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   Yes

    b. Cluster GS-11 to SES (PWD)   Answer   Yes

Overall, the percentage of PWD in the GS-1 to GS-10 cluster was 10.75% which fell below the 12% goal. Overall the percentage of PWD in the GS-11 to SES cluster was 9.29%, which also fell below the goal of 12%.

*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

Overall, the percentage of PWTD in the GS-11 to SES cluster was 1.45% which fell below the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	93	10	10.75	2	2.15
Grades GS-11 to SES	692	64	9.25	10	1.45

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

Through communication from Office of Human Capital leadership, Hiring Goals for PWD Memorandum was issued to HR and hiring managers on October 24, 2019. In FY 2020, the Office of Human Capital (OHC) met regularly with Bureau HR Directors to account for the proactive steps taken to achieve the hiring goal. In FY 2021, HR and EEO met to provide guidance to management on established goals.

Section II: Model Disability Program

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

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

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

<div align="right">Answer   No</div>

In FY 2021, BSEE did not have a full time Disability Program Manager. Plan – the bureau is in the process of hiring a Disability Program Manager to conduct barrier identification and elimination to ensure equal access for people with disabilities in the workplace.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	2	0	0	Sloan Farrell Director Public Civil Rights
Special Emphasis Program for PWD and PWTD	0	1	0	Kenyatta Dilosa EEO Manager
Section 508 Compliance	0	0	1	Robert Garcia Enterprise Web Manager
Processing applications from PWD and PWTD	0	0	0	Laura Kidwell Supervisory Supervisory HR Specialist DEU
Answering questions from the public about hiring authorities that take disability into account	26	0	0	Cynthia Piper Human Resource Officer/ Deputy Human Capital Officer,
Processing reasonable accommodation requests from applicants and employees	6	0	0	Mark Guberman Chief, HR ER/LR

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

<div align="right">Answer   No</div>

In FY 2021, BSEE did not have a fulltime Disability Program Manager. Webinars and teleconferencing for the following training topics were conducted throughout the Department: Reasonable Accommodations and Special Hiring Authorities. The Department Section 508 Program Manager hosted several webinars on various topics related to making web pages and files accessible on DOI websites, creating pdf, word documents and mobile apps for everyone to be able to find, read and understand the content.

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

BSEE has appointed reasonable accommodation coordinator. However, plans for FY 2022 are in place to hire a Disability Program Manager to conduct barrier identification and elimination to ensure equal access for people with disabilities in the workplace.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Implement AAP for individuals with disabilities		
Target Date	Sep 30, 2026		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Dec 30, 2026		Provide training to responsible staff on regular basis to ensure they receive regular updates.
	Dec 30, 2026		Incorporate the Affirmative Action Plan for persons with disabilities as a feature in the mandatory new supervisory and manager training.
	Dec 30, 2026		Partner with OCR to implement Affirmative Action Plan for individuals with disabilities.
	Dec 30, 2026		Train managers and supervisors on the requirements of the Affirmative Action Plan for persons with disabilities
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2021	EEOD met with ODICR 1/15/2021, to discuss conducting barrier analysis, putting together a barrier analysis team, and training. Barrier analysis training scheduled October 19-20, 2021.	

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.

WRP Program: The Workforce Recruitment Program (WRP) is a recruitment and referral program managed by the Department of Labor and the Department of Defense. The WRP helps federal employers hire people with disabilities for temporary or permanent jobs through access to a database of more than 2,000 college students, graduate students, and recent graduates with disabilities representing all majors, who are eligible under Schedule A hiring authority. The database is updated annually with new candidates and the WRP is recognized by OPM as a model strategy regarding the recruitment and hiring of people with disabilities. Diversity Hiring Initiative: BSEE is committed to hiring a diverse and inclusive workforce that reflects America's population and draws on all segments of society. To date, BSEE has reached out to 32 colleges and universities to develop strategic partnerships to maximize our ability to recruit from a diverse and broad spectrum of potential candidates. This outreach also includes outreach to Veteran and Disability Organizations to broaden partnerships with them. Hiring Paths: through the use of career paths, through USA JOBS, announcements are easily identified for individuals with targeted disabilities that are eligible for the appointment. We have also provided guidance to our staffing specialists to always ensure they are using the correct/applicable hiring paths in every

announcement. Additional/Misc: Prior to announcing positions, HR consults with the Hiring Managers on non-competitive eligibilities, which include persons with 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

BSEE HR utilizes hiring paths through USA JOBS to help make positions more easily identifiable. These announcements are easily identified for individuals with targeted disabilities that are eligible for the appointment. BSEE HR has also provided guidance to staffing specialists to always ensure they are using the correct/applicable hiring paths in every announcement. Additionally, BSEE HR utilizes the Schedule A hiring authority whenever possible and feasible to reach PWD and PWTD

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.

BSEE HR requires candidates to submit the proper documentation. Instructions for how to do this are included in our vacancy announcements. Such documentation is used to verify that the individual being hired is indeed a person with an intellectual disability, severe physical disability, or psychiatric disability. This documentation must be provided to the hiring agency before an individual can be hired. Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. We then review the documentation and place the individuals on the appropriate certificates to send to the hiring managers.

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.

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

BSEE HR holds brown bags sessions, conducts individual recruitment consultations with the hiring managers and HR Specialists, as well as provides one-on-one discussions with management on the use of this hiring authority

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.

BSEE is committed to hiring a diverse and inclusive workforce that reflects America's population and draws on all segments of society. To date, BSEE has reached out to 32 colleges and universities to develop strategic partnerships to maximize our ability to recruit from a diverse and broad spectrum of potential candidates. This outreach also includes outreach to Veteran and Disability Organizations to broaden partnerships with them. Additionally, BSEE HR utilizes the Workforce Recruitment Program (WRP). The WRP helps federal employers hire people with disabilities for temporary or permanent jobs through access to a database of more than 2,000 college students, graduate students, and recent graduates with disabilities representing all majors, who are eligible under Schedule A hiring authority. The database is updated annually with new candidates and the WRP is recognized by OPM as a model strategy regarding the recruitment and hiring of people with disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

      a. New Hires for Permanent Workforce (PWD)   Answer   Yes

      b. New Hires for Permanent Workforce (PWTD)   Answer   No

A trigger exist for new hires at 8.11% for PWD.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	38	2.63	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   N/A

      b. New Hires for MCO (PWTD)   Answer   N/A

In FY 21, the Agency was unable to determine if discrepancies between the number of applicants who applied and were selected for vacancies due to the Agency's data collection system.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES MANAGEMENT	7	0.00	0.00
0301 MISCELLEANOUS ADMINISTRATION AND PROGRAM	5	0.00	0.00
0881 PETROLEUM ENGINEER	10	0.00	0.00
1102 CONTRACING	4	25.00	0.00
1801 GEN INSPECT, INVESTIG, ENFORCE & COMPLIANCE	7	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	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   N/A

      b. Qualified Applicants for MCO (PWTD)   Answer   N/A

During FY 2021, BSEE was unable to determine if discrepancies between the number of applicants who applied and were selected

for vacancies due to the Agency's data collection system.

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   N/A

b. Promotions for MCO (PWTD)   Answer   N/A

During FY 2021, BSEE was unable to determine if there were discrepancies between the number of promotions to MCO due to the Agency's data collection system.

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.

BSEE ensures there are developmental opportunities and mentorship or coaching available for PWD and PWTD to improve their skills and increase their opportunities for advancement. All managers and supervisors are encouraged to promote the career development of all employees, including PWD and PWTD. BSEE Mentor Program: The BSEE Mentor Program (MP) is a component of the BSEE Leadership Development Program (LDP). This program is focused on developing relationships that transfer skills from more experienced mentors to less experienced mentees.

B. CAREER DEVELOPMENT OPPORTUNITES

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

BSEE Spirit Leadership Program: The Spirit of Leadership Program (SLP) is an Early Career Leadership Program is offered to employees in non-supervisory GS 5 to GS 11 positions. This 6-month long program focuses on uncovering personal leadership style, reinforcing strengths, and building a set of practical skills that will prepare employees to lead from where they stand. The curriculum is organized around OPM's Leadership Framework consisting of 28 leadership competencies. *** (The first SLP cohort completed training on 8/24/2018) *** BSEE Leadership Strategies for Experienced Supervisors Program: The Leadership Strategies for Experienced Supervisors (LSES) Program is a Career Leadership Program offered to employees in supervisory GS 13 to GS 15 positions. Over the course of 6 months, participants are provided insights into accountability, competency, workplace motivation, and employee engagement. The program is designed to enhance participants skills necessary for an effective leadership approach that addresses the requirements of a federal workforce as well as the critical competencies that have been defined for the Bureau's leaders. The curriculum is organized around OPM's Leadership Framework consisting of 28 leadership competencies. BSEE Excellence in Leadership Program: The Excellence in Leadership is a Career Leadership Program is offered graduates of the BSEE Leadership Strategies for Experienced Supervisors program. This program is designed to allow effective supervisors the opportunity to develop capacity, motivate employees, improve engagement, and get results through the process of continuous learning. BSEE Mentor Program: The BSEE Mentor Program (MP) is a component of the BSEE Leadership Development Program (LDP). This voluntary program is focused on developing professional partnerships that will transfer skills from more experienced mentors to less experienced mentees. The program's foundation involves the use of OPM's Leadership Framework consisting of 28 leadership competencies. Employee Exchange Program: The BSEE Employee Exchange Program (EEx) is designed to increase collaboration and cooperation between BSEE employees to achieve the agency's strategic goals. The program intends to increase

organizational perspective by providing employees with a two-week structured and immersive exchange away from their assigned duty station. The exchange will be between employees of different BSEE locations and not necessarily one-for-one or occur at the same time.

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 (%)
Other Career Development Programs	38	38	7.89%	7.89%	5.41%	5.41%
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Mentoring Programs	38	38	7.89%	7.89%	5.41%	5.41%

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   Yes

        b. Selections (PWD)   Answer   Yes

A trigger exists for applicants and selections for PWD at 7.89%

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	164	25.68	20.65	8.33	29.03
Time-Off Awards 1 - 10 Hours: Total Hours	1244	189.19	158.71	66.67	212.90
Time-Off Awards 1 - 10 Hours: Average Hours	7.59	9.96	1.18	66.67	-1.02
Time-Off Awards 11 - 20 hours: Awards Given	259	39.19	33.59	33.33	40.32
Time-Off Awards 11 - 20 Hours: Total Hours	4188	629.73	543.30	533.33	648.39
Time-Off Awards 11 - 20 Hours: Average Hours	16.17	21.72	2.49	133.33	0.11
Time-Off Awards 21 - 30 hours: Awards Given	47	4.05	6.32	16.67	1.61
Time-Off Awards 21 - 30 Hours: Total Hours	1140	105.41	152.54	400.00	48.39
Time-Off Awards 21 - 30 Hours: Average Hours	24.26	35.14	3.72	200.00	3.23
Time-Off Awards 31 - 40 hours: Awards Given	30	6.76	3.85	0.00	8.06
Time-Off Awards 31 - 40 Hours: Total Hours	1144	248.65	147.92	0.00	296.77
Time-Off Awards 31 - 40 Hours: Average Hours	38.13	49.73	5.92	0.00	59.35
Time-Off Awards 41 or more Hours: Awards Given	0	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	130	28.38	15.10	50.00	24.19
Cash Awards: $501 - $999: Total Amount	95855	20855.41	11054.85	36250.00	17875.81
Cash Awards: $501 - $999: Average Amount	737.35	993.11	112.80	6041.67	15.97
Cash Awards: $1000 - $1999: Awards Given	171	27.03	21.73	16.67	29.03
Cash Awards: $1000 - $1999: Total Amount	264208	40975.68	33860.86	28558.33	43379.03
Cash Awards: $1000 - $1999: Average Amount	1545.08	2048.78	240.15	14279.17	-318.39
Cash Awards: $2000 - $2999: Awards Given	170	18.92	22.80	8.33	20.97
Cash Awards: $2000 - $2999: Total Amount	417261	46672.97	55934.82	20133.33	51809.68
Cash Awards: $2000 - $2999: Average Amount	2454.48	3333.78	377.94	20133.33	82.26
Cash Awards: $3000 - $3999: Awards Given	77	10.81	9.86	8.33	11.29
Cash Awards: $3000 - $3999: Total Amount	265844	37352.70	34085.52	27325.00	39293.55

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Average Amount	3452.52	4669.09	532.59	27325.00	284.08
Cash Awards: $4000 - $4999: Awards Given	61	6.76	8.17	0.00	8.06
Cash Awards: $4000 - $4999: Total Amount	269046	29858.11	35975.96	0.00	35637.10
Cash Awards: $4000 - $4999: Average Amount	4410.59	5971.62	678.79	0.00	7127.42
Cash Awards: $5000 or more: Awards Given	93	6.76	13.25	0.00	8.06
Cash Awards: $5000 or more: Total Amount	696116	49379.73	99563.48	0.00	58937.10
Cash Awards: $5000 or more: Average Amount	7485.12	9875.95	1157.71	0.00	11787.42

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	2	0.00	0.31	0.00	0.00

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   N/A

            ii. Internal Selections (PWD)   Answer   N/A

      b. Grade GS-15

            i. Qualified Internal Applicants (PWD)   Answer   N/A

            ii. Internal Selections (PWD)   Answer   N/A

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   N/A

        ii. Internal Selections (PWD)   Answer   N/A

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   N/A

        ii. Internal Selections (PWD)   Answer   N/A

During FY 2021, data was unable to determine the percentage of qualified internal applicants by disability distribution.

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

    a. SES

        i. Qualified Internal Applicants (PWTD)   Answer   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)   Answer   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)   Answer   N/A

        ii. Internal Selections (PWTD)   Answer   N/A

During FY 2021, data was unable to determine the percentage of qualified internal applicants by disability distribution.

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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   N/A

      b. New Hires to GS-15 (PWD)   Answer   N/A

      c. New Hires to GS-14 (PWD)   Answer   N/A

      d. New Hires to GS-13 (PWD)   Answer   N/A

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	N/A
b. New Hires to GS-15 (PWTD)	Answer	N/A
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

The agency was unable to identify triggers involving PWD among new hires to the senior grade levels using the qualified applicant pool as the benchmark.

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	N/A
ii. Internal Selections (PWD)	Answer	N/A

    b. Managers

i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

    c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

The agency was unable to identify triggers involving PWD among qualified internal applicants and/or selectees for promotions to supervisory positions.

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	N/A
ii. Internal Selections (PWTD)	Answer	N/A

      b. Managers

          i. Qualified Internal Applicants (PWTD)   Answer   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

      c. Supervisors

          i. Qualified Internal Applicants (PWTD)   Answer   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

> The agency was unable to identify triggers involving PWTD among qualified internal applicants and/or selectees for promotions to supervisory positions.

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   N/A

      b. New Hires for Managers (PWD)   Answer   N/A

      c. New Hires for Supervisors (PWD)   Answer   N/A

> The agency was unable to identify triggers involving PWD among qualified internal applicants and/or selectees for promotions to supervisory positions

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   N/A

      b. New Hires for Managers (PWTD)   Answer   N/A

      c. New Hires for Supervisors (PWTD)   Answer   N/A

> The agency was unable to identify triggers involving PWTD among qualified internal applicants and/or selectees for promotions to supervisory positions.

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

During FY21 BSEE converted 2 Schedule A employees for PWD into competitive service for 2 years. However, employment ended prior to completion of 2 years of satisfactory service for one Schedule A appointee.

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

During FY 20, exit survey data tool was not available to collect disability data on employees separating from BSEE.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.14
Permanent Workforce: Resignation	9	2.67	0.98
Permanent Workforce: Retirement	18	2.67	2.23
Permanent Workforce: Other Separations	22	5.33	2.51
Permanent Workforce: Total Separations	50	10.67	5.87

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

During FY 20, exit survey data tool was not available to collect disability data on employees separating from BSEE.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.13
Permanent Workforce: Resignation	9	0.00	1.16
Permanent Workforce: Retirement	18	0.00	2.31
Permanent Workforce: Other Separations	22	0.00	2.82
Permanent Workforce: Total Separations	50	0.00	6.42

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.

During FY 20, exit survey data tool was not available to collect disability data on employees separating from BSEE.

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.doi.gov/accessibility https://www.doi.gov/ocio/section508

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.doi.gov/accessibility https://www.doi.gov/accesscenter/ https://www.doi.gov/pmb/eeo/public-civil-rights

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.

BSEE is regulated by the Department of the Interior 508 standards. The Section 508 standards are the technical requirements and
criteria that are used to measure conformance with the law. More information on Section 508 and the technical standards can be
found at Section508.gov. The Web Content Accessibility Guidelines (WCAG) 2.0 can be found at the W3C website.

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.)

26 Calendar Days

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 Agency policy on reasonable accommodation provides for a decision on the request within 10 workdays measured from the
point that all information needed from the employee is obtained. The average time frame of 26 calendar days, measured from the
initial date of the employee request, enables BSEE/BOEM to meet this provision. Additionally, BSEE/BOEM provides supervisors
and employees information on accommodation resources, publishes reasonable accommodation contacts,provides training to
supervisors and employees on the accommodation process and works closely with its medical standards team to review trends.
BSEE also has an established procedure to identify potential reassignment options when an employee is unable to be accommodated
in their present position.

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.

BSEE is regulated by the Department of the Interior's (DOI) Personal assistance Services Policy. This policy can be found on the
DOI website at https://www.doi.gov/accesscenter/accomodations.

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.

There were no findings in FY 2021.

Section VIII: Identification and Removal of Barriers

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

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

    Answer   No

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

    Answer   No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

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

N/A

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.

N/A