

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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

All major commands, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR 1614.203(d)(7)) require agencies to establish specific numerical goals for achieving participation goals for persons with reportable disabilities (12%) and targeted disabilities (2%) in the agency.

Describe how the command has communicated the numerical goals to the hiring managers and recruiters:

HQ: This information has not been shared with the NAVSUP HRO. WSS: Training with Command Advisors who service and advise NAVSUP WSS hiring managers, working with out NAVSUP WSS command recruiting representatives and individuls with disabilities hanouts and brochures.

BSC: Goal is communicated through Barrier Analysis Team. Current statistical data is discussed and the way forward is discussed to either improve or sustain the agency's numerical standing. FLC-Norfolk: Numerical goals are communicated whenever EEO Training to supervisors/managers (hiring officials).

FLC-Jacksonville: Numerical goals are communicated during Supervisory Training and whenever EEO Training is provided to Supervisors and Managers.

FLC-San Diego: Communicated to Hiring Managers and recruiters at semi-annual and annual supervisory training with presentations by EEO and HR in addition to one-on-one training when requested. Further, numerical goals and data are communicated via Barrier Analysis team and HR Liaison.

FLC-Puget Sound: Communicates during Department Head meetins, EEO annual Supervisory training and HRO Staff.

FLC-Pearl Harbor: Through annual supervisory training, verbally at staff meetings, and monthly Staffing Planning updates with the Department Managers.

NEXCOM: The EEO Director has monthly meetings with Single Digit Codes within the organization. The Director provides updates on DON goals for hiring individuals with disabilities. The CEO supports hiring initiatives to meet the 2% and 12% goals for hiring people with disabilities and targeted disabilities. Human Resources managers provide guidance to managers when there are vacant positions within the organization. As a nonappropriated fund Enterprise, NEXCOM maintains the Hiring People with Disabilities Program, which simulates Schedule A Hiring Authority, to recruit and place individuals with disabilities and targeted disabilities. Managers and supervisors are encouraged to use the Program when there are opportunities to fill vacant funded positions within the organization.

Section II: Model Disability Program

Pursuant to the regulations implementing Section 501 of the Rehabilitation Act of 1973 (29 CFR §1614.203), 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 command designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, use the text box to describe the shortfall(s) and the command’s plans to mitigate or resolve them in the upcoming fiscal year.

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Yes No

NAVSUP EEO recommends a full-time Disability Program Management Position to oversee and administer all aspects of the program. The DPM position would work in conjunction with the NAVSUP Enterprise Recruitment POC to ensure recruiting and hiring efforts of Persons with Disabilities and Persons with Targeted Disabilities. Additionally, this position will ensure sufficient staffing, training, and resources required to process Reasonable Accommodations.

2. Identify all command staff responsible for implementing the command’s disability employment program by the office, staff employment status, and point of contact:

Disability Program Task	Office/Division Responsible (EEO/HR/IT/Facilities)	# of FTE Staff by Employment Status			Primary Point of Contact (Name, Title)
		Full Time ^A	Part Time ^B	Collateral ^C Duty	
Processing RA requests from applicants and employees with disabilities	EEO Office		X		Joyce Murray (Deputy Director, EEO servicing FLC-San Diego, FLC-Puget Sound, FLC-Pearl Harbor, FLC-Yokosuka) Charlene Pierson-Lassiter (Deputy Director, EEO servicing FLC-Norfolk, FLC-Jacksonville, FLC-Sigonella, and FLC-Bahrain) Amanda Brown (Deputy Director, EEO servicing NAVSUP Headquarters, Business Systems Center, and Weapon Systems Support) Courtney Kelly (NEXCOM Disability Program Manager)
Section 508 Compliance	IT	X			Ryan Celesnik (NAVSUP Deputy Chief Information Officer)
Architectural Barriers Act Compliance	Facilities	X			Keith Scott (NAVSUP Director of Facilities and Security)

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Special Emphasis Program for PWD and PWTB	EEO Office				Vacant
PWD Champion ^D				Vacant	

- A. Employees (1) whose primary duty is performance of this function and (2) who work 80 hours per Pay Period (PP)
- B. Employees (1) whose primary duty is performance of this function and (2) who work less than 80 hours/PP
- C. Employees who perform this function, but not as their primary duty.
- D. A senior leader (a member of the Senior Executive Service (SES), or a GS-15 if a command does not have an SES) who serves as a representative of their major command in recommending and implementing changes that remove discriminatory barriers to EEO for individuals with disabilities (IWD), and improve the hiring, retention and advancement for IWD, both at the major command and at the DON level.

3. Has the command provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the relevant training that disability program staff have received within the past 2 years. If “no”, describe all shortfalls and the command's plan to resolve them in the upcoming fiscal year.

Yes No

On the job training, Virtual/Classroom Training, ongoing on-on-one training with Specialists. Specialists participate in the IWD Work Group calles monthly (DON). Training from the DON OEEO staff on occasion. Subject Matter Experts at all sites. Reasonable Accommodation, NEAT Database Trainings, and various Webinar trainings. Training to include following policies and instructions, templates, etc.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the command provided sufficient funding and other resources to successfully implement the disability program during the reporting period?

Yes No

Describe the steps that the command has taken to ensure each of the following aspects of the disability program have sufficient funding, trained personnel, and other resources. If any are insufficiently funded, describe the shortfalls and the command's plan to resolve them in the upcoming fiscal year.

<p>Processing RA requests from applicants and employees with disabilities</p>	<p>EEO will recommend to leadership the need for an additional GS-0260-13 for Disability Program Management. Request for accommodations are funded by CAP for the Agency according to the request. Requests for Reasonable Accommodations are funded according to their request.</p>
<p>Special Emphasis Program for PWD and PWTD</p>	<p>There are not sufficient resources to adequately manage the Special Emphasis Program for PWD and PWTD.</p>

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 CFR 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of Persons with Disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD, such as whether the agency has a numerical hiring goal, and whether the agency uses the Schedule A(u) hiring authority or other hiring authorities that take disability into account, during this reporting period.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Which of the following programs/resources does the command use to identify job applicants with disabilities, including Individuals with Targeted Disabilities:

<p>Workforce Recruitment Program</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>OPM Shared List of People with Disabilities ("Bender List")</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Wounded Warrior Program</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Job Fairs dedicated to PWD/PWTD</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Schools primarily enrolling PWD/PWTD</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Other schools with programs dedicated to PWD/PWTD</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>State Vocational Rehabilitation Offices</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Other (describe below)</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

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WSS: Uses various sources for PWD and PWTD to increase participation in the workforce. Sources include recruiting events at schools for PWTDs (RIT National Technical Institute for the Deaf), reaching out to certain affinity groups at local colleges and universities, as well as using WRP to recruit both the summer interns and full time employees. Hiring managers routinely seek veteran candidates which are received from county Career Link offices, OCHR, and NAVSUP vet lists, or by VRA, VEOA, and DVAAP hiring authorities. BSC: Disability and Veteran candidate sources are canvassed before any other recruitment method. FLC-Jacksonville: Schedule A as well as WRP are being used as hiring authorities on all recruitments to accommodate individuals with targeted disabilities. Even though PWTD percentages are well above the goal, FLC-J still continue to focus on hiring qualified candidates with targeted disabilities. FLC-San Diego: Able Disabled Advocacy. FLC-Pearl Harbor: works with the American Job Center which is open to the public. They communicate the potential vacancies they have coming up so they can pre-screen potential candidates and refer them to FLC-PH. The command is aggressive with using Schedule A, and 30% Veterans as viable Area of Consideration (AOC) options (Recruit Fill Form) during the recruitment process.

2. Pursuant to 29 C.F.R. 1614.203(a)(3), describe your command's use of Schedule A(u) to recruit PWD and PWTD for positions in the permanent workforce:

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HQ: In the virtual environment, it has been harder to attract talent through outreach and recruiting events across the board. However, with the acquisition of Yello, NAVSUP has allowed PWD and PWTD to submit their information into Yello for managers to view real time. All resumes in Yello are available for management. Schedule A can be used either via Merit Promotion or Non-Competitively to hire/fill vacancies.

WSS: uses the following hiring authorities when appointing PWD and PWTD candidates- Schedule A, VRA, VEOA, and Disabled Veterans Affirmative Action Program.

BSC: utilizes non-competitive hiring authorities, such as Schedule A and the 30% disabled veterans appointment and encourages managers to review applicant listings that have been previously vetted for PWD and PWTD such as those on the OPM Bender List.

FLC-Norfolk: Schedule A and

WRP. FLC-Jacksonville: frequently utilizes VRA name select appointments for veterans with 30% or more disability rating and WRP when appropriate.

FLC-San Diego: Engage the employment of PWD and PWTD regarding Schedule A and veterans with 30% of more disability by engaging with the CA Department of Rehabilitation certification of employees eligible for Schedule A(u). They also request Schedule A(u) certificates for most recruitments from HRO/OCHR.

- FLC-Puget Sound: Utilizes the OPM/Bender List of People with Disabilities that identifies candidates with targeted disabilities. They also work with OCHR Silverdale Wounded Warrior Program and Naval Base Kitsap Work and Family Life Consultant ensuring they know about FLCPS vacancies.

FLC-Pearl Harbor: works Has a close relationship with the Department of Vocational Rehabilitation (DVR). They have shared all their PDs with DVR which they use to prescreen potential candidates. They hold job fairs with DVR to interview prospective candidates and collect resumes for potential future openings. The Business Office refers potential Schedule A applicants for hiring manager consideration when vacancies occur.

NEXCOM: As a NAF agency, NEXCOM utilizes the Hiring People with Disabilities Program (HPDP) to identify and recruit employees with disabilities. HPDP is similar to the Schedule A appointment authority.

3. How many Schedule A(u) employees were hired to permanent positions during the reporting cycle?

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4. Describe your command's use of programs to recruit PWD and PWTB for temporary positions (e.g. internships):

There are not many temporary positions. For temporary positions the WRP program would be used. Schedule A, VRA name selects. There is not an internship in place for the recruitment of PWD and PWTB. Many Ech II/IIIs attend various job fairs.

5. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A(u)), explain how the command (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 command has advisors to management. Documentation is reviewed to see if that individual has the appropriate Schedule A Letter and is suitable for the position at hand. The Office of Civilian Human Resources has the final jurisdiction on whether an individual is eligible for the appointment.

6. Has the command provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A(u))? Identify the number of hiring managers trained, type(s) of training, and frequency provided. If "no", describe the command's plan to provide the training to all hiring managers.

Yes No

Number of hiring managers trained:	735
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New Employee Orientation, onboarding/indoctrination, and quarterly training to managers and supervisors. Other courses as needed/requested. NAVSUP provides new and refresher training to supervisors on a quarterly basis each year. All NAVSUP supervisors are required to complete supervisory training annually, with face to face training every three years. Training includes information on staffing, hiring authorities, and reasonable accommodations. The training is offered throughout the year at various CONUS sites, as well as through VTC. Hiring managers and supervisors receive Hiring Authority training through the initial supervisor training and refresher training. The Workforce Development Office has a new tracking tool for supervisors training that they began using late in FY21, which allows the office to pull more frequent reports, and send more frequent reminders to supervisory personnel.

Additionally, beginning in FY22, the Workforce Development Office will also be adding all supervisor training requirements to the annual NAVSUP Note, which should also help improve stats. The requirements are included in NAVSUPINST 12410.28A, Mandatory Civilian Supervisor Training and Development.
FLC-Jacksonville- Due to COVID 19, this year cancelled EEO Training for supervisors, but FLC-J is committed to training managers at a later time.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the command's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

HQ: This is currently a work in progress. WSS: NAVSUP supervisors are required to complete supervisory training annually, with face to face training every three years. Training includes information on staffing, hiring authorities, and reasonable accommodations. The training is offered throughout the year at various CONUS sites, as well as through VTC. The face to face training is held in Mechanicsburg and Philadelphia sites annually. Further, the Workforce Planning Department provides ad hoc guidance to hiring managers as questions arise, as do the HR Command Advisors. Specific training includes classes such as DON EEO Training and Merit System Principle Basics for Hiring Managers, which is required prior to selection before hiring.

BSC: WRP, Recruitment Activities, Recruitment efforts with the VA, Direct Hire Authorities, Vocational Rehab Facilities. The Command maintains contacts with the VA and vocational rehab facilities as well as considered WRP efforts and opportunities. FLC-Norfolk: NAVSUP SUPO3 annually arranges job fairs which includes Galudet University (PWTD) and other schools. The applications collected become part of our resume pool.

FLC-Jacksonville: In the past we have hired wounded warriors and employees from WRP. FLC-San Diego: The command works in partnership with Able-Disabled Advocacy; attends quarterly meetings helping with mentorship, resume writing, and command advocacy, currently working with the Workforce Development Manager on recruitment.

FLC-Puget Sound: We maintain contract with Silverdale OCHR Wounded Warrior Program. We have also reached out to Joint Base Lewis McChord (JBLM) Warrior Transition Program. We ensure both programs have our current position openings. This is done with twice weekly emails.

FLC Pearl Harbor: FLCPH has a close relationship with the Department of Vocational Rehabilitation (DVR). We are active members of the Hawaii Business Leadership Network which is an organization of employers and government officials working to hire people with disabilities. As a viable partner, we collectively planned 3 job fairs (2 onsite and 2 virtual), however due to the COVID-19 pandemic, they were postponed and deferred to a later date.

NEXCOM: When assisting employees during the reasonable accommodation process, agencies such as State Vocational Rehabilitation Services are solicited when other efforts for accommodating individuals with disabilities are exhausted. In addition, the Disability Program has created a partnership with local higher education and State Vocational Rehabilitation resources. This partnership enables NEXCOM to provide work experience to disabled college students needing hands-on experience to satisfy academic requirements. Contact has been made with State Vocational Rehabilitation resources to establish programs strengthening outreach to PWD and PWTD in our Southeast District.

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

29 C.F.R §1614.203(d)(1)(iii) requires agencies to provide sufficient opportunities for employees with disabilities to advance within the agency. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, and similar programs that address hiring and 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 command's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

HQ: All internal advancement opportunities are posted on USAJOBS.gov for all employees. WSS: Most NAVSUP WSS jobs are career development positions and have non-competitive promotion potential to the GS-11 or GS-12 level, and the positions into which PWTD and disabled veteran candidates are placed are no different. We offer developmental, training, and leadership opportunities, rotational programs to all. WSS offers a Command Wide Voluntary Mentor Program. HQHR can offer assistance with resume writing and interviewing techniques available to the PWTD and disabled veteran candidates when they are ready to compete for higher graded positions. NAVSUP WSS's efforts are communicated to senior leadership and deputy directors through the Board of Directors meetings and Supervisory Forums. By employing full time staff sign language interpreters, NAVSUP WSS provides constant communications with Deaf/HoH employees. We also maintain a contract for supplemental interpreter services, in the event that our staff interpreter cannot meet the scheduling requirements for our Deaf/HoH employees. BSC: NAVSUP BSC regularly hires employees into career ladder positions which offer opportunity for advancement. The barrier analysis team reviewed the number of PWD and PWTD in career ladder positions at Table B10 and the number increased so additional PWD and PWTD were hired into promotion potential positions.

FLC-Norfolk: FLC Norfolk has 1 PWTD and 25 PWD (10 Other Disabilities and 15 Not Identified) on career ladder positions.

FLC-Jacksonville: Disabilities are not a barrier to advancement within Fleet Logistics Center Jacksonville. All employees have the same opportunity for advancement within the organization based on being the most qualified regardless of disabilities. FLC-San Diego: We are in compliance with the Merit Systems Protection Principles that all employees have equal opportunities for advancement.

FLC-Puget Sound: Disabled veterans received the same advancement opportunities, career development and reasonable accommodations as any other employee at FLCPS. FLCPS also has a mentorship program that all employees may use. Our training manager provides numerous training opportunities for our employees throughout the year. The challenge is that we face self-identification which is significant in the true count of PWD's and PWTD's.

FLC-Pearl Harbor: All of our employees (to include PWD and PWTD) are provided opportunities for advancement. Team members are provided Resume and Interview Skills Training. The Command Workforce Manager provides courtesy reviews of resumes and provides mock interviews. The Command provides Memntorship in the areas of Interpresonal relationships, Job Skill, and Time Management. The Command also provides Cruicial Conversations Training, and Excel Training.

NEXCOM: Developing a contact list of organizations that assist PWD and PWTD. Develop a resource group to brainstorm activities, speakers, and topics to include awareness-building efforts. Development of a Disability Mentoring Day to promote career development through hands-on programs, job shadowing and ongoing mentoring. Lunch and Learn Series about disability issues Incorporated into onboarding for new associates; and disability inclusion disability displays using various mediums.

B. CAREER DEVELOPMENT OPPORTUNITIES

Please describe the career development opportunities that the command provides to its employees, including PWD and PWTD.

HQ: Multiple career development options to include: Leadership Cumberland, Leadership Harrisburg, Life Cycle Executive Leadership Program, Navy Capitol Hill Workshop, Navy Senior Leader Seminar, Presidential Management Council Interagency Rotation Program, NAVSUP Leadership Development 3 Tier Program, Advanced Management Program, Advanced Program in Logistics and Technology, Bridging the Gap Leadership Development Program, Defense Civilian Emergin Leaders Program, Defense Senior Leader Development Program, Dwight D. Eisenhower School for National Security and Resource Strategy, Emerging HR Leaders Forum, Executive Master of Business Administration, Federal Executive Institute, Graduate School USA Aspiring Leader Program, IT Leaders Program. WSS: Most NAVSUP WSS jobs are career development positions and have non-competitive promotion potential to the GS-11 or GS-12 level, and the positions into which PWTD and disabled veteran candidates are placed are no different. We offer developmental, training, and leadership opportunities, rotational programs to all. WSS offers a Command Wide Voluntary Mentor Program. HQHR can offer assistance with resume writing and interviewing techniques available to the PWTD and disabled veteran candidates when they are ready to compete for higher graded positions. NAVSUP WSS's efforts are communicated to senior leadership and deputy directors through the Board of Directors meetings and Supervisory Forums. By employing full time staff sign language interpreters, NAVSUP WSS provides constant communications with Deaf/HoH employees. We also maintain a contract for supplemental interpreter services, in the event that our staff interpreter cannot meet the scheduling requirements for our Deaf/HoH employees.

BSC: All NAVSUP BSC employees are provided the same opportunity for career advancement. Every year, an email is sent to every employee at NAVSUP BSC to provide all available training opportunities. Employees request and receive approval for training via the non-mandatory training portal. The portal also provides a description about each of the training courses.

FLC-Norfolk: Career Development opportunities are available to all employees.

a. Defense Civilian Emerging Leader Program (DCELP), b. Defense Senior leader Development Program (DSLDP), c. Federal Executive Institute, d. Corporate Management Development Program , e. NAVSUP Leadership Development Program (NLDP) FLC-Jacksonville: All levels of training , as well a Mentoring Program , are available to all employees. NAVSUP began revising its three tiered Leadership Development Program in FY20 and it is still undergoing revision. Leadership development courses and opportunities are available in the current and revised leadership development programs for GS-07 and above employees. Other training is available to all pay grades.

FLC- San Diego: HQ NAVSUP and FLCSD in the reporting period provided the following trainings for developmental opportunities available to employees via MS Teams: (1) Accountability, (2) Coaching and Mentoring, (3) Communication, and (4) Continued Process Improvement (CPI) Green Belt. Furthermore, the Command sponsored the complete cost of a Naval Post Graduate School eMBA program; one employee graduated this year.

FLC-Puget Sound: Disabled veterans received the same advancement opportunities, career development and reasonable accommodations as any other employee at FLCPS. FLCPS also has a mentorship program that all employees may use. Our training manager provides numerous training opportunities for our employees throughout the year. The challenge is that we face self-identification which is significant in the true count of PWD's and PWTD's.

FLC-Pearl Harbor: Career opportunities are consistantly provided annually. Continuos programs offered include: (1) Launching a Leadership Revolution (LLR) for employees in paygrades GS-09 and WG-08 and below, (2) Federal Executive Board Emerging Leader Program for employees in paygrades GS-09 to GS-12, (3) Command Formal Mentoring Program, and (4) Interview Skills and Resume Writing are open for the entire civilian workforce, and (5) LLR-2, for employees in the paygrades of GS-10 through GS-13, and

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In the sections below, 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 personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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1. In this reporting period, did the command convert all of the eligible Schedule A(u) 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 command did not convert all eligible Schedule A(u) employees.

		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	
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No. We have two (2) that have not converted on time. Requesting additional information from Commands to support the delay.

2. Does the command use exit surveys or exit interviews to determine why PWD and/or PWTD separate?

		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
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If "yes", please indicate reasons identified in the surveys that the PWD/PWTD left the command:

The Command uses exit surveys, however, it doesn't track disability data, etc. Exit Surveys/Interviews do not gather data regarding disabilities status.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their accessibility rights under Section 508 of the Rehabilitation Act and the Architectural Barriers Act, and explain how to file complaints under those laws. In addition, agencies are also required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Describe any programs, policies, or practices that the command has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of command facilities and/or technology.

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HQ: Identified specific Handicap parking lots/spaces around each building based on the new NSA Parking Instruction.

WSS: NAVSUP has an established RA program and is on every vacancy job announcement for NAVSUP WSS posted on USAJOBS, and all applicants have the option to contact the agency is needed. NAVSUP WSS relies on NAVSUP HQ's Reasonable Accommodation Program, and the program manager to communicate this information. The information is posted on the MyNAVSUP website and published periodically to the entire workforce. Some employees request RA outside the RA process and unfortunately, there is no way to track these requests.

NAVSUP WSS acquired tablets for all Deaf/HoH employees to use virtual sign language interpreters for day to day use or during meetings/conferences when interpreters are not available.

BSC: NAVSUP BSC is in compliance with EEO regulations and requirements. NAVSUP BSC continuously evaluates the facilities for areas of improvement.

FLC-Norfolk: Assistive devices are provided whenever a need is identified and supporting medical documentation provided. All renovations and construction projects are fully compliant with ADA and other statutory and regulatory requirements. Currently there are no unresolved accommodation requests.

FLC-Jacksonville: Current and previous efforts in providing disabled personnel with special equipment due to their disabilities, such as specialized equipment for hearing impaired and providing iPads as needed have continued. Fleet Logistics Center Jacksonville had the opportunity during COVID 19 to verify that all personnel with disabilities were able to perform their duties via telework from home.

FLC-San Diego: The command ensures that one of the factors taken into account for ranking facilities projects is Quality of Life along with Safety. Currently, the facilities project lists includes "Replacing Dock Lift and Handicap lift - Bldg. 116 West Side."

FLC-Puget Sound: We installed ADA accessible doors to BLDG 467 Second floor lobby entrance. Also, approximately every five (5) years a survey or blog is issued in which employees can report accessibility issues.

FLC-Pearl Harbor: Approximately every five (5) years a survey or blog is issued in which employees can report accessibility issues. There are no programs or practices noted for this reporting period.

NEXCOM: NEXCOM's IT team ensures that technology is 508 compliant before purchase. The Computer Electronics Accommodations Program ensures that all products purchased are in compliance before issuance to employees with disabilities. If a facility is identified as inaccessible, the Facilities team promptly seeks ways to ensure that the identified barrier is corrected in accordance with federal accessibility guidelines.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 CFR 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

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1. How many reasonable accommodation requests have taken more than 30 days to process?

Include (1) all requests processed during the reporting cycle, including those initiated in the previous cycle, that took more than 30 days to process and (2) all requests that have not yet been processed, but are more than 30 days past their request date. Do not include previously-approved requests associated with repetitive accommodations, such as Interpreter services.

HQ: 7, WSS: 14, BSC: 1, FLC-N: 3, FLC-J: 2, FLC-SD: 0, FLC-PS: 0, FLC-PH: 1, NEXCOM: 56. FLC-B: 0, FLC-Y: 0, FLC-Sigonella: no requests.

2. What was the greatest number of days it took to process a reasonable accommodation request during the FY? If the longest request has yet been processed, calculate days from the request date to the present.

HQ: 225 days, WSS: 455 days, BSC: 49 days, FLC-N: 135 days, FLC-J: 331 days, FLC-SD: 49 days, FLC-PH: 15 days, FLC-PS: 3 days, NEXCOM: 400 days, FLC-B: 28 days, FLC-Y: 3.

3. Describe the effectiveness of the policies, procedures, or practices to implement the command'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 the requests for trends.

HQ/WSS/BSC: The CHR 1606- Department of Navy (DON) Procedures for Processing Requests for Reasonable Accommodations, The DON Reassignment Processing Guide, Guidance on Improvements in Processing Reasonable Accommodations, including, guidance from the EEOC, regulatory agencies and Department of Defense, pivotally assist in the command in the effectiveness of the reasonable accommodation program. Consistent reference to the aforementioned policies and procedures allow for processing and approval/denial of all requests. The command maintains effective tracking tools, including databases and NEAT. Supervisors are provided annual and/or quarterly training on the RA process, as well as the POC information for the NAVSUP RA Manager. RAs have been late due to high turnover in the EEO Office, inadequately trained EEO Staff/only having one person processing at times, COVID, and managers and supervisors not being aware to bring RAs to the EEO Office in a timely manner.

Plan to counteract:
Training on the job (daily and weekly) and monthly training for EEO specialists, training for managers and supervisors on RAs and the importance of coming to EEO within 2 days of receipt.

Working to obtain a DPM. Since new leadership team has come on board between January and March, we are well on our way to recovery and are taking proactive steps to improve servicing. Since March of 2021, we have trained all our current staff in processing RAs, etc. FLC-Norfolk: Supervisors receive RA training via the Personnel Management for Supervisors training. FLC-Jacksonville: RA requests are processed timely and Supervisors receive RA training via the Personnel Management for Supervisors training. FLC San Diego: All reasonable accommodation requests during this reporting period were processed timely. The command follows the DoN reasonable accommodation program. On March 31, 2021, EEO provided reasonable accommodation training to managers and supervisors, in addition to the annual training.

FLC-Puget Sound: The command's reasonable accommodation program has been very effective as evidenced by the timely processing of requests through required training for manager and supervisors. FLC-Pearl Harbor: The command's reasonable accommodation program is an effective program which provides clear processes for requesting an accommodation, engagement, and the importance of timely processing. Periodic informative training for managers and supervisors is to refresh their knowledge regarding their responsibilities with the reasonable accommodation process.

NEXCOM: The Command processes requests for accommodation in a timely manner to meet all guidelines. Training for managers and supervisors on reasonable accommodation is ongoing. EEO has distributed reasonable accommodation brochures highlighting information on NEXCOM's reasonable accommodation policy and requirements for participating in the accommodation process. In FY 2021, a Training Manager was hired to develop an EEO training curriculum for NEXCOM managers and supervisors. Navy Electronic Accommodations Tracking (NEAT) has been implemented for record-keeping and is supplemented with Diversity Program reporting.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. 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, timely providing approved personal assistance services, conducting training for managers and supervisors, and monitoring the requests for trends.

HQ: The policies, procedures and practices set in place to implement PAS requirements are designed to maintain effective processing of requests; however, in this fiscal year, no employees were identified as utilizing this program.

WSS: The policies, procedures and practices set in place to implement PAS requirements are designed to maintain effective processing of requests; however, in this fiscal year, no employees were identified as utilizing this program.

BSC: The policies, procedures and practices set in place to implement PAS requirements are designed to maintain effective processing of requests; however, in this fiscal year, no employees were identified as utilizing this program.

FLC-Norfolk: N/A

FLC-Jacksonville: N/A

FLC-San Diego: The command adheres to the DoN policy and procedures for the PAS program. There were no request for PAS for this reporting period.

FLC-Puget Sound: During the reporting period we did not receive any requests for Personal Assistance Services.

FLC-Pearl Harbor: Policies are in place to provide Personal Assistance Services (PAS) Program. No PAS requests were received during this reporting period. The PAS Program is briefed to ALL Team Members during the New Employee Onboarding Session.

NEXCOM: The Command has a program meeting EEOC guidelines for employee use of the Personal Assistance Services (PAS) program. The program is coordinated through the EEO Office, with Human Resources and Office of Counsel support.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE

1. Did failure to accommodate fall within the top three issues alleged in the command's EEO counseling activity during the last fiscal year?

Yes No

2. Did failure to accommodate fall within the top three issues alleged in the command's formal complaints during the last fiscal year?

Yes No

3. In cases alleging the failure to provide reasonable accommodation, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

Yes No N/A

4. If the command had one or more findings of discrimination involving the failure to provide an accommodation during the last fiscal year, please describe the corrective measures taken.

Yes No N/A

B. EEO COMPLAINT DATA INVOLVING DISCRIMINATION BASED ON DISABILITY STATUS (EXCLUDING FAILURE TO ACCOMMODATE)

1. Did disability status fall within the top three bases alleged in the command's EEO counseling activity during the last fiscal year?

Yes No

2. Did disability status fall within the top three bases alleged in the command's formal complaints during the last fiscal year?

Yes No

3. In cases alleging discrimination based on disability status, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

Yes No N/A

4. If the command had one or more findings of discrimination based on disability status during the last fiscal year, please describe the corrective measures taken.

Yes No N/A

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 command identified any barriers (policies, procedures, and/or practices) that affect the employment opportunities of PWD and/or PWTDD?

Yes No

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

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Yes No 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. Create additional tables as necessary to describe each trigger and their related planned activities.

Trigger #_				
Barrier(s)				
Objective(s)				
Responsible Official(s)				
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
Fiscal Year	Accomplishments			

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4. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.

Yes No N/A

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

Not applicable.

5. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.

Not applicable.