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

*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

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

The Agency issued the Hiring Goals for People with Disabilities Memorandum on October 24, 2019. This memorandum was issued to HR and hiring managers describing the agency’s commitment to meeting the hiring goals as set forth under Section 501 the Rehabilitation Act of 1973.

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

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.
Section III: Program Deficiencies In The Disability Program

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Distribute reasonable accommodation procedures to employees.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Jan 31, 2019</td>
</tr>
<tr>
<td>Completion Date</td>
<td>Dec 16, 2019</td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td>Nov 20, 2019</td>
</tr>
<tr>
<td></td>
<td>Dec 13, 2019</td>
</tr>
<tr>
<td></td>
<td>Jan 31, 2020</td>
</tr>
<tr>
<td>Accomplishments</td>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Implement AAP for individuals with disabilities.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2021</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Agency post affirmative action plan on its public website</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2023</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

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.
Currently, we have 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.

If an applicant applies to a position with our agency using Schedule A eligibility, the 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.

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.

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

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.

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.

N/A

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

   b. New Hires for Permanent Workforce (PWTD) Answer No
Among the new hires in the permanent workforce, triggers exist for PWD (5.56%) which falls below the 12% benchmark.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(%)</td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: No

Triggers exist for PWD (1.85%) among qualified external applicants for the Miscellaneous Administration and Programs (0301) position.

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: No

In comparison to the benchmarks, triggers exist for PWD among qualified internal applicants for promotions to the Management and Program Analysis/0343 (5.56%), the General Natural Resources Management & Bio Sciences/0401 (1.85%), and the Petroleum Engineer/0881 (5.56%) positions in FY19.

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: No

In comparison to the benchmarks, triggers exist for PWD among selections for Miscellaneous Administrative Programs/0301 (3.70%) and Geologist/1350 (5.56%) positions in FY19.
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.

N/A

B. CAREER DEVELOPMENT OPPORTUNITIES

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.

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (%)</td>
<td>Applicants (#)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

a. Applicants (PWD)  
Answer  No

b. Selections (PWD)  
Answer  No

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

a. Applicants (PWTD)  
Answer  No

b. Selections (PWTD)  
Answer  No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)  
Answer  No

b. Awards, Bonuses, & Incentives (PWTD)  
Answer  No

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
</tr>
</tbody>
</table>

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  Yes

b. Pay Increases (PWTD)  
Answer  No

In FY 2019, the agency identified triggers involving PWD who received a quality step increase (5.56%) and who received a pay based performance award (3.7%).

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Based Pay Increase</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 Yes

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

In FY 2019, the percentage of PWD among the qualified internal selections for promotion at a GS-14 (2.5%) and GS-13 (10%) fell below the benchmark.

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
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.

<table>
<thead>
<tr>
<th>Grade GS-13</th>
<th>Qualified Internal Applicants (PWD)</th>
<th>Answer</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal Selections (PWD)</td>
<td>Answer</td>
<td>No</td>
</tr>
</tbody>
</table>

In FY 2019, the percentage of PWD among the new hires at a grade GS-13 (2.5%) fell below 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.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Qualified Internal Applicants (PWTD)</th>
<th>Answer</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-13</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualified Internal Applicants (PWD)</th>
<th>Answer</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives</td>
<td>i.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Managers</td>
<td>i.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td>i.</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
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  N/A

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

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
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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

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<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
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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.

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.boem.gov/about-boem/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.
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.

N/A

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.)

These statements are accessible via DOI.gov policies that are available for public review. Additionally, all positions advertised through posted vacancy announcements via the USAJobs website have a built in reasonable accommodation statement that applicants can view.

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.

N/A

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?
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: No

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

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

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

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