Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWD) Answer No

   b. Cluster GS-11 to SES (PWD) Answer No

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*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWTD) Answer No

   b. Cluster GS-11 to SES (PWTD) Answer No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	98	15	15.31	4	4.08
Grades GS-11 to SES	663	57	8.60	7	1.06

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. GOAL 1: Employees with disabilities occupy twelve percent of the positions at the GS-I through GS-IO grade levels. GOAL 2: Employees with targeted disabilities occupy two percent of the positions at the GS-I through GS-IO grade levels. GOAL 3: Employees with disabilities occupy twelve percent of the DOI positions at the GS-11 through Senior Executive Service grade levels. GOAL 4: Employees with targeted disabilities occupy two percent of the DOI positions at the GS-11 through Senior Executive Service grade levels.

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

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	
Special Emphasis Program for PWD and PWTD	0	1	0	Kenyatta Dilosa EEO Manager
Section 508 Compliance	2	0	0	Siddharta Sharma DOI 508 Section Coordinator
Processing reasonable accommodation requests from applicants and employees	6	0	0	Mark Guberman Chief, HR ER/LR
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Laura Kidwell Supervisory HR Specialist DEu
Processing applications from PWD and PWTD	2	0	0	Laura Kidwell Supervisory Supervisory HR Specialist DEU
Architectural Barriers Act Compliance	2	0	0	Sloan Farrell Director Public Civil Rights

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

Answer Yes

The BSEE/HRD provides counseling and enters into discussion with hiring managers prior to each recruitment request in order to advise on alternative methods of securing a wide range of qualified candidates to fill currently vacant positions. These methods include the non-competitive consideration of qualified Schedule A candidates and disabled veteran preference candidates. The agency provided additional training to include but not limited to: • The Agency Section 508 Program Manager hosted a series of webinars on various topics related to making the electronic and information technology accessible and how to create accessible documents. • HRD provided COVID Telework and Leave Flexibilities for Supervisors • Multiple DOI representatives provided webinars on Reasonable Accommodation, Establishing an Inclusive Environment for PWD, Hiring and Recruitment. • Computer/ Electronic Accommodation Program (CAP) – Exploring Assistive Technologies Solution for PWD. Plans for next fiscal year are being discussed.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

Section III: Program Deficiencies In The Disability Program

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***	

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	Agency post affirmative action plan on its public website.		
Target Date	Sep 30, 2023		
Completion Date			
Planned Activities	***Target Date***	***Completion Date***	***Planned Activity***
	Dec 30, 2026		Work with website administrator to get AAP posted on Agency’s public website.
	Dec 30, 2026		Post AAP on public website.
	Dec 30, 2026		Develop AAP and get appropriate approvals.
Accomplishments	***Fiscal Year***	***Accomplishment***	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The Agency utilizes the Schedule A, and the 30 percent or More Disabled Veteran appointing authorities to fill vacant positions throughout agency. BSEE HRD has two specialists that are on a Departmental Workgroup (PWDI-BET) that is set up to determine policies and best practices regarding the hiring of individuals with disabilities. However, we have recently transitioned over to USA Staffing which has built in career paths for recruitment and one identified path is for individuals with "documented disabilities". Applicants with documented disabilities can search for positions to apply for by using this hiring path.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The Agency utilizes the Schedule A, and the 30 percent or More Disabled Veteran appointing authorities to fill vacant positions throughout the agency. BSEE Human Resource Division (HRD) has two specialists that are on a Departmental Workgroup (PWDI-BET) that is set up to determine policies and best practices regarding the hiring of individuals with disabilities. However, BSEE has recently transitioned over to USA Staffing which has built in career paths for recruitment and one identified path is for individuals with "documented disabilities". Applicants with documented disabilities can search for positions to apply for by using this hiring path.

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.

Upon receipt for a Schedule A appointment, a HR Specialist ensures that the applicant's documentation is supported by the Schedule A authority as well as the requirements of 5 CFR 213.3102(u). All identified Schedule A candidates are referred on a non-competitive certificate and referred to the selecting official for consideration. Occasionally, BSEE/HRD receives Schedule A letters from applicants outside of formal recruitment efforts (e.g., posted vacancy announcements). When this occurs we route the applicant's resume to the attention of managers who have positions available that match the candidate's qualifications.

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

In FY 20, the BSEE/HRD provided counseling and entered into discussion with hiring managers prior to each recruitment request in order to advise on alternative methods of securing a wide range of qualified candidates to fill currently vacant positions. These methods included the non-competitive consideration of qualified Schedule A candidates and disabled veteran preference candidates.

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 has established and maintained contacts with the Job Accommodation Network (JAN).

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

During FY 2020, 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.

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	32	9.38	0.00	3.13	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 20, the Agency transitioned over to USA Staffing and training was ongoing. Therefore, 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 New Hires (%)	Targetable Disability New Hires (%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES MANAGEMENT	4	0.00	0.00
0301 MISCELLEANOUS ADMINISTRATION AND PROGRAM	2	0.00	0.00
0881 PETROLEUM ENGINEER	4	0.00	0.00
1102 CONTRACING	7	0.00	0.00
1801 GEN INSPECT, INVESTIG, ENFORCE & COMPLIANCE	11	18.18	9.09
2210 INFORMATION TECHNOLOGY MANAGEMENT	1	100.00	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 2020, 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

Applicant pool data was not available in FY 2020.

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

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The Agency 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.

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 (%)
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
Mentoring Programs	11	11	18.2%	18.2%	18.2%	18.2%
Training Programs	0	0	0	0	0	0
Other Career Development Programs	33	33	18.18%	18.18%	12.12%	12.12%

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWD) Answer No

   b. Selections (PWD) Answer No

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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	198	34.72	26.23	54.55	31.15
Time-Off Awards 1 - 10 Hours: Total Hours	1498	250.00	200.93	418.18	219.67
Time-Off Awards 1 - 10 Hours: Average Hours	7.57	10.00	1.18	69.73	-0.77
Time-Off Awards 11 - 20 hours: Awards Given	94	12.50	12.19	9.09	13.11

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Total Hours	1516	183.33	198.77	109.09	196.72
Time-Off Awards 11 - 20 Hours: Average Hours	16.13	20.38	2.52	109.09	4.38
Time-Off Awards 21 - 30 hours: Awards Given	75	13.89	9.57	27.27	11.48
Time-Off Awards 21 - 30 Hours: Total Hours	1797	333.33	229.17	654.55	275.41
Time-Off Awards 21 - 30 Hours: Average Hours	23.96	33.33	3.70	218.18	0.00
Time-Off Awards 31 - 40 hours: Awards Given	36	1.39	5.40	0.00	1.64
Time-Off Awards 31 - 40 Hours: Total Hours	1408	55.56	211.11	0.00	65.57
Time-Off Awards 31 - 40 Hours: Average Hours	39.11	55.56	6.03	0.00	65.57
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	84	12.50	10.65	9.09	13.11
Cash Awards: $501 - $999: Total Amount	63434	9145.83	8119.60	6363.64	9647.54
Cash Awards: $501 - $999: Average Amount	755.17	1016.21	117.68	6363.64	51.92
Cash Awards: $1000 - $1999: Awards Given	246	29.17	33.49	27.27	29.51
Cash Awards: $1000 - $1999: Total Amount	362757	42023.61	49597.69	32909.09	43667.21
Cash Awards: $1000 - $1999: Average Amount	1474.62	2001.13	228.56	10969.73	383.84
Cash Awards: $2000 - $2999: Awards Given	135	13.89	18.36	18.18	13.11
Cash Awards: $2000 - $2999: Total Amount	325698	32388.89	44440.12	43518.18	30381.97
Cash Awards: $2000 - $2999: Average Amount	2412.58	3238.89	373.45	21759.09	-100.82
Cash Awards: $3000 - $3999: Awards Given	73	9.72	9.41	18.18	8.20
Cash Awards: $3000 - $3999: Total Amount	251979	35402.78	32417.59	66527.27	29790.16
Cash Awards: $3000 - $3999: Average Amount	3451.77	5057.54	531.44	33263.64	-28.80
Cash Awards: $4000 - $4999: Awards Given	29	4.17	3.55	0.00	4.92
Cash Awards: $4000 - $4999: Total Amount	125621	18212.50	15286.57	0.00	21496.72
Cash Awards: $4000 - $4999: Average Amount	4331.76	6070.83	664.63	0.00	7165.57

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $5000 or more: Awards Given	31	4.17	4.32	0.00	4.92
Cash Awards: $5000 or more: Total Amount	280375	27176.39	40248.15	0.00	32077.05
Cash Awards: $5000 or more: Average Amount	9044.35	9058.79	1437.43	0.00	10692.34

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 No

    b. Other Types of Recognition (PWTD) Answer No

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 20 reporting period applicant flow data was unavailable. Therefore, BSEE was unable to determine the percentage of qualified internal applicants by disability distribution.

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 2020, applicant flow data was unavailable. Therefore, BSEE was unable to determine the percentage of qualified internal applicants by disability distribution.

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

During FY 2020, applicant flow data was unavailable. 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.

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

During FY 2020, applicant flow data was unavailable. The agency was unable to identify triggers involving PWTD 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

During FY 2020, applicant flow data was unavailable. 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

During FY 2020, applicant flow data was unavailable. 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

In FY 2020, data was not available to conduct this analysis.

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

In FY 2020, data was not available to conduct this analysis.

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 No

BSEE HRD has recently adopted a quarterly reporting of current Schedule A appointments within all serviced organizations so that management officials are aware of their ability to convert eligible Schedule A appointments to competitive service appointments.

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	6	1.37	0.72
Permanent Workforce: Retirement	28	6.85	3.29
Permanent Workforce: Other Separations	40	9.59	4.72
Permanent Workforce: Total Separations	75	17.81	8.87

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	6	0.00	0.79
Permanent Workforce: Retirement	28	27.27	3.29
Permanent Workforce: Other Separations	40	18.18	4.99
Permanent Workforce: Total Separations	75	45.45	9.20

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 The Department of the Interior (DOI) is committed to making its ICT accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. If an individual with a disability believes that a bureau or office has failed to procure ICT conforming to Section 508, that individual has the right to file a complaint with the DOI Office of Civil Rights (OCR). The OCR shall apply the complaint procedures outlined in 43 CFR Part 17, Subpart E, which are established to implement Section 504 for resolving allegations of discrimination in a Federally conducted program or activity. Complaints must be submitted in writing to DOI’s OCR at the following address: U.S. Department of the Interior Attn: Director, Office of Civil Rights 1849 C Street, N.W.

MS-4309 Washington, D.C. 20240

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.

DOI https://www.doi.gov/accessibility and https://www.doi.gov/accesscenter/ and https://www.doi.gov/pmb/eeo/public-civil-rights How to File A Public Civil Rights Complaint Within 180 days of the date of the alleged discrimination, a signed, written complaint should be filed with the Director, Office of Civil Rights, Department of the Interior, 1849 C Street, NW Washington, DC, 20240. The complaint should include your name, address, zip code, and telephone number; the name and address of the alleged discriminatory official(s) and/or public entity; the nature of the complaint, the basis of the complaint (race, color, national origin, gender, age, sex and/or disability), and the date the alleged discrimination occurred. If the alleged discrimination occurred outside DOI jurisdiction, we will forward your complaint to State or Federal agency that has jurisdiction. You can read more about the PCR complaint process in Civil Rights Directive 2011-01.

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

The U.S. Department of the Interior (DOI) is committed to making its information and communication technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. Section 508 is a Federal law that requires agencies to provide individuals with disabilities access to electronic and information technology and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. To meet this commitment, our web templates have been designed to meet or exceed the Section 508 standards and to conform to the W3C Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. 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. If you would like to file a Section 508 related complaint, please submit the complaint in writing to the DOI Office of Civil Rights at the following address: U.S. Department of the Interior Director, Office of Civil Rights Mail Stop 4309 1849 C Street N.W. Washington, D.C. 20240 During the reporting period the agency provided several trainings not limited to: Creating Section 508-Compliant Electronic Documents Creating Section 508-Compliant MS Excel Spreadsheet Section 508 of the Rehabilitation Act requires Federal agencies to make their Information and Communication Technology (ICT) accessible to people with disabilities. The law (29 U.S.C. 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. Content creators are responsible for Section 508 compliance. These courses provide step-by-step instructions to assist employees in creating accessible documents and spreadsheets that are compliant with Section 508. DOI Digital Week - four days of immersive presentations designed to engage employees of all levels, taking a closer look at the solutions available to complement mission needs. Accessibility training is available to increase awareness of Section 508 policies and procedures and how to make technology accessible. Courses and presentations are also available for DOI's enterprise solutions, to help users better understand the features and functionality of DOI's Microsoft and Adobe products. Creative Comms- Inclusive Socia Media: Making Images Accessible - Sid Sharma, Alex Lindeman and Kristi Rugg who shared best practices and methods for creating high-quality messages to accompany visuals.

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 time for processing initial request for reasonable accommodations is four (4) 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's reasonable accommodation program is highly effective. It provides for a timely decision on a request after engaging in the interactive accommodation process as well as providing for an administrative appeal process. Training is made available to managers and supervisors via virtual courses, at employee orientation and in manager sessions. Reasonable accommodation requests are tracked in a database and regularly assessed to note trends and other issues.

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.

Section VIII: Identification and Removal of Barriers

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

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

   Answer No

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

   Answer N/A

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

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

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