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 Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	1015	109	10.74	26	2.56
Grades GS-1 to GS-10	211	39	18.48	3	1.42

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

The NLRB continues to communicate the hiring process to Hiring Managers and the importance of using hiring flexibilities, such as veteran hiring authorities; student appointments; and Schedule A for persons with differing abilities to increase the applicant pool for vacant positions. These hiring authorities are shared with the Hiring Managers as additional recruitment strategies to increase its hiring applicants with PWD and PWTD.

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.

<div align="right">Answer   Yes</div>

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	
Special Emphasis Program for PWD and PWTD	1	0	0	Lisa Hudnell Associate Director Lisa.Hudnell@nlrb.gov
Architectural Barriers Act Compliance	1	0	0	Jessica Graham Director, Facilities & Property Branch jessica.graham@nlrb.gov
Processing reasonable accommodation requests from applicants and employees	3	0	0	Charnita Walker Associate Director Charnita.Walker@nlrb.gov
Processing applications from PWD and PWTD	5	0	0	Lisa Hudnell Associate Director lisa.hudnell@nlrb.gov
Answering questions from the public about hiring authorities that take disability into account	6	0	0	Lisa Hudnell Associate Director Lisa.Hudnell@nlrb.gov
Section 508 Compliance	1	0	1	Andrew Martin Chief Librarian andrew.martin@nlrb.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.

<div align="right">Answer   Yes</div>

All HR Specialists (HRS) in the Staffing program office are skilled in Schedule A hiring and are available to support the program as needed. The HRS's are accountable for providing guidance about utilizing the Schedule A Program and are responsible for advising the Hiring Managers to consider this hiring flexibility as a viable option to quickly fill a position. To further endorse the use of hiring flexibilities, the team presented a PowerPoint training during FY24 2nd Quarter to share with Hiring Managers the benefits of using a variety of authorities, to include the Schedule A and Veteran appointments. This training will be presented to Hiring Managers on a quarterly basis.

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	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
Objective	Increase percentage of reasonable accommodation requests completed within the Agency's Reasonable Accommodation Procedures. Additional staffing was added to assist with reasonable accommodation requests. The program will continue to ensure all staff gets adequate training and monitor trends as they occur.
Target Date	Sep 30, 2024
Completion Date	
Planned Activities	*Target Date* *Completion Date* *Planned Activity*
Accomplishments	*Fiscal Year* *Accomplishment* 2023 The Agency developed and provided mandatory training for managers and supervisors on their roles and responsibilities in handling requests for reasonable accommodations. The program hired additional staff to assist to assist with an increase of reasonable accommodation requests and increased the information disseminated to all employees concerning requests for reasonable accommodation.

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.

The Agency uses the Department of Labor Workforce Recruitment Program for applicants seeking Schedule A employment. The Office of Personnel Management maintains a list of the Schedule A Placement Coordinators on their website available for applicants to send their application packages directly to the coordinators. Applicants may also apply to vacancies listed in USA Jobs by selecting the Schedule A eligibility option to be considered for an appointment using the Schedule A hiring authority.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The NLRB utilizes the Workforce Recruitment Program to identify candidates as well as the Agency Talent Portal (ATP) in USA Jobs that can be considered for Schedule A. Additionally, we keep an in-house database of resumes from Schedule A candidates that contact us directly for employment. We review the resumes and determine if there are any vacant positions where they could be considered.

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 HR Specialist reviews the individual's application packages and validates the documents to determine eligibility. If the individual applied to a specific position, they will be referred if they were found qualified. If they did not apply to a specific job announcement, the application/documents are uploaded to our internal database. When positions become vacant, resumes in the database are reviewed to determine if there are any qualified Schedule A candidates that can be considered for the position. Qualified Schedule A candidates are automatically referred to hiring officials.

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 Office of Human Resources (OHR) has an ongoing collaboration between the hiring managers and the servicing HR Specialist when developing a recruitment strategy to fill vacant positions. OHR explains hiring flexibilities, to include Veterans hiring authorities and Schedule A hiring authority for persons with differing abilities; and shares qualified Schedule A applicants with hiring managers before posting vacancy announcements.

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 continues to oversee our connections with the Operation Warfighter Program/Wounded Warrior Program, as well as with Neurodiversity in the Federal Workplace. Furthermore, the agency maintains an ongoing partnership with the Melwood Partnership Program, which provides individuals with disabilities and targeted disabilities opportunities to gain valuable work experience.

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	72	4.17	0.00	2.78	0.00
% of Qualified Applicants	38	2.63	0.00	0.00	0.00
% of New Hires	4	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   No

b. New Hires for MCO (PWTD)   Answer   No

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability New Hires (%)	Targetable Disability New Hires (%)
Numerical Goal	--	12%	2%
0905 ATTORNEY	4	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

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 agency continues to explore opportunities for more targeted outreach. The Strategic Recruitment Program identifies hiring events and media platforms aimed at attracting job seekers, thereby increasing awareness of job opportunities for applicants with diverse abilities. Additionally, we consistently utilize the Department of Labor Workforce Recruitment Program Database when recruiting candidates for open positions.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Agency is committed to supporting career development through a variety of initiatives, including in-house training programs, support for external training attendance, internship opportunities, and detail assignments. Employees are encouraged to complete an Individual Development Plan (IDP) annually, though participation is voluntary. To assist in IDP implementation, the Agency offers periodic workshops for both employees and supervisors on best practices. In FY24, the Agency hosted multiple webinar sessions across various development programs, such as the Leadership Development Program, Legal Professional Development Program, Administrative Development Program, and General/Core Skills Development Program. Additionally, employees have access to a

broad range of in-house training resources, including self-paced courses, books, and videos through the Agency's Learning Management System (LMS), which was accessed 20,149 times in FY24, and legal courses via West LegalEdcenter, accessed 1,227 times. Regional offices and individual business units also provide ad hoc training sessions as needed. The Agency supports external career development training through funding for attendance at external events, including courses, conferences, and symposia. Any employee can request funding, with requests from those covered by collective bargaining agreements (CBAs) being subject to CBA terms. In FY24, there were 199 approved requests for external training. The Agency also offers the Bridge Program, an internship program for administrative professionals in regional offices interested in transitioning to higher-graded legal positions. These opportunities are limited and filled through a competitive process. Additionally, the Agency provides detail programs, which are managed in accordance with CBA guidelines and filled through a competitive selection process based on experience. Our Leadership Development Program (LDP) offers five components tailored to different employee levels: Aspire (a voluntary, self-paced program for employees preparing for supervisory roles), Emerge (a mandatory two-year program for new supervisors), Apex (a voluntary program for current supervisors and managers), Emerge-Executive (an application-based program for managers aspiring to become executives), and Executive Development (a voluntary program for senior executives)

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	216	3	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Other Career Development Programs	657	657	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Detail Programs	7	2	0	0	0	0
Training Programs	244	244	0	0	0	0

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	584.00	10.2740	89.7260	1.5411	98.4589
Time-Off Awards 1 - 10 Hours: Total Hours	6146.00	10.4946	89.5054	1.5132	98.4868
Time-Off Awards 1 - 10 Hours: Average Hours	10.52	10.7500	10.4981	10.3333	10.5270
Time-Off Awards 11 - 20 hours: Awards Given	171.00	9.3567	90.6433	1.7544	98.2456
Time-Off Awards 11 - 20 Hours: Total Hours	2996.00	9.7463	90.2537	1.6021	98.3979
Time-Off Awards 11 - 20 Hours: Average Hours	17.52	18.2500	17.4452	16.0000	17.5476
Time-Off Awards 21 - 30 hours: Awards Given	70.00	14.2857	85.7143	1.4286	98.5714
Time-Off Awards 21 - 30 Hours: Total Hours	1830.00	17.3770	82.6230	5.2459	94.7541
Time-Off Awards 21 - 30 Hours: Average Hours	26.14	31.8000	25.2000	96.0000	25.1304
Time-Off Awards 31 - 40 hours: Awards Given	16.00	12.5000	87.5000	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Total Hours	816.00	14.7059	85.2941	0.0000	100.0000
Time-Off Awards 31 - 40 Hours: Average Hours	51.00	60.0000	49.7143	0.0000	51.0000
Time-Off Awards 41 or more Hours: Awards Given	2.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 41 or more Hours: Total Hours	96.00	0.0000	100.0000	0.0000	100.0000
Time-Off Awards 41 or more Hours: Average Hours	48.00	0.0000	48.0000	0.0000	48.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards $500 and Under: Awards Given	286.00	8.0420	91.9580	1.0490	98.9510
Cash Awards $500 and Under: Total Amount	73469.00	8.1245	91.8755	1.0208	98.9792
Cash Awards $500 and Under: Average Amount	256.88	259.5217	256.6540	250.0000	256.9576
Cash Awards: $501 - $999: Awards Given	209.00	13.3971	86.6029	0.0000	100.0000
Cash Awards: $501 - $999: Total Amount	160050.00	14.0637	85.9363	0.0000	100.0000
Cash Awards: $501 - $999: Average Amount	765.79	803.8929	759.8950	0.0000	765.7895
Cash Awards: $1000 - $1999: Awards Given	341.00	11.1437	88.8563	2.6393	97.3607
Cash Awards: $1000 - $1999: Total Amount	559008.00	9.6775	90.3225	2.4300	97.5700
Cash Awards: $1000 - $1999: Average Amount	1639.32	1423.6316	1666.3696	1509.3333	1642.8434

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $2000 - $2999: Awards Given	222.00	10.8108	89.1892	2.7027	97.2973
Cash Awards: $2000 - $2999: Total Amount	534639.00	10.8131	89.1869	2.7944	97.2056
Cash Awards: $2000 - $2999: Average Amount	2408.28	2408.7917	2408.2222	2490.0000	2406.0139
Cash Awards: $3000 - $3999: Awards Given	92.00	14.1304	85.8696	3.2609	96.7391
Cash Awards: $3000 - $3999: Total Amount	330362.00	14.0724	85.9276	3.2694	96.7306
Cash Awards: $3000 - $3999: Average Amount	3590.89	3576.1538	3593.3165	3600.3333	3590.5730
Cash Awards: $4000 - $4999: Awards Given	230.00	10.4348	89.5652	3.0435	96.9565
Cash Awards: $4000 - $4999: Total Amount	1041082.00	10.1379	89.8621	2.9942	97.0058
Cash Awards: $4000 - $4999: Average Amount	4526.44	4397.6667	4541.4466	4453.1429	4528.7444
Cash Awards: $5000 or more: Awards Given	122.00	6.5574	93.4426	0.0000	100.0000
Cash Awards: $5000 or more: Total Amount	852930.00	5.5069	94.4931	0.0000	100.0000
Cash Awards: $5000 or more: Average Amount	6991.23	5871.2500	7069.8246	0.0000	6991.2295

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 %

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

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

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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

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3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	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

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

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

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

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

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	1	0.67	0.00
Permanent Workforce: Resignation	29	5.37	1.92
Permanent Workforce: Retirement	42	4.03	3.30
Permanent Workforce: Other Separations	17	1.34	1.37
Permanent Workforce: Total Separations	89	11.41	6.60

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	1	0.00	0.08
Permanent Workforce: Resignation	29	0.00	2.40
Permanent Workforce: Retirement	42	6.67	3.31
Permanent Workforce: Other Separations	17	0.00	1.40
Permanent Workforce: Total Separations	89	6.67	7.19

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.

The agency does not have a process for collecting exit interview data from employees. However, the exit interview survey is voluntary. Of the 9 voluntary separations that reported having a PWD, 5 resigned, 3 retired and 1 other separation.

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.

Section 508 | National Labor Relations Board https://www.nlrb.gov/reports-guidance/policies/section-508

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.

Section 508 | National Labor Relations Board https://www.nlrb.gov/reports-guidance/policies/section-508 If you experience difficulty accessing any of our offices, please contact us at ABApublicaccess@nlrb.gov and provide us with the nature of your accessibility difficulty and your contact information. A member of the NLRB staff will contact you and work to resolve the issue.

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 Architectural Barriers Act (ABA) enacted by Congress in 1968 requires accessibility in all Federal Government owned and leased buildings and facilities, and also buildings and facilities constructed, altered or leased with certain Federal grants and loans. NLRB office space is procured and managed by the General Services Administration (GSA). It is GSA's policy to make all Federal buildings accessible without the use of special facilities for persons with disabilities. The intent of this policy is to use standard building products set at prescribed heights and with prescribed maneuvering clearances to allow easy use by employees and visitors with disabilities. Any person involved in the design, construction, alteration and leasing of federally owned or leased facilities must comply with ABA accessibility standards. This includes NLRB Space Management Specialists, GSA, architects/engineers/ designers, general contractors, realty specialists, building managers, and building owners.

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 decision processing time was 34 days in FY24

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.

The NLRB effectively manages the agency's reasonable accommodation program in several ways. The NLRB ensures timely processing of reasonable accommodation requests by utilizing a custom-built system RACMS (Reasonable Accommodation Case Management System) that allows the dedicated human resources specialist to capture all requests, manage letters/documents sent to employees, and track progress of the requests to ensure timely processing. The RACMS system is also used to run reports and analyze reasonable accommodation data trends across the agency. The NLRB also conducts annual supervisor and manager training on the reasonable accommodation policy and process. Additionally, we ensure we stay up to date on mandated regulations and utilize resources such as askJan, Cyberfeds, etc. to stay informed. The NLRB also has a dedicated reasonable accommodation email box that employees may use to submit their reasonable accommodation request. Additionally, the Agency has fully staffed the Workforce Relations team, allowing faster processing times.

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.

The NLRB received no requests for Personal Assistance Services in FY 2024.

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.

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   Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

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.

There was not a factor that prevented the agency from completing any of the planned activities.

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

The NLRB continues to update the disability webpage with pertinent information while also, providing employees with resourceful

information regarding the disability program. The Disability Program hosted its second Disability Mentoring Day (DMD) where we engaged students from colleges, universities, and institutions that primarily focus on persons with disabilities. The DMD was designed to promote career development for individuals with disabilities through career exploration with the NLRB. Employees continue to have access to the Agency's Section 508 compliance resource, which is a legal mandate that is focused on the digital accessibility for federal agencies employees. Lastly, the NLRB has a dedicated disability program email box that employees may utilize for additional support or resources. The above initiatives served to support the Agency's targeted objectives.

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.

As mentioned above, there was not a factor that prevented the agency from completing any of the planned activities. All trigger(s) and/or barrier(s) were met.