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

   The National Labor Relations Board (NLRB) total workforce in FY 20 is 1,255 and in FY 19 was 1,283. From FY 19 to FY 20, 27 more employees identified themselves as a person with a disability (PWD); which is a 2.3% increase. Using the goal of 12% as the benchmark, in FY20 7.3% of the Agency's total workforce reported having a PWD. In FY 20 the NLRB data shows that 103/8.2% did not voluntarily disclose a disability, 1,041/82.9% reported not having a disability, 92/7.3% reported having a disability (PWD) and 19/1.5% reported having a target disability (PWTD). Of the 92 employees that identified as a PWD 31 employees are in cluster GS-1 to GS-10; and 61 employees are in GS-11 to SES.

   *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

   The National Labor Relations Board (NLRB) total workforce in FY 20 is 1,255 and in FY 19 was 1,283. From FY 19 to FY 20, 5 more employees identified themselves as a person with a targeted disability (PWTD); which is a 0.4% increase than last fiscal year. Using the goal of 2% as the benchmark, in FY 20 1.5% of the Agency's total workforce reported having a PWTD. In FY 20 the NLRB data shows that 103/8.2% did not voluntarily disclose a disability, 1,041/82.9% reported not having a disability, 92/7.3% reported having a disability (PWD) and 19/1.5% reported having a targeted disability (PWTD). Of the 19 employees that identified as a PWTD, 6 employees are in Cluster GS-1 to GS-10 and 13 employees are in Cluster GS-11 to SES.

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

   OHR’s FY20 strategic hiring process communicates to hiring managers the importance of using various hiring flexibilities, like the veterans hiring authorities and Schedule A hiring authority for persons with differing abilities; and shares the Schedule A applicant pool with hiring managers before posting vacancy announcements to increase its hiring of 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.

Answer: Yes

The activities and management of the Schedule A Program is centralized. The administration of Program has been delegated to two HR Specialist, who ensures that all participants meet and maintain program requirements during their tenure in the program. All HR Specialist are available to support the program as needed.

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>0 Full Time 0 Part Time 2 Collateral Duty</td>
<td>Tracy Phelps Associate Director <a href="mailto:tracy.phelps@nlrb.gov">tracy.phelps@nlrb.gov</a></td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>0 Full Time 0 Part Time 2 Collateral Duty</td>
<td>Tracy Phelps Associate Director <a href="mailto:tracy.phelps@nlrb.gov">tracy.phelps@nlrb.gov</a></td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1 Full Time 0 Part Time 0 Collateral Duty</td>
<td>Thomas Pojeta Information Technology Specialist</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>3 Full Time 0 Part Time 0 Collateral Duty</td>
<td>Otto D. Powell Associate Director <a href="mailto:otto.powell@nlrb.gov">otto.powell@nlrb.gov</a></td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1 Full Time 0 Part Time 0 Collateral Duty</td>
<td>Jessica Graham Director of Facilities and Property</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0 Full Time 0 Part Time 1 Collateral Duty</td>
<td>Jacqueline Flournoy Deputy Director, OHR</td>
</tr>
</tbody>
</table>

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

The agency attended the Department of Labor Workforce Recruitment Program. The DOL’s Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense’s Defense Human Resources Activity’s (DHRA) Diversity Management Operations Center (DMOC) manage the program, which continues to be successful with the participation of many other federal agencies and sub-agencies.

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

Each fiscal year the NLRB allocates appropriated funds to disability programs and reasonable accommodations for all employees that meet the requirements as defined in OPM guidance.

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.

The agency uses the DOL Workforce Recruitment Program (WRP) and applicants from USAJobs searches to identify job applicants with disabilities and targeted disabilities.

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 uses the WRP to identify candidates that can be considered for Schedule A. In addition, we keep an inhouse data base 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 applications package and validates the documents to determine eligibility. If the individual applied to a specific position then they will be referred if they were found qualified. If they did not apply to a specific job announcement, then the application/documents are uploaded to our internal database. When positions become vacant the database/resumes are reviewed to determine if there are any Schedule A candidates that can be considered for the position.

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

In FY 20 the OHR developed training geared toward hiring managers that was rolled out in FY21. Additionally, OHR’s FY20 strategic hiring process has an ongoing collaboration between OHR and hiring managers where OHR explains hiring flexibilities, like the veterans hiring authorities and Schedule A hiring authority for persons with differing abilities; and shares the Schedule A applicant pool 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.

In FY 20, OHR have established contacts with the Operation Warfighter Program/Wounded Warrior Program and Neurodiversity in the Federal Workplace. Additionally, in late 2019 the agency launched the NLRB Melwood Partnership Program, which established the opportunity for people with disabilities and targeted disabilities and opportunity to gain work experience. At the close of 2019 two candidates were selected to start in 2020. However, in FY20 due to the COVID-19 pandemic the Agency has not been able to accept new applicants through this partnership.

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

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
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 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.

The agency continues to explore options for more targeted outreach. In FY20, the agency rolled out a corporate recruitment program to attract all candidates to include increasing awareness of job opportunities for applicants with differing abilities. The Agency resurveyed its workforce population in 2020.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.
The Agency supports career development through in-house training programs, support for external training attendance, internship programs, and detail programs. Employees are encouraged to complete an Individual Development Plan (IDP) annually. Use of IDPs is voluntary, although participation in some leadership development programs (described below) may require that participants develop an IDP. The Agency provides periodic workshops for employees and supervisors on best practices for IDP implementation. In FY20, the Agency conducted over 60+ virtual sessions for employees through various program elements (i.e. Leadership Development Program, Administrative Development Program, Legal Development Program, Retirement Training, and General Skills Training). Additionally, In-house training programs include access to online training content through the Agency’s learning management system (6,210) with hundreds of self-paced courses, books and videos as well as internal business unit driven monthly training sessions within regional offices. The in-house content is available to all employees unless specified and marketed using targeted marketing efforts to maximize registration, interest and engagement. External training attendance for targeted career development is supported through funding of attendance at external training events (538) including classes, courses, conferences, meetings, symposia, etc. Any employee may request funding to attend external training. Individuals covered by a collective bargaining agreement (CBA) are subject to the limits outlined in their CBAs; requests from other employees are evaluated on a case-by-case basis. The Agency offers the Bridge Program, an internship program for administrative professionals in the regional offices who are interested in converting to a higher-graded legal professional position. There are a limited number of opportunities in the Bridge Program offered each year, and they are filled through a competitive process. Detail programs are offered in accordance with CBA guidelines. Management determines the number and location of detail assignments, which are then filled via a competitive process jointly conducted by representatives from management and the bargaining unit. Selections are made primarily based on experience. Employees are also encouraged to participate in external details and rotations with other government agencies such as the President’s Management Council Interagency Rotation Program coordinated by the Office of Personnel Management. Candidates submit applications and are selected to participate in the program on a competitive basis. The Agency provides a comprehensive Leadership Development Program (LDP) with different components for employees at different levels. The LDP is organized into five components: Aspire, Emerge, Apex, Emerge-Executive, and Executive Development. The Aspire component is a voluntary, self-paced program for unit employees who are interested in preparing for a possible future supervisory position. The Emerge component is a two-year mandatory program for new supervisors. The Apex component is a voluntary program for existing supervisors and managers. The Emerge-Executive component is an application-based program for managers who are interested in becoming executives. The Executive Development component is a voluntary program for ongoing development of SES employees. Through the LDP, the Agency solicits for applications to attend Leadership for a Democratic Society with OPM’s Federal Executive Institute (FEI) and hosts a cohort of 20 leaders to engage in a six month Executive Coaching Cohort. Additionally, the Agency provides career development through internal training conferences. In FY20, the Agency held the following training conferences virtually, in light of the pandemic: Field Supervisor and Managers Conference (Oct 26-28; 142 attendees); Regional Director Conference (Sep 14-18; 57 attendees); Board Agent Training Conference (Nov 4-6,9,10,12,13; 358 attendees)

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.
<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (#)</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>62</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training Programs</td>
<td>N/A</td>
<td>538</td>
<td>26</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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
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

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 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

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

   In FY 20, there were 83 voluntary and involuntary separations. Of those separations 5 voluntary separations reported having 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
In FY20, there were 83 separations. Of those 83 separations none reported having 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.

The Agency has planned activities in FY2021 to improve exit interviews to gather data on separations of individuals with disabilities.

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.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.

ABApublicaccess@nlrb.gov

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 Agency is reviewing its provision of specialized software to enable those with physical disabilities to access their work online. The Agency is also reviewing its TTY service.

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 number of days to render decision on requests was 19 days in FY20. The average number of days from the date requests were received until the date reasonable accommodations were implemented was 75 days in FY20.

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 Office of Human Resources, Workforce Relations (OHR/WR) coordinated with the COVID-19 Task Force and the Facilities and Property Branch procedures for employees to take home office furniture/equipment for pandemic telework. OHR/WR collaborated with the Office of Chief Information Office (OCIO) to develop a new reporting dashboard using Microsoft PowerBI, which enables program managers to generate and conduct more comprehensive reporting and program analysis.

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.

During this reporting timeframe, the Agency did not receive any requests for Personal Assistance Services (PAS).

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.

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.

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.

   In FY 20, the OHR developed training focused on hiring managers that will be implemented in FY21.

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

   The planned activities were developed in FY20 and will be implemented in FY21. Therefore, there is no impact to report in FY20.

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 Agency will assess hiring manager's use of Schedule A authority to see whether the training provided yielded any increase.
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

The activities and management of the Schedule A Program is centralized. The administration of Program has been delegated to two HR Specialist, who ensures that all participants meet and maintain program requirements during their tenure in the program. All HR Specialist are available to support the program as needed.

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
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<tr>
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<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

The agency attended the Department of Labor Workforce Recruitment Program. The DOL’s Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense's Defense Human Resources Activity’s (DHRA) Diversity Management
Operations Center (DMOC) manage the program, which continues to be successful with the participation of many other federal agencies and sub-agencies.

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

Each fiscal year the NLRB allocates appropriated funds to disability programs and reasonable accommodations for all employees that meet the requirements as defined in OPM guidance.

Section III: Program Deficiencies In The Disability Program
**Brief Description of Program Deficiency**

C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [see 29 CFR §1614.203(d)(3)]

**Objective**

Get approval for draft revisions to the Reasonable Accommodations procedures.

**Target Date**

Dec 1, 2020

**Completion Date**

Apr 20, 2021

<table>
<thead>
<tr>
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</tr>
<tr>
<td>Feb 10, 2021</td>
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<tr>
<td>Mar 18, 2021</td>
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<td>May 15, 2021</td>
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<td>Jul 15, 2021</td>
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**Planned Activities**

**Accomplishments**

**Fiscal Year** | Accomplishment
---|---
2020 | Reasonable accommodations revisions pursuant to Section 501 revisions discussed in 2019 State of the Agency briefing report.
2020 | Convene meeting with Agency leadership designees and EEOC OFO officials to discuss requirements for revisions to the Reasonable Accommodations Procedures.

**Objective**

Discussion with the Chairman and the General Counsel on status of the Reasonable Accommodation procedure draft.

**Target Date**

Feb 1, 2021

**Completion Date**

---

<table>
<thead>
<tr>
<th>Target Date</th>
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<td>May 1, 2021</td>
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<td></td>
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</table>

**Planned Activities**

**Accomplishments**

**Fiscal Year** | Accomplishment
---|---
2020 | Convened meeting with Agency leadership and EEOC OFO officials to discuss requirements for revisions to the Reasonable Accommodations Procedures.
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 DOL Workforce Recruitment Program (WRP) and applicants from USAJobs searches to identify job applicants...
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 uses the WRP to identify candidates that can be considered for Schedule A. In addition, we keep an inhouse data base 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 applications package and validates the documents to determine eligibility. If the individual applied to a specific position then they will be referred if they were found qualified. If they did not apply to a specific job announcement, then the application/documents are uploaded to our internal database. When positions become vacant the database/resumes are reviewed to determine if there are any Schedule A candidates that can be considered for the position.

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

In FY 20 the OHR developed training geared toward hiring managers that was rolled out in FY21. Additionally, OHR’s FY20 strategic hiring process has an ongoing collaboration between OHR and hiring managers where OHR explains hiring flexibilities, like the veterans hiring authorities and Schedule A hiring authority for persons with differing abilities; and shares the Schedule A applicant pool 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.

In FY 20, OHR have established contacts with the Operation Warfighter Program/Wounded Warrior Program and Neurodiversity in the Federal Workplace. Additionally, in late 2019 the agency launched the NLRB Melwood Partnership Program, which established the opportunity for people with disabilities and targeted disabilities and opportunity to gain work experience. At the close of 2019 two candidates were selected to start in 2020. However, in FY20 due to the COVID-19 pandemic the Agency has not been able to accept new applicants through this partnership.

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

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 6
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 options for more targeted outreach. In FY20, the agency rolled out a corporate recruitment program to attract all candidates to include increasing awareness of job opportunities for applicants with differing abilities. The Agency resurveyed its workforce population in 2020.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The Agency supports career development through in-house training programs, support for external training attendance, internship programs, and detail programs. Employees are encouraged to complete an Individual Development Plan (IDP) annually. Use of IDPs is voluntary, although participation in some leadership development programs (described below) may require that participants develop an IDP. The Agency provides periodic workshops for employees and supervisors on best practices for IDP implementation. In FY20, the Agency conducted over 60+ virtual sessions for employees through various program elements (i.e. Leadership Development Program, Administrative Development Program, Legal Development Program, Retirement Training, and General Skills Training). Additionally, in-house training programs include access to online training content through the Agency’s learning management system (6,210) with hundreds of self-paced courses, books and videos as well as internal business unit driven monthly training sessions within regional offices. The in-house content is available to all employees unless specified and marketed using targeted marketing efforts to maximize registration, interest and engagement. External training attendance for targeted career development is supported through funding of attendance at external training events (538) including classes, courses, conferences, meetings, symposia, etc. Any employee may request funding to attend external training. Individuals covered by a collective bargaining agreement (CBA) are subject to the limits outlined in their CBAs; requests from other employees are evaluated on a case-by-case basis. The Agency offers the Bridge Program, an internship program for administrative professionals in the regional offices who are interested in converting to a higher-graded legal professional position. There are a limited number of opportunities in the Bridge Program offered each year, and they are filled through a competitive process. Detail programs are offered in accordance with CBA guidelines. Management determines the number and location of detail assignments, which are then filled via a competitive process jointly conducted by representatives from management and the bargaining unit. Selections are made primarily based on experience. Employees are also encouraged to participate in external details and rotations with other government agencies such as the President’s Management Council Interagency Rotation Program coordinated by the Office of Personnel Management. Candidates submit applications and are selected to participate in the program on a competitive basis. The Agency provides a comprehensive Leadership Development Program (LDP) with different components for employees at different levels. The LDP is organized into five components: Aspire, Emerge, Apex, Emerge-Executive, and Executive Development. The Aspire component is a voluntary, self-paced program for unit employees who are interested in preparing for a possible future supervisory position. The Emerge component is a two-year mandatory program for new supervisors. The Apex component is a voluntary program for existing supervisors and managers. The Emerge-Executive component is an application-based program for managers who are interested in becoming executives. The Executive Development component is a voluntary program for ongoing development of SES employees. Through the LDP, the Agency solicits for applications to attend Leadership for a Democratic Society with OPM’s Federal Executive Institute (FEI) and hosts a cohort of 20 leaders to engage in a six month Executive Coaching Cohort. Additionally, the Agency provides career development through internal training conferences. In FY20, the Agency held the following training conferences virtually, in light of the pandemic: Field Supervisor and Managers Conference (Oct 26-28; 142 attendees); Regional Director Conference (Sep 14-18; 57 attendees); Board Agent Training Conference (Nov 4-6,9,10,12,13; 358 attendees).

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (%)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>62</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training Programs</td>
<td>N/A</td>
<td>538</td>
<td>26</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Page 8
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

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>753</td>
<td>43.93</td>
<td>64.07</td>
<td>50.00</td>
<td>42.70</td>
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<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>9698</td>
<td>471.96</td>
<td>842.65</td>
<td>400.00</td>
<td>486.52</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>12.88</td>
<td>10.04</td>
<td>1.28</td>
<td>44.44</td>
<td>3.08</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>111</td>
<td>6.54</td>
<td>9.35</td>
<td>0.00</td>
<td>7.87</td>
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<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>2672</td>
<td>166.36</td>
<td>229.60</td>
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<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
<td>24.07</td>
<td>23.77</td>
<td>2.39</td>
<td>0.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
<td>41</td>
<td>5.61</td>
<td>3.21</td>
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### Time-Off Awards

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
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<tbody>
<tr>
<td>Time-Off Awards 21 - 30 Hours:</td>
<td>1380</td>
<td>216.82</td>
<td>102.43</td>
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<td>Time-Off Awards 21 - 30 Hours:</td>
<td>33.66</td>
<td>36.14</td>
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<td>Time-Off Awards 31 - 40 hours:</td>
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<td>0.00</td>
<td>0.49</td>
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<tr>
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<tr>
<td>Time-Off Awards 41 or more</td>
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<td>Time-Off Awards 41 or more</td>
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<td>Time-Off Awards 41 or more</td>
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### Cash Awards

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<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
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<th>Without Reportable Disability %</th>
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<tr>
<td>Given</td>
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<tr>
<td>Cash Awards: $501 - $999: Total</td>
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<td>41686.92</td>
<td>37605.36</td>
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<td>46.73</td>
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<td>Cash Awards: $3000 - $3999:</td>
<td>4402.93</td>
<td>4117.07</td>
<td>430.07</td>
<td>23166.67</td>
<td>264.35</td>
</tr>
<tr>
<td>Average Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999:</td>
<td>63</td>
<td>4.67</td>
<td>5.06</td>
<td>0.00</td>
<td>5.62</td>
</tr>
<tr>
<td>Awards Given</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999:</td>
<td>360884</td>
<td>23084.11</td>
<td>29866.50</td>
<td>0.00</td>
<td>27752.81</td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999:</td>
<td>5728.32</td>
<td>4616.82</td>
<td>574.36</td>
<td>0.00</td>
<td>5550.56</td>
</tr>
<tr>
<td>Average Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $5000 or more:</td>
<td>22</td>
<td>0.93</td>
<td>2.04</td>
<td>0.00</td>
<td>1.12</td>
</tr>
<tr>
<td>Awards Given</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $5000 or more:</td>
<td>176379</td>
<td>8336.45</td>
<td>16305.65</td>
<td>0.00</td>
<td>10022.47</td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Awards: $5000 or more:</td>
<td>8017.23</td>
<td>8336.45</td>
<td>776.46</td>
<td>0.00</td>
<td>10022.47</td>
</tr>
<tr>
<td>Average Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Performance Based Pay Increases Awarded</td>
<td>39</td>
<td>2.80</td>
<td>3.02</td>
<td>0.00</td>
<td>3.37</td>
</tr>
</tbody>
</table>

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

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.
“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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade</th>
<th>Internal Applicants (PWTD)</th>
<th>Internal Selections (PWTD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Grade GS-15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Grade GS-14</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Grade GS-13</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Qualified</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade</th>
<th>New Hires to (PWD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to SES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade</th>
<th>New Hires to (PWTD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to SES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. New Hires</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>to GS-13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

In FY 2019, there were 83 voluntary and involuntary separations. Of those separations 5 voluntary separations reported having a PWD.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>1</td>
<td>0.00</td>
<td>0.09</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>22</td>
<td>0.00</td>
<td>1.92</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>32</td>
<td>1.80</td>
<td>2.62</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>23</td>
<td>2.70</td>
<td>1.75</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>78</td>
<td>4.50</td>
<td>6.38</td>
</tr>
</tbody>
</table>

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

In FY 2019, there were 83 separations. Of those 83 separations none reported having a PWTD.
<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>1</td>
<td>0.00</td>
<td>0.08</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>22</td>
<td>0.00</td>
<td>1.78</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>32</td>
<td>0.00</td>
<td>2.59</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>23</td>
<td>0.00</td>
<td>1.86</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>78</td>
<td>0.00</td>
<td>6.31</td>
</tr>
</tbody>
</table>

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 has planned activities in FY2021 to improve exit interviews to gather data on separations of individuals with disabilities.

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.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.

ABApublicaccess@nlrb.gov

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 Agency is reviewing its provision of specialized software to enable those with physical disabilities to access their work online. The Agency is also reviewing its TTY service.

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 number of days to render decision on requests was 19 days in FY20. The average number of days from the date requests were received until the date reasonable accommodations were implemented was 75 days in FY20.

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 Office of Human Resources, Workforce Relations (OHR/WR) coordinated with the COVID-19 Task Force and the Facilities and Property Branch procedures for employees to take home office furniture/equipment for pandemic telework. OHR/WR collaborated with the Office of Chief Information Office (OCIO) to develop a new reporting dashboard using Microsoft PowerBI, which enables program managers to generate and conduct more comprehensive reporting and program analysis.

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.

During this reporting timeframe, the Agency did not receive any requests for Personal Assistance Services (PAS).

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

   Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

   Answer No

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

   Answer No

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

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.
   In FY 20, the OHR developed training focused on hiring managers that will be implemented in FY21.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).
   The planned activities were developed in FY20 and will be implemented in FY21. Therefore, there is no impact to report in FY20.

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 Agency will assess hiring manager’s use of Schedule A authority to see whether the training provided yielded any increase.