholders, assessed EEO practitioner workloads and assignments, and analyzed the current DON EEO Program structure and its effectiveness, with the intention of designing a recommended future state for the entire DON EEO program. Assessment efforts will continue through NAVSEA and the effort will culminate in a final future state decision and implementation strategy later in FY 22.	

Brief Description of Program Deficiency			
Objective			
Target Date			
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

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Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency			
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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.

NSWC Crane utilizes the Workforce Recruitment Program (WRP) as a recruitment source to bring on students and recent graduates with disabilities on a temporary and permanent basis. The WRP database contains the largest pool of Schedule A(u)-eligible candidates to recruit from, and is refreshed with new candidates each year. WFCs, maintain effective communication with the Veteran Affairs (VA) Office 2. OCHR-Silverdale Wounded Warrior and Disability Placement Office 3. NAVSEA Wounded Warrior and Veteran Office 4. Workforce Recruitment Program (WRP) Office 5. Operation War fighter (OWF) Program Office The Computer/Electronic Accommodations Program (CAP) program, is heavily relied upon by the command when seeking to maintain employment for employees with disabilities and/or targeted disabilities due to Reasonable Accommodation request.

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

WFCs leverage available hiring flexibilities (to include the 30 percent or more Disabled Veteran, Schedule A(u), and Veterans’ Recruitment Appointment (VRA)), as well as various recruitment sources (e.g. Wounded Warrior programs, WRP, etc.) in order to identify the most suitable candidate to meet workforce needs. NAVSEA hired 114 Schedule A (u) employees during the FY21.

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.

The determination of whether an individual is eligible for appointment under Schedule A is made by the OCHR Regional Office. Resumes are collected by the Head of Recruiting in HR and loaded to a SharePoint site that all supervisors have access to, in order to review the resumes at any time. Part of our Recruiting Plan is to recruit individuals with Targeted disabilities we encourage participation by all at our events. We also search and provide resumes to our hiring managers from the WRP website, seeks candidates that are eligible under the 30% or more disabled veteran's authority and attend corporate recruiting events for individuals with disabilities.

- 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 NO

Supervisors are required to take Supervisory EEO Training and “Hiring Talent” training, which are computer-based courses in TWMS. The Supervisory EEO Training is required to be taken within 1 year of initial appointment to a supervisory position, with a refresher taken at least every 3 years thereafter. The IWD Program section of this training describes the Schedule A(u) hiring authority, indicates that candidates may be found through vocational rehabilitation agencies and the WRP, and informs hiring managers that a best practice is to have qualified Schedule A(u) candidates prior to putting in a Request for Personnel Action (RPA), and to include People with Disabilities as an AOC on the vacancy announcement. The “Hiring Talent” training is required to be taken within 1 year of initial appointment to a supervisory position, and every year thereafter. This training has its own section on Hiring People with Disabilities. Information on VRA and 30 percent or more Disabled Veteran (including Wounded Warriors) are included in the “Hiring Veterans” section of this training. In addition to the training above, the DON’s subordinate components also facilitate additional component-specific supervisory training requirements pertaining to Disability Program priorities and hiring flexibilities.

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.

NSWC Crane established and/or maintained contacts to varying degrees with various disability employment organizations, and especially Wounded Warriors organizations. NSWC Crane actively promotes and utilizes the WRP, which is a Federal government-wide recruitment and referral program managed by the Department of Labor and DoD that connects the NAVSEA's hiring managers with qualified candidates with disabilities for temporary and permanent positions. This database contains candidates from hundreds of colleges and universities across the country.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- 1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.
 - a. New Hires for Permanent Workforce (PWD) Answer Yes
 - b. New Hires for Permanent Workforce (PWTD) Answer Yes

The permanent workforce hire percentage for IWD within the appropriated fund workforce is 7.34 percent (which is lower than the 12 percent benchmark). The permanent workforce hire percentage for IWTD within the permanent workforce is 1.31 percent (which is lower than the 2 percent benchmark).

New Hires:	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(3870)	(9.33%)	(3.74%)	(2.10%)	(.93%)

% of Total Applicants	0.00	0.00	0.00	0.00	0.00
% of Qualified Applicants	0.00	0.00	0.00	0.00	0.00
% of New Hires	0.00	0.00	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 Yes
- b. New Hires for MCO (PWTD) Answer Yes

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New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
2805 Electrician	0	0	0	0	0
0855 Electronics Engineering	30	13.33	13.33	0.00	0.00
0856 Electronics Technician	16	6.25	6.25	0.00	0.00
0802 Engineering Technician	12	16.67	16.67	0	0
0801 General Engineering	12	0.00	0.00	0.00	0.00
0343 MGMT and Program Analysis	3	0.00	0.00	0.00	0.00
5334 Marine Machinery Mech	0	0	0	0	0
0830 Mechanical Engineering	28	14.29	14.29	3.57	3.57
0840 Nuclear Engineering	0	0	0	0	0

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

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

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

a. Promotions for MCO (PWD) Answer No

b. Promotions for MCO (PWTD) Answer No

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

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

A. ADVANCEMENT PROGRAM PLAN

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

The DON offers and seeks applications for a multitude of advancement opportunities, where all eligible candidates are encouraged to apply. Some of the DON’s subcomponents offer and administer advancement opportunities, where IWD and IWTD could be considered.

B. CAREER DEVELOPMENT OPPORTUNITES

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

NSWC Crane offers and seeks applications for a multitude of advancement opportunities, where all eligible candidates are encouraged to apply. NSWC Crane offers and administers advancement opportunities, where IWD and IWTD could be considered.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Detail Programs						
Fellowship Programs						
Other Career Development Programs						
Mentoring Programs						
Coaching Programs						

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training 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

The agency does not maintain relevant data on career development opportunities; thus, the presence of triggers cannot be assessed.

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

The agency does not maintain relevant data on career development opportunities; thus, the presence of triggers cannot be assessed.

C. AWARDS

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

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

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

Time-Off Awards	Total Hours/Dollars	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 9 hours: Awards Given	5402	10.57	80.40	2.05	10.57
Time-Off Awards 10+ Hours: Total Hours	2428	7.62	81.47	1.73	7.62
Cash Awards: \$100-\$500 Total Cash Awards Given	\$285,980.00	10.61	8048	1.88	10.61
Cash Awards: \$501- \$5000 Total Cash Awards Given	\$6,598,039.00	9.30	83.53	1.80	9.30
Cash Awards: \$5001+Total Cash Awards Given	\$918,532.00	7.98	88.66	0.00	7.98

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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 (PWD) Answer No
- b. Pay Increases (PWTB) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	2795	9.77	82.18	2.04	9.77

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 (PWD) Answer No
- b. Other Types of Recognition (PWTB) Answer No

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

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

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
- b. New Hires to GS-15 (PWD) Answer No
- c. New Hires to GS-14 (PWD) Answer No

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

[Empty text box]

4. 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 (PWTB) Answer No

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

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

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

[Empty text box]

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

[Empty text box]

6. 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 (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

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

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

With respect to Executive positions, 2.37 percent of those qualified were IWD, and none of those selected were IWD. For Manager

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	2	0.00	0.00
Permanent Workforce: Resignation	109	6.42	74.31
Permanent Workforce: Retirement	104	10.58	81.73
Permanent Workforce: Other Separations	38	18.42	68.42
Permanent Workforce: Total Separations	253	9.88	76.68

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	2	0.00	0.00
Permanent Workforce: Resignation	109	0.92	74.31
Permanent Workforce: Retirement	104	4.81	81.73
Permanent Workforce: Other Separations	38	2.63	67.42
Permanent Workforce: Total Separations	253	2.77	76.68

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.

NSWC Crane does not centrally conduct or collect exit interview or exit survey results; however, some subordinate components conduct and/ or collect this information locally. Preliminary analysis does not identify any systemic or consistent reasons for IWD and/or IWTD to separate from the command.

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.navsea.navy.mil/Contact/EEO/>

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.navsea.navy.mil/Contact/EEO/Equal-Employment-Opportunity/Regulations/>

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.

Command continues to identify any deficiencies regarding facilities and works with Army Corp of Engineers and tiger teams to resolve any identified issues. Currently in FY21 reviewing availability of adequate handicap parking as related to need and aging workforce. Max Telework due to COVID-19 has caused delays.

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.)

FY21's average time frame for processing RAs 30 days

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- 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.

New emphasis is placed on policies and program as well as education of workforce. RA board is used as necessary to review issues. An RA presentation is given during all onboarding classes for new hires. We hold weekly meetings to review RA case load, current status and monitor timeliness. RA requests processed and completed more timely shown by past data.

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.

There were no requests for the period.

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.

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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.

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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 No

- 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.

Now that we are moving back to the office, we will focus more on barrier analysis.

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

One month data collection on handicap parking availability has not be completed to date due to interruption by COVID-19 and max telework.

- 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.

The command will resume its work on removing barriers for PWD/PWTD