

## 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 Yes

At the GS-11 to SES represent 11.31% of individuals with disabilities. However, 6.9% did not identify their disability. The agency is aware that low percentages are due to employees not identifying their disability. The agency plans to continue notifying employees of the benefits of self-identification.

\*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 Yes

At the GS-11 to SES represent 1.06% of individuals with disabilities. However, 6.9% did not identify their disability. The agency is aware that low percentages are due to employees not identifying their disability. The agency plans to continue notifying employees of the benefits of self-identification. Additionally, efforts have been put in place in FY24 to educate the Executive Leadership Team on the benefits of hiring and self-identification.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	1318	149	11.31	14	1.06
Grades GS-1 to GS-10	79	17	21.52	6	7.59

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

Hiring goals communicated via collaborative meetings with Human Resources and other agency organizational offices during various presentations and meetings conducted throughout FY 2023 by the Office of Equity and Civil Rights and the Division of Human Resource Management.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

Hiring goals have been communicated via collaborative meetings with Human Resources and other agency organizational offices during various presentations and meetings conducted throughout FY23 by the Office of Equity and Civil Rights, Chief Diversity and Inclusion Office, and the Division of Human Resource Management.

- 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	
Architectural Barriers Act Compliance	1	0	0	Barry Carlisle Safety Occupational Health Manager bcarlisl@nsf.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Shawn Murray Disability Program Manager smurray@nsf.gov
Section 508 Compliance	1	0	0	Katherine Otts Section 508 Compliance Officer kotts@nsf.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Earl Andrews Branch Chief eandrews@nsf.gov
Processing applications from PWD and PWTD	1	0	0	Earl Andrews Branch Chief eandrews@nsf.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Sabrina Caraway Management and Program Analyst scaraway@nsf.gov

- Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

Yes, Disability training such as reasonable accommodations and sensitivity training has been conducted.

### 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

## 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.

Demographic questions are asked when applicants apply to all positions within the agency, but these questions are voluntary. Many applicants do not opt to self-identify. Upon on-boarding, the SF-256 is requested as well. Selective Placement Program Coordinator Database. HR POC (SPPC) has joined the Workforce Recruitment Programmed by DOL and DOD to recruit and hire Job applicants with disabilities. SPPC working to build relationships with several organizations: American Staffing Association Disability/IN (Formerly US Business Leadership Network) National Industry Liaison Group SHRM (SPPC is an active member) OSHA Other OPM SPPC in an effort to develop and expand "best practices" for recruitment, hiring, and retention of PWD Revival of Secondary Transition Program for High School students with disabilities to force career paths in the Federal Government. Development of Employee Resource Groups to provide support.

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

Schedule A, Veterans Preference and the Veterans Non Paid Work Experience Program

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.

HR reviews and verifies the appropriate documentation. Once the documentation has been confirmed a certification of eligibility is sent to the selecting official. Perspective applicants may also reach out to SPPC who will: A) verify eligibility under Schedule A B) search for current open announcements C) reach out to agency/directorate hiring managers/HR POC to determine if there any upcoming announcements D) forward applicant information to those hiring managers, and E) add to database for Schedule A candidates

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

Hiring managers are trained annually via face to face meetings, oral presentations, and e-training. Development of training

roadshows for directorates and hiring managers with SPPC and Disability Program Manager Refer to aforementioned list in Section III, #1 for networking and best practices.

**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.

NSF will continue to partner and collaborate with various organizations (veteran and non-veteran) in outreach efforts such as career fairs.

**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 Yes

The agency is aware that promoting self-identification is an area for improvement for new hires as well as current employees. For instance, those hired with disabilities represented 16.84% and the number not identifying a disability represented 16.84%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	3929	1.73	0.76	0.84	0.46
% of Qualified Applicants	2715	1.36	0.99	0.74	0.59
% of New Hires	45	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	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0101 SOCIAL SCIENCE	9	0.00	0.00
0201 HUMAN RESOURCES MANAGEMENT	4	0.00	0.00
0301 MISCELLANEOUS ADMINISTRATION & PROGRAM	7	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0340 PROGRAM MANAGEMENT	0	0.00	0.00
0343 MANAGEMENT PROGRAM ANALYSIS	8	0.00	0.00
0401 GENERAL BIOLOGICAL SCIENCE	7	0.00	0.00
1101 GENERAL BUSINESS & INDUSTRY	4	0.00	0.00
1301 GENERAL PHYSICAL SCIENCE	1	0.00	0.00
1701 GENERAL EDUCATION & TRAINING	2	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.

NSF plans to continue to offer multiple development programs for all staff leading to opportunities for advancement, please see the list below: Reasonable Accommodations program Informal Mentorship program Leadership Development program

### B. CAREER DEVELOPMENT OPPORTUNITES

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

Informal Mentoring Program Pathway/Internship Program Federal Coaching Program Next Coaching

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 (%)
Fellowship Programs	N/A					
Detail Programs	N/A					
Internship Programs	N/A					
Other Career Development Programs	N/A					
Coaching Programs	63	63	9	9	4	4
Training Programs	4	4	0	0	0	0
Mentoring Programs	192	192	40	40	23	23

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	155	15.06	10.89	7.69	16.43
Time-Off Awards 1 - 10 Hours: Total Hours	752	67.47	53.14	30.77	74.29
Time-Off Awards 1 - 10 Hours: Average Hours	4.85	2.70	0.43	15.38	0.34

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	41	1.81	3.10	3.85	1.43
Time-Off Awards 11 - 20 Hours: Total Hours	662	28.92	49.78	61.54	22.86
Time-Off Awards 11 - 20 Hours: Average Hours	16.15	9.64	1.42	61.54	0.00
Time-Off Awards 21 - 30 hours: Awards Given	23	2.41	1.51	0.00	2.86
Time-Off Awards 21 - 30 Hours: Total Hours	552	57.83	36.14	0.00	68.57
Time-Off Awards 21 - 30 Hours: Average Hours	24	14.46	2.13	0.00	17.14
Time-Off Awards 31 - 40 hours: Awards Given	19	1.81	1.33	3.85	1.43
Time-Off Awards 31 - 40 Hours: Total Hours	664	62.65	46.06	153.85	45.71
Time-Off Awards 31 - 40 Hours: Average Hours	34.95	20.89	3.07	153.85	-3.81
Time-Off Awards 41 or more Hours: Awards Given	100	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	250	18.07	17.89	3.85	20.71
Cash Awards: \$501 - \$999: Total Amount	178628	13162.65	12750.93	2884.62	15071.43
Cash Awards: \$501 - \$999: Average Amount	714.51	438.75	63.12	2884.62	-15.48
Cash Awards: \$1000 - \$1999: Awards Given	419	24.70	30.82	30.77	23.57
Cash Awards: \$1000 - \$1999: Total Amount	521861	30150.60	38366.25	35769.23	29107.14
Cash Awards: \$1000 - \$1999: Average Amount	1245.49	735.38	110.25	4471.15	41.59
Cash Awards: \$2000 - \$2999: Awards Given	558	45.18	38.35	50.00	44.29
Cash Awards: \$2000 - \$2999: Total Amount	1211829	97774.70	83660.14	92307.69	98790.00
Cash Awards: \$2000 - \$2999: Average Amount	2171.74	1303.66	193.21	7100.58	227.09
Cash Awards: \$3000 - \$3999: Awards Given	904	57.83	67.14	34.62	62.14
Cash Awards: \$3000 - \$3999: Total Amount	2993340	189650.60	222619.13	111538.46	204157.14
Cash Awards: \$3000 - \$3999: Average Amount	3311.22	1975.53	293.69	12393.15	40.83
Cash Awards: \$4000 - \$4999: Awards Given	79	7.23	5.58	7.69	7.14
Cash Awards: \$4000 - \$4999: Total Amount	328027	29819.28	23208.77	30769.23	29642.86
Cash Awards: \$4000 - \$4999: Average Amount	4152.24	2484.94	368.39	15384.62	89.29

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Awards Given	168	7.23	13.55	11.54	6.43
Cash Awards: \$5000 or more: Total Amount	2299148	102473.49	186986.89	233007.69	78231.43
Cash Awards: \$5000 or more: Average Amount	13685.4	8539.46	1222.14	77669.23	-4298.93

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	184	9.64	14.70	7.69	10.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

**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 PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

- |   |        |    |
|---|--------|----|
| i. Qualified Internal Applicants (PWTB) | Answer | No |
| ii. Internal Selections (PWTB)          | Answer | No |
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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 |
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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

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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

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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

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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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	11	0.51	0.69
Permanent Workforce: Retirement	50	1.02	3.31
Permanent Workforce: Other Separations	38	2.03	2.35
Permanent Workforce: Total Separations	99	3.55	6.35

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	0	0.00	0.00
Permanent Workforce: Resignation	11	0.00	0.68
Permanent Workforce: Retirement	50	2.86	3.04
Permanent Workforce: Other Separations	38	5.71	2.24
Permanent Workforce: Total Separations	99	8.57	5.96

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.nsf.gov/policies/access.jsp>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.nsf.gov/policies/access.jsp>

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.

Reasonable accommodation policy was modified on April 12, 2023. Currently the agency is modifying the reasonable accommodation policy to include updates to the Entellitrak case management system aimed at properly executing each step in the reasonable accommodation process in a more productive and time-efficient manner.

**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.)

13 days average time frame for processing initial request.

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.

Effectiveness of policies, procedures, or practices to implement reasonable accommodations are listed below: 1. Timely processing results 2. Timely providing approved accommodations 3. Monitoring accommodation requests for trends 4. Conducting training for managers and supervisors

#### **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.

Effectiveness of the policies, procedures, or practices to implement the PAS requirement are listed below: 1. Timely providing approved services 2. Conducting training 3. Monitor PAS request for trends

### **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.

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## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer Yes

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Employees not self-identifying disability status					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	Y					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	Self-identification of disability		Create an environment where employees feel comfortable self-identifying.			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
05/01/2021	09/30/2024	Yes	05/24/2024		Implementing annual campaign to promote awareness and invite employees to disclose their disability through voluntary surveys.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Selective Placement Program Coordinator		Rebecca Goodwin		Yes		
Disability Program Manager		Shawn Murray		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2024	Initiate annual survey to all NSF employees			Yes	05/24/2024	
<b>Report of Accomplishments</b>						
<b>Fiscal Year</b>	<b>Accomplishment</b>					

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.
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5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Agency has completed all previous planned activities which has increased the number of individuals with disabilities within the workforce.

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 continue its campaign to promote self-identification in order to continue its upward trajectory of PWDs and PWTDs. The agency continues to partner with our Accessibility and Mental Health ERG which can help support this effort.