

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

A trigger existed for PWD in the GS -1 to GS-10 grade levels at 11.95%. The percentage of PWD fell slightly below the EEOC's 12% goal. A trigger also existed in the GS – 11 to SES grade level at 11.60%. The percentage of PWD in fell below the 12% benchmark.

*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

A trigger existed for PWTD in the GS-11 to SES grade level at 1.87% which fell below the EEOC's 2% goal.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	750	87	11.60	14	1.87
Grades GS-1 to GS-10	92	11	11.96	3	3.26

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

During FY 2023, HR and EEO met on regular basis to provide guidance to managers and recruiters on the EEOC's established goals. Employees, supervisors, and managers were made aware of the numerical goals during briefings, disability, and MD-715 trainings. HR and EEO will continue their collaborative efforts to finalize FY24, goals to provide guidance to 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

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

Answer Yes

BSEE did not have a full time Disability Program Manager throughout FY23. However, at the end of the reporting period a DPM was identified.

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	
Processing applications from PWD and PWTB	17	0	0	Laura Kidwell, Supervisor, HR Specialist
Answering questions from the public about hiring authorities that take disability into account	17	0	0	Laura Kidwell Supervisor, HR Specialist
Processing reasonable accommodation requests from applicants and employees	14	0	0	Laura Kidwell Supervisor, HR Specialist
Section 508 Compliance	0	0	1	Robert Garia Enterprise Web Mngner
Architectural Barriers Act Compliance	0	1	0	Rhonda Owens EEO Complaints Manager
Special Emphasis Program for PWD and PWTB	0	1	0	Kenyatta Dilosa EEO Management Initiatives Program Manager

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

Answer Yes

Throughout FY 2023, BSEE did not have a fulltime Disability Program Manager. However, at the end of the reporting period a DPM was identified. The EEO Division, Human Resources Office and Bureaus around the Department of the Interior hosted several webinars throughout the year. Topics included 508 Compliance and Reasonable Accommodation, Accessible Documents, Accessible Meetings, and several ASL sessions. The Reasonable Accommodation Policy was issued October 24, 2022.

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

In FY23, BSEE provided sufficient funding and other resources to successfully implement the disability program. BSEE has a reasonable accommodation coordinator.

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.

The Human Resource Office continued to utilize the following programs and resources during the fiscal year. 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 Office utilized 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. We have also provided guidance to our staffing specialists to always ensure they are using the correct/applicable hiring paths in every announcement. Additionally, BSEE HR utilized the Schedule A hiring authority whenever possible and feasible to reach PWD and PWTD. Utilization of the WRP Program has help to employ individuals with targeted disabilities.

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.

Answer Yes

Yes, BSEE HR continues holds information 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 HR 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 No
- b. New Hires for Permanent Workforce (PWTD) Answer No

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	66	13.64	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 Yes
- b. New Hires for MCO (PWTD) Answer Yes

Currently, B6 data does not include applicant flow data. Therefore, BSEE was unable to determine if there were triggers with the available data.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES MANAGEMENT	21	14.29	0.00
0301 MISCELLEANOUS ADMINISTRATION AND PROGRAM	12	25.00	0.00
0881 PETROLEUM ENGINEER	16	6.25	0.00
1102 CONTRACING	3	0.00	0.00
1801 GEN INSPECT, INVESTIG, ENFORCE & COMPLIANCE	6	16.67	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	5	20.00	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 Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Currently, B6 data does not include applicant flow data. Therefore, BSEE was unable to determine if there were triggers with the available data.

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 Yes

b. Promotions for MCO (PWTD) Answer Yes

Currently, B6 data does not include applicant flow data. Therefore, BSEE was unable to determine if there were triggers with the available data.

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 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 programs are open to all eligible employees. The programs remain in compliance with 508 standards. BSEE provides accommodations to PWD as needed.

B. CAREER DEVELOPMENT OPPORTUNITES

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

BSEE HR also utilizes the DCC – DOI Career Connection: BSEE encourages managers to utilize the Department’s Career Connection system to post opportunities for detail assignments whenever possible. By participating in a detail assignment, it allows the employee to work in a new environment; network, cross-train, and collaborate and contribute to mission-critical projects. Additionally, it allows participants to gain new skills and gain a broader understanding of DOI and add diversity to DOI as a whole. BSEE programs are open to all eligible employees. The programs remain in compliance with 508 standards. BSEE offers accommodations to PWD as needed. 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. BSEE New Employee Orientation Program: The BSEE Human Resources Division’s New Employee Orientation Program (NEOP) is designed to assist new employees with their acclimation into the organization. This program presents a high-level overview of the mission of BSEE’s program areas to new employees. During the presentation, employees will have an opportunity to ask questions of the program area’s Directors and Chiefs. BSEE Diversity and Inclusion Learning Journey: This series introduces and/or reinforces helpful tools, resources, and best practices for Team Leads/Supervisors. Any BOEM/BSEE Team Lead/Supervisor is eligible to attend AT NO COST. There is no pay grade, time in service or probation period requirements to participate. Each 90-minute (monthly) session will provide opportunities for participants to hear a 30-minute content lecture/presentation, engage in approximately 30-minutes of small group skills practice and/or discussions, and approximately 20-minutes of Q&A in the larger group. The program highlights leadership skills and best practices built around OPMs Executive Core Qualification 1: Leading Change, Executive Core Qualification 2: Leading People, and Executive Core Qualification 3: Results Driven. Similar/related topics are grouped by categories each quarter. BSEE Leadership Series: This series will introduce/reinforce helpful tools, resources, and best practices for Team Leads/Supervisors. Each 90-minute (monthly) session will provide opportunities for participants to hear a 30-minute content lecture/presentation, engage in approximately 30-minutes of small group skills practice and/or discussions, and approximately 20-minutes of Q&A in the larger group.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	175	175	12	12	1.71	1.71

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	102	102	7.84	7.84	.98	.98

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 Yes

The total number of participants in the Mentor Program was 175. The percentage of PWD was 12% which met the EEOC goal. The number of participants in Other Career Development Programs was 102. The percentage of applicants and selections for PWD was 7.84% which fell below the 12% goal. Therefore, a trigger existed in Other Career Development category for PWD.

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 Yes
- b. Selections (PWTD) Answer Yes

The percentage of PWTD 1.71% fell below the 2% goal. Therefore, a trigger existed for PWTD in the Mentor Program category. The number of participants in Other Career Development Programs was 102. The percentage of applicants and selections for PWTD was 0.98%, which fell below the EEOC’s 2% goal. Therefore, triggers existed in Other Career Development category for PWTD.

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 Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

Triggers existed in the following awards categories: Time-off Awards Time-off Awards: 1-10 hours – A trigger existed when the percentage of PWD 53.09% was less than the percentage of persons w/o disabilities 63.64%. Cash Awards Cash Awards: \$2000-\$2999 for PWD 16.05% A trigger existed because the percentage of persons w/o disabilities was 20.17% Cash Awards: \$3000-\$3999 for PWD at 9.88% were less than the percentage of persons w/o disabilities 13.07%. Cash Awards: \$4000 - \$4999 for PWD 4.94% were less than the percentage of persons w/o disabilities 8.24%. Cash Awards: \$5000 or more for PWD at 13.58% and PWTD at 8.33% were less than the percentage of person w/o disabilities 18.75%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	99	17.35	10.40	11.76	18.52
Time-Off Awards 1 - 10 Hours: Total Hours	734	123.47	78.42	70.59	134.57
Time-Off Awards 1 - 10 Hours: Average Hours	7.41	7.27	1.17	35.29	1.38
Time-Off Awards 11 - 20 hours: Awards Given	95	12.24	10.40	29.41	8.64
Time-Off Awards 11 - 20 Hours: Total Hours	1590	204.08	175.47	494.12	143.21
Time-Off Awards 11 - 20 Hours: Average Hours	16.74	17.01	2.62	98.82	-0.16
Time-Off Awards 21 - 30 hours: Awards Given	49	10.20	5.43	5.88	11.11
Time-Off Awards 21 - 30 Hours: Total Hours	1182	244.90	131.37	141.18	266.67
Time-Off Awards 21 - 30 Hours: Average Hours	24.12	24.49	3.75	141.18	0.00
Time-Off Awards 31 - 40 hours: Awards Given	19	3.06	2.17	0.00	3.70
Time-Off Awards 31 - 40 Hours: Total Hours	728	122.45	83.23	0.00	148.15
Time-Off Awards 31 - 40 Hours: Average Hours	38.32	40.82	5.95	0.00	49.38
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	121	18.37	14.60	17.65	18.52
Cash Awards: \$501 - \$999: Total Amount	87188	13145.92	10457.14	10588.24	13682.72
Cash Awards: \$501 - \$999: Average Amount	720.56	730.33	111.25	3529.41	142.86
Cash Awards: \$1000 - \$1999: Awards Given	205	30.61	22.98	52.94	25.93
Cash Awards: \$1000 - \$1999: Total Amount	294740	44917.35	33117.39	77664.71	38044.44
Cash Awards: \$1000 - \$1999: Average Amount	1437.76	1497.24	223.77	8629.41	0.37
Cash Awards: \$2000 - \$2999: Awards Given	204	20.41	25.78	11.76	22.22
Cash Awards: \$2000 - \$2999: Total Amount	494297	49428.57	62528.88	29617.65	53586.42
Cash Awards: \$2000 - \$2999: Average Amount	2423.02	2471.43	376.68	14808.82	-117.90
Cash Awards: \$3000 - \$3999: Awards Given	52	6.12	6.37	5.88	6.17
Cash Awards: \$3000 - \$3999: Total Amount	178374	21279.59	21771.58	18311.76	21902.47

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Average Amount	3430.27	3546.60	531.01	18311.76	447.74
Cash Awards: \$4000 - \$4999: Awards Given	61	2.04	8.39	5.88	1.23
Cash Awards: \$4000 - \$4999: Total Amount	277256	8597.96	38246.58	25911.76	4964.20
Cash Awards: \$4000 - \$4999: Average Amount	4545.18	4298.98	708.27	25911.76	-237.04
Cash Awards: \$5000 or more: Awards Given	133	15.31	16.77	5.88	17.28
Cash Awards: \$5000 or more: Total Amount	959387	97501.02	121741.30	36005.88	110407.41
Cash Awards: \$5000 or more: Average Amount	7213.44	6500.07	1127.23	36005.88	307.49

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	6	1.02	0.62	0.00	1.23

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

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

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No

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

- a. New Hires to SES (PWD) Answer No
- b. New Hires to GS-15 (PWD) Answer No
- c. New Hires to GS-14 (PWD) Answer No
- d. New Hires to GS-13 (PWD) Answer No

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

- a. New Hires to SES (PWTD) Answer No
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer No

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD) Answer No

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

Section 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 Yes

b. Involuntary Separations (PWD) Answer Yes

The percentage of PWD among voluntary and involuntary separations were higher than the percentage of person without disabilities. Therefore, a trigger did not exist in the following categories: Resignation: 2.15% were PWD and 1.56% were person w/o disabilities. Retirement: 5.38% were PWD and 3.12% were persons w/o disabilities. However, a trigger existed in the following category for PWD: Other separations: 2.15% were PWD and 4.11% were persons w/o disabilities.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.00	0.40
Permanent Workforce: Resignation	13	2.04	1.46
Permanent Workforce: Retirement	27	5.10	2.93
Permanent Workforce: Other Separations	31	2.04	3.86
Permanent Workforce: Total Separations	74	9.18	8.64

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	3	0.00	0.36
Permanent Workforce: Resignation	13	0.00	1.56
Permanent Workforce: Retirement	27	5.88	3.12
Permanent Workforce: Other Separations	31	0.00	3.72
Permanent Workforce: Total Separations	74	5.88	8.76

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.

Although there is no triggers, the percentage of PWTD among voluntary and involuntary separations were higher than the percentage of person without disabilities. Retirement: 5.56% were PWTD and 3.12% were persons w/o disabilities.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.bsee.gov/accessibility-policy>

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://doi.gov/accessibility>

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 ensures that all documents are 508 Compliant prior to distribution BSEE wide. The Department of the Interior has jurisdiction over improved accessibility of facilities. The Reasonable Accommodation policy was issued October 24, 2022. The Disability Program Manager (DPM) participated in the DOI Accessibility Working Group (AWG). A group comprised of subject matter experts, bureau leaders, and internal disability advocates to collaborate on disability and accessibility issues shared across DOI. The AWG serves as a collective change agent that identified barriers and proposes solutions to the DOI DEIA Council. The barriers and solutions were cross-cutting – meaning they had a broad impact on all bureaus, preferably for both the public and employees. The EEOD plans to review field offices and components with onsite – agendas.

C. REASONABLE ACCOMMODATION PROGRAM

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

- 1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time from receipt of request to decision was 14.2 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.

Employees receive a decision on a RA request within 14 days, on average, from the date that documentation supporting the employee’s request is received by the supervisor. Supervisors and employees were regularly offered training on requesting, supporting and assessing RA requests.

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.

Requests for PAS follow the same process as requests for reasonable accommodations and include timely processing of approved services, conducting training for managers and supervisors, and monitoring requests to identify 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.

During FY23, there were no findings of discrimination.

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	n cluster GS-11 to SES; the participation of PWD and PWTD is lower in higher grade levels. Low participation of PWD and PWTD for Career Development Opportunities. PWD and PWTD received the least amount of time off awards and pay increases.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
12/30/2022	09/30/2028	Yes			Increase participation of PWD and PWTD employees at senior grade levels. Increase participation for PWD and PWTD in leadership development programs. Increase the participation rate of PWD and PWTD receiving awards.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Human Resources Officer		Cynthia Piper		Yes	
Senior Leaders		Various Senior Leaders		Yes	
EEO Officer		Patricia Callis		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2028	Provide mandatory disability and reasonable accommodation training to supervisors and managers.	Yes		
09/30/2028	Hire Disability Program Manager.	Yes		08/24/2023
09/30/2028	Increase participation of PWD and PWTD employees at senior grade levels in the BSEE workforce.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	None. This was a new plan and was initiated in FY22.			
2023	BSEE selected a Disability Program manager. Several training sessions were held throughout FY23. DPM began discussion with the DOI on starting a Disability ERG.			
2023	BSEE selected a Disability Program manager. Several training sessions were held throughout FY23. DPM began discussion with the DOI on starting a Disability ERG.			
2023	BSEE selected a Disability Program manager. Several training sessions were held throughout FY23. DPM began discussion with the DOI on starting a Disability ERG.			

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	PWD and PWTD involuntarily separated at a higher rate than persons without disabilities.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
12/15/2022	09/30/2028	Yes			Increase retention rates for PWD and PWTD.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
EEO Officer		Patricia Callis		Yes		
Human Resources Division		Cynthia Piper		Yes		
Senior Leaders		Various Personnel		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2028	Hire Disability Program Manger.			Yes		08/23/2023
09/30/2028	Utilize ERG's to improve PWD and PWTD employment experiences.			Yes		
09/30/2028	Increase communication on the reasonable accommodation processes and resources available.			Yes		08/24/2023

Report of Accomplishments	
Fiscal Year	Accomplishment
2023	A Disability Program Manager was selected. The DPM collaborated with other DOI ERG's on creating a Disability ERG within BSEE. The new Reasonable Accommodation Policy was issued in October 2022. Several trainings were held throughout FY23.

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

Throughout FY23 staffing was limited. However, at the end of the fiscal year, a Disability Program Manager (DPM) was established.

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

The bureau increased the communication regarding person with disabilities through several training sessions held by the EEOD and HR. During sessions employees would be informed and reminded to provide updates to their personnel files via employee express. The DPM participated in several meeting with the accessibility working group within the Department. At the end of the fiscal year, the DPM participated in several discussion to develop a Disability ERG

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.

Increase communication and education of hiring managers on the hiring and retention of persons with disabilities. The EEOD and HR will continue to collaborate to implement strategies to educate the workforce on disability employment.