

## 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 |

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	36	9	25.00	2	5.56
Grades GS-11 to SES	311	46	14.79	13	4.18

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

Throughout FY 20, OSMRE hiring managers and supervisors were made aware of numerical goals during briefings and disability related trainings. All supervisors and managers were provided with the FY 19 MD-715 report. OSMRE Executive Council and Managers were briefed regarding OSMRE workforce statistics and numerical goals within our State of Agency briefing.

### 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	0	0	
Processing applications from PWD and PWTD	1	0	0	Aron Kebrab HR Specialist akebrab@osmre.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Leslie Gregoire HR Specialist lgregoire@osmre.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Aurelia Bewaji HR Benefits Specialist abewaji@osmre.gov
Architectural Barriers Act Compliance	1	0	0	James Maurice Banks Safety and Occupational Health Manager jbanks@osmre.gov
Section 508 Compliance	1	0	0	Rueben Molina Associate Chief Information Officer rmolina@osmre.gov

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

Aurelia Bewaji, Reasonable Accommodation Program Manager – attended Reasonable Accommodation Training (8 HRs) in FY19

**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 FY 20, OSMRE provided sufficient funding and other resources to successfully implement the disability program.

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
<b>Objective</b>	Create and utilize exit interviews that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities. Continue working with Human Resources Officer and Chief Information Officer to identify funding and software to gather data.		
<b>Target Date</b>	Jan 1, 2019		
<b>Completion Date</b>	Sep 30, 2020		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2018	March 2, 2020	Fine tune exit interview form to be utilized by EEO staff to be use as part of exit interview process that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.
	Jan 1, 2019	March 2, 2020	Incorporate the survey form into the OSMRE employee separation process and provide communication to OSMRE managers of their role in advising staff to complete the survey during the separation process.
	Dec 1, 2019	November 7, 2019	Meet with the Human Capital Office Staff to learn more about the existing exit interview process.
	Dec 1, 2019	November 29, 2019	Explore low-cost alternatives (i.e. Survey Monkey, Google Forms etc.) to administer the survey questions to separating employees.
	Sep 30, 2020	September 30, 2020	Provide quarterly reports (as needed) of survey findings and recommendations for enhancing recruitment, career development and retention strategies to OSMRE senior leadership.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	OSMRE has officially introduced exit interview surveys into the separation process for OSMRE employees. The Affirmative Employment Program Manager (AEP) has provided qualitative feedback regarding the survey responses to OSMRE leadership. Moving forward, the AEP Manager will continue to work with OSMRE leadership use this data to enhance our outreach, recruitment and retention efforts.	

<b>Brief Description of Program Deficiency</b>	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.		
<b>Objective</b>	Ensure annual affirmative action plan is posted annually on agency's public website.		
<b>Target Date</b>	Feb 1, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Nov 8, 2019		Determine the procedures for getting the documents 508 compliant prior to posting.
	Aug 31, 2020		Coordinate with the Office of Communications to upload and post onto the websites.
	Aug 31, 2020		Announce and market the posting of the plans across OSMRE.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	Although staffing changes in FY 20 hindered full implementation efforts, the Office for Equal Opportunity Director has met with the OSMRE Chief Information Officer to devise an action plan to address this program deficiency moving forward. Office of Information Technology will take the necessary steps to inquire dedicated FTE resource to manage OSMRE 508 Program efforts. The Office of Communications continues to issue guidance and training resource materials to all OSMRE employees to learn more making documents 508 accessible prior to dissemination.	

<b>Brief Description of Program Deficiency</b>	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		
<b>Objective</b>	Re-survey the OSMRE workforce on a regular basis.		
<b>Target Date</b>	Oct 1, 2018		
<b>Completion Date</b>	Sep 30, 2020		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 1, 2018	June 15, 2020	Send out notification to OSMRE workforce providing information on how to update disability and demographic information in Employee Express.
	Dec 1, 2019	November 1, 2019	Develop a communications package to include an "All OSMRE" memorandum to announce campaign.
	Dec 1, 2019	November 7, 2019	Meet and coordinate with HR staff to determine which if any OSMRE personnel databases/application systems have a personnel self-reporting feature (i.e. Employee Express) for end users.
	Dec 31, 2020	November 6, 2020	Analyze and track changes in workforce participation for PWDs and PWTDS.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	OEO partnered with HR to develop a joint communication memo to announce our efforts in ensuring we have accurate information and adequate resources related to outreach, hiring, access and providing reasonable accommodations. OSMRE Agency Director issued the memo to encourage OSMRE employees to ensure their RNO and disability data is accurate and up to date in Employee Express. OSMRE continues to collect RNO and disability data for all employees.	

## 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 PWTDD

### 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.

When applicable, OSMRE HR emails our open vacancies to the Department of Army, Transition Coordinator, Warrior Transition Battalion at Ft. Belvoir, VA for dissemination to veterans transiting from military careers to civilian careers. In addition, we collaborate with the Department to continue to foster relationships with representatives from diverse hiring sources (i.e., DOL, Vocational Rehabilitation Office, Office of Personnel Management (OPM), VA, etc.) to increase the applicant pool. Managers and supervisors attend mandatory training series on Veteran Hiring Flexibilities (Veteran Recruitment Authority and 30% or more) to communicate benefits and targeted recruitment strategies for Mission Critical Occupations. OSMRE attends various recruitment and outreach events for hiring individuals in underrepresented groups, to include disabled veterans. While at the career fair OSMRE collected resumes from veterans, provided a demonstration on how to navigate through USAJobs, and how to utilize their veterans’ preference. Resumes are collected and reviewed to determine if any qualified applicants for OSMRE open vacancies.

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 PWTDD for positions in the permanent workforce

When OSMRE utilizes Schedule A hiring authority Recruitment Staff collaborated with hiring Managers and EEO Specialists to review and approve requests to fill vacancies, which included discussions on recruitment strategies, policies, and area of consideration to reach diverse candidates, including disabled Veterans.

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 of an application for a Schedule A appointment, OSMRE verifies that the applicant provided proof of their disability by submitting the appropriate documentation from: (a) A licensed medical professional; (b) A certified rehabilitation professional; or (c) Any Federal, state, District of Columbia, or US Territory agency that issues or provides disability benefits. The proof of disability maybe in the form of a letter, certifying that the applicant has a disability. The letter must clearly state that the applicant is qualified for an appointment under the Schedule A Appointing Authority. HR conducts a qualification analysis to determine if the applicant meets the qualification requirements for the position under the Office of Personnel Management qualification requirements, contacts the hiring official, and explains/provides guidance for hiring a Schedule A appointee under the Special Hiring Authority.

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

Throughout the FY 20, OSMRE hiring managers and supervisors are routinely made aware of hiring Authorities through many ongoing trainings and during each pre-vacancy meetings, a discussion takes place regarding hiring authorities.

**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.

In FY 20, OSMRE worked with the Department and partnered with local military installations to provide training, mentorship, advice and guidance in the areas of federal employment, federal resumes, interview skills, etc. Continuing into FY20, OSMRE will work with the Department to continue to foster relationships with representatives from diverse hiring sources (i.e., DOL, Vocational Rehabilitation Office, Office of Personnel Management (OPM), VA, etc.) to increase the applicant pool.

**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	17	5.88	0.00	0.00	0.00

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

The agency has not established a system to monitor the PWD and PWTD qualified applicant pool for new hires into mission critical occupations. The agency will work with the Department to implement a system.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0301MISCELLANEOUS ADMINISTRATION AND PROGRAM	0	0.00	0.00	0.00	0.00
0340PROGRAM MANAGEMENT	0	0.00	0.00	0.00	0.00
0343MANAGEMENT AND PROGRAM ANALYSIS	0	0.00	0.00	0.00	0.00
0501FINANCIAL ADMINISTRATION AND PROGRAM	0	0.00	0.00	0.00	0.00
0510ACCOUNTING	0	0.00	0.00	0.00	0.00
0511AUDITING	0	0.00	0.00	0.00	0.00
0810CIVIL ENGINEERING	0	0.00	0.00	0.00	0.00

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

The agency has not established a system to monitor the PWD and PWTD relevant applicant pool for internal qualified applicants into mission critical occupations. The agency will work with the Department to implement a 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

The agency has not established a system to monitor the PWD and PWTD internal qualified applicants promoted into mission critical

occupations. The agency will work with the Department to implement a system.

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

As outlined, in the EEOC’s Management Directive 715 (MD-715) annual report assessment OSMRE will begin resurveying the OSMRE workforce on an annual basis encourage self-identification of disabilities. The aim of this effort to ensure sufficient resources are obligated to activities related to conducting outreach, hiring, ensuring access, providing reasonable accommodations, and retaining PWDs and PWTDs. OSMRE will continue to provide reasonable accommodations for known physical and intellectual limitations to allow qualified employees and all applicants with disabilities (to include disabled veterans) to perform the essential functions of a position and enjoy equal benefits and privileges of employment. OSMRE OEO will continue provide reasonable accommodation training to its internal stakeholders, including disabled veterans, on the services it provides, eligibility requirements, and application procedures on a quarterly basis. We will maintain its partnership with the Computer/Electronic Accommodations Program (CAP) to provide assistive technology and information, along with related devices and services to disabled Veterans for job enhancement. EEO staff will continue providing in-depth workforce data reporting on a quarterly basis to OSMRE management to monitor progress towards a diverse and inclusive workforce. HR staff and EEO staff will continue to consult with hiring managers to fill vacancies taking into consideration PWD and PWTD hiring authorities and the utilization of WRP and OPM Max list of PWD’s. OSMRE will continue to use Individual Development Plans (IDP) as a tool to enhance career opportunities.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

OSMRE continued to use Individual Development Plans (IDP) as a tool to enhance career opportunities. OSMRE managers continued to utilize job rotations and temporary acting assignments. OSMRE will continue the process of phasing in a vigorous Bureau-wide mentoring program with the following goals: • broaden understanding of the organization, • share and expand knowledge and expertise, • encourage critical skills transfer and professional development, • build and sustain opportunities for career growth, • promote collaborative leadership, • improve business practices, and • develop leadership skills at all levels. This program is expected to increase employee confidence, trust, diversity and productivity. Due to limited staffing resources, the global pandemic and other competing priorities we were unable to roll out this effort in FY 20 however, we endeavor to move it forward in FY 22.

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 (%)
Training Programs	48	48	2.1%	2.1%	4.2%	4.2%
Detail Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

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

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer Yes

Training Programs There is a trigger identified because the Inclusion rate for PWD is less than Inclusion rate for Pw/oD 48 (total applicants) – 1 (PWD applicants) = 47 Inclusion rate: 1/59 (total # of PWDs) = 1.69% Benchmark Inclusion rate: 47/48 (total # of PWDs) = 97.9% 48 (total selectees) – 1 (PWD selectees) = 47 Inclusion rate: 1/59 (total # of PWDs) = 1.69% Benchmark Inclusion rate: 47/48 (total # of PWDs) = 97.9%

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

Training Programs There is a trigger identified because the Inclusion rate for PWTD is less than Inclusion rate for Pw/oTD 48 (total applicants) – 2 (PWTD applicants) = 46 Inclusion rate: 2/14 (total # of PWTDs) = 14.3% Benchmark Inclusion rate: 46/48 (total # of PWDs) = 95.8% 48 (total selectees) – 2 (PWTD selectees) = 46 Inclusion rate: 2/14 (total # of PWTDs) = 14.3% Benchmark Inclusion rate: 46/48 (total # of PWDs) = 95.8%

**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

Time-Off Awards (PWDs) < 20 hours: There is yes a trigger identified because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oD: 96 (total awarded given) – 12 (PWD awarded hours) = 84 Inclusion rate: 12/59 (total # of PWDs) = 20.34% Benchmark inclusion rate: 84/314 (total # of PW/oDs) = 26.75%. Time-Off Awards (PWTDs) < 20 hours: There is no trigger identified because the Inclusion rate for PWTD is higher than Inclusion rate for Pw/oTD: 96 (total awarded hours) – 4 (PWTD awarded hours) = 92 Inclusion rate: 4/14 (total # of PWTDs) = 28.57% Benchmark inclusion rate: 82/314 (total # of PW/oTDs) = 26.11%. Time-Off Awards (PWDs) > 20 hours: There is a trigger identified because the Inclusion rate for PWD is less than Inclusion rate for Pw/oD: 82 (total awarded hours) – 8 (PWD awarded hours) = 74 Inclusion rate: 2/55 (total # of PWDs) = 3.64% Benchmark inclusion rate: 74/314 (total # of PW/oDs) = 23.57%. Time-Off Awards (PWTDs) > 20 hours: There is a trigger identified because the Inclusion rate for PWTD is less than Inclusion rate for Pw/oTD: 82 (total awarded hours) – 2 (PWTD awarded hours) = 80 Inclusion rate: 2/14 (total # of PWTDs) = 14.29% Benchmark inclusion rate: 80/314 (total # of PW/oTDs) = 25.48%. Cash Awards (PWDs) – up to \$1000 There is a trigger identified because the Inclusion rate for PWD is less than Inclusion



rate for Pw/oD: 161 (total cash awards given) – 26 (PWD cash awards given) = 135 Inclusion rate: 26/55 (total # of PWDs) = 19.26% Benchmark inclusion rate: 135/314 (total # of PW/oDs) = 42.99%. Cash Awards (PWTDS) – up to \$1,000 There is a trigger identified because the Inclusion rate for PWD is less than Inclusion rate for Pw/oTD: 161 (total cash awards given) – 6 (PWTD cash awards given) = 155 Inclusion rate: 6/14 (total # of PWTDS) = 42.86% Benchmark inclusion rate: 155/314 (total # of PW/oTDs) = 49.36%. Cash Awards (PWTDS) - \$1000 - \$3,000 There is no trigger identified because the Inclusion rate for PWD is greater than Inclusion rate for Pw/oD: 242 (total cash awards given) – 40 (PWD cash awards given) = 202 Inclusion rate: 42/55 (total # of PWDs) = 76.36% Benchmark inclusion rate: 202/314 (total # of PW/oDs) = 64.33%. Cash Awards (PWTDS) - \$1,000- \$3,000 There is a trigger identified because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oTD: 242 (total cash awards given) – 9 (PWTD cash awards given) = 233 Inclusion rate: 9/14 (total # of PWTDS) = 64.29% Benchmark inclusion rate: 233/314 (total # of PW/oTDs) = 74.20%. Cash Awards (PWTDS) - \$3,000 - \$5,000 There is no trigger identified because the Inclusion rate for PWD is greater than Inclusion rate for Pw/oD: 28 (total cash awards given) – 1 (PWD cash awards given) = 27 Inclusion rate: 27/55 (total # of PWDs) = 49.09% Benchmark inclusion rate: 27/293 (total # of PW/oDs) = 9.22%. Cash Awards (PWTDS) - \$3,000- \$5,000 There is a trigger identified because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oTD: 28 (total cash awards given) – 0 (PWTD cash awards given) = 28 Inclusion rate: 0/14 (total # of PWTDS) = 0.00% Benchmark inclusion rate: 28/293 (total # of PW/oTDs) = 9.56%. Cash Awards (PWTDS) - \$5,000+ There is a trigger identified because the Inclusion rate for PWD is less than Inclusion rate for Pw/oD: 10 (total cash awards given) – 0 (PWD cash awards given) = 10 Inclusion rate: 0/55 (total # of PWDs) = 0.00% Benchmark inclusion rate: 10/293 (total # of PW/oDs) = 3.41%. Cash Awards (PWTDS) - \$5,000+ There is a trigger identified because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oTD: 10 (total cash awards given) – 0 (PWTD cash awards given) = 10 Inclusion rate: 0/14 (total # of PWTDS) = 0.00% Benchmark inclusion rate: 10/314 (total # of PW/oTDs) = 3.18%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	46	10.91	13.67	20.00	7.50
Time-Off Awards 1 - 10 Hours: Total Hours	430	101.82	127.34	186.67	70.00
Time-Off Awards 1 - 10 Hours: Average Hours	9.35	16.96	3.35	62.20	0.00
Time-Off Awards 11 - 20 hours: Awards Given	50	10.91	14.75	6.67	12.50
Time-Off Awards 11 - 20 Hours: Total Hours	898	196.36	264.03	106.67	230.00
Time-Off Awards 11 - 20 Hours: Average Hours	17.96	32.73	6.44	106.67	5.00
Time-Off Awards 21 - 30 hours: Awards Given	25	7.27	7.19	6.67	7.50
Time-Off Awards 21 - 30 Hours: Total Hours	688	181.82	200.72	186.67	180.00
Time-Off Awards 21 - 30 Hours: Average Hours	27.52	45.45	10.04	186.67	-7.50
Time-Off Awards 31 - 40 hours: Awards Given	56	7.27	17.99	6.67	7.50
Time-Off Awards 31 - 40 Hours: Total Hours	2086	272.73	671.94	266.67	275.00
Time-Off Awards 31 - 40 Hours: Average Hours	37.25	68.18	13.44	266.67	-6.25
Time-Off Awards 41 or more Hours: Awards Given	1	0.00	0.36	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	48	0.00	17.27	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	48	0.00	17.27	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	69	27.27	16.19	26.67	27.50
Cash Awards: \$501 - \$999: Total Amount	54020	21436.36	12566.91	21166.67	21537.50
Cash Awards: \$501 - \$999: Average Amount	782.9	1429.09	279.27	5291.67	-19.38
Cash Awards: \$1000 - \$1999: Awards Given	182	52.73	52.16	40.00	57.50
Cash Awards: \$1000 - \$1999: Total Amount	254409	73341.82	73404.68	55520.00	80025.00
Cash Awards: \$1000 - \$1999: Average Amount	1397.85	2529.04	506.24	9253.33	7.43
Cash Awards: \$2000 - \$2999: Awards Given	60	20.00	15.83	20.00	20.00
Cash Awards: \$2000 - \$2999: Total Amount	141737	48792.73	37110.07	51346.67	47835.00
Cash Awards: \$2000 - \$2999: Average Amount	2362.28	4435.71	843.41	17115.53	-319.23
Cash Awards: \$3000 - \$3999: Awards Given	19	1.82	6.12	0.00	2.50
Cash Awards: \$3000 - \$3999: Total Amount	62773	6867.27	19802.16	0.00	9442.50
Cash Awards: \$3000 - \$3999: Average Amount	3303.84	6867.27	1164.83	0.00	9442.50
Cash Awards: \$4000 - \$4999: Awards Given	9	0.00	2.52	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	40590	0.00	11686.33	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4510	0.00	1669.47	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	10	0.00	3.60	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	187850	0.00	67571.94	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	18785	0.00	6757.19	0.00	0.00

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 Yes

Quality Step Increases (QSIs) (PWDs) There is a trigger identified because the Inclusion rate for PWD is less than Inclusion rate for Pw/oD: 21 (total step increases given) – 1 (PWD cash awards given) = 20 Inclusion rate: 1/55 (total # of PWDs) = 1.82% Benchmark inclusion rate: 20/314 (total # of PW/oDs) = 6.37%. Quality Step Increases (QSIs) (PWTd) There is a trigger identified because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oTD: 20 (total cash awards given) – 0 (PWTd cash awards given) = 20 Inclusion rate: 0/14 (total # of PWTd) = 0.00% Benchmark inclusion rate: 20/314 (total # of PW/oTDs) = 6.36%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	6	0.00	2.16	0.00	0.00

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

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

The agency currently does not have an established system to monitor the PWD and PWTD other types of employee recognition. The agency will work to implement a system.

**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 Yes
  - ii. Internal Selections (PWD) Answer Yes

For GS-13, after reviewing the relevant pool of candidates 28 PWDs, there was one external hire was selected with disabilities. For GS-14, after reviewing the relevant pool of candidates 15 PWDs, there was one external hire was selected with disabilities. For GS-15, after reviewing the relevant pool of candidates three PWDs, there was one external hire was selected with disabilities. The agency has not established a system to accurately monitor the PWD qualified internal applicants into applicants and/or selectees for promotions for positions GS-13 and above. In FY 22, the agency will work with the Department to implement a system.

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	Yes
ii. Internal Selections (PWTD)	Answer	Yes

For GS-13, after reviewing the relevant pool of candidates eight PWTDs, there was no internal hires selected with disabilities. For GS-14, after reviewing the relevant pool of candidates three PWTDs, there was one external hire was selected with disabilities. For GS-15, after reviewing the relevant pool of candidates one PWTD, there was no internal hires selected with disabilities. The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY 22, the agency will work with the Department to implement a system.

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

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

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

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

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

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

a. Executives

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

ii. Internal Selections (PWD) Answer N/A

b. Managers

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

ii. Internal Selections (PWD) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWD) Answer N/A

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

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

a. Executives

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

ii. Internal Selections (PWTD) Answer N/A

b. Managers

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

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTD) Answer N/A

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

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

a. New Hires for Executives (PWD) Answer N/A

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

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

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

- a. New Hires for Executives (PWTD) Answer N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

The agency has not established a system to monitor the PWD qualified internal applicants into applicants and/or selectees for promotions to the senior grade levels. In FY22, the agency will work with the Department to implement a system.

## 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

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 Yes

There is a trigger identified for voluntary separations because the Inclusion rate for PWD is higher than Inclusion rate for Pw/oD: 35 (total separations) – 4 (PWD separations) = 31 Inclusion rate: 31/55 (total # of PWDs) = 56.36% Benchmark inclusion rate: 31/293 (total # of PW/oDs) = 10.58%. There is no trigger identified for voluntary separations because the Inclusion rate for PWD is lower than Inclusion rate for Pw/oD: 53 (total separations) – 7 (PWD separations) = 46 Inclusion rate: 7/55 (total # of PWDs) = 12.72% Benchmark inclusion rate: 46/314 (total # of PW/oDs) = 14.64%. There is a trigger identified for involuntary separations because the Inclusion rate for PWD is higher than Inclusion rate for Pw/oD: 1 (total separations) – 0 (PWD separations) = 1 Inclusion rate: 1/55 (total # of PWDs) = 1.82% Benchmark inclusion rate: 1/314 (total # of PW/oDs) = 0.32%.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.33

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Resignation	3	1.82	0.66
Permanent Workforce: Retirement	26	0.00	8.61
Permanent Workforce: Other Separations	23	14.55	4.97
Permanent Workforce: Total Separations	53	16.36	14.57

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

There is no trigger identified for voluntary separations because the Inclusion rate for PWTD is lower than Inclusion rate for Pw/oTD: 53 (total separations) – 0 (PWTD separations) = 53 Inclusion rate: 0/14 (total # of PWTDs) = 0.00% Benchmark inclusion rate: 53/314 (total # of PW/oTDs) = 16.88%. There is a trigger identified for involuntary separations because the Inclusion rate for PWTD is higher than Inclusion rate for Pw/oTD: 53 (total separations) – 0 (PWTD separations) = 53 Inclusion rate: 0/14 (total # of PWTDs) = 0.00% Benchmark inclusion rate: 53/293 (total # of PW/oTDs) = 16.88%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.29
Permanent Workforce: Resignation	3	0.00	0.88
Permanent Workforce: Retirement	26	0.00	7.60
Permanent Workforce: Other Separations	23	0.00	6.73
Permanent Workforce: Total Separations	53	0.00	15.50

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 the agency does collect exit interview survey data. Qualitative survey results from FY 20 does not disclose the specific reasoning for the voluntary separation for persons with 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.osmre.gov/lrg/accessibility.shtm>

- 2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.doi.gov/pmb/eo/Public-Civil-Rights>

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

Improved accessibility of facilities is under the jurisdiction of the Department. OSMRE continues to ensure that all documents are 508 Compliant prior to distribution OSMRE wide.

### 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 agency's most recent reasonable accommodation report dated March 15, 2018 shows the agency's average timeframe for processing initial reasonable accommodation request as 20 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.

All agency managers and supervisors are required to participate in a minimum of 4 hours of reasonable accommodation training. Agency is able to process reasonable accommodation request in 20 days or less.

### 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.

The Department of the Interior (DOI), Office of Human Resources developed a policy to provide guidance on Personal Assistance Services, Personnel Bulletin (PB) 17-18 for Personal Assistance Services, which became effective on January 3, 2018. The PB was distributed to employees Department-wide and was posted to both the external and internal Reasonable Accommodation web pages for the Office of Human Resources. The Office of Human Resources created a Community of Practice for Reasonable Accommodation practitioner that include representatives from all of the bureaus. The Community of Practice meets regularly to share best practices and to ensure consistency in communicating the requirements for a successful Reasonable Accommodation program.

## 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 Yes

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

Answer Yes

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	PWTDS separation rates are higher than their participation rates in the OSMRE total workforce.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	Barrier Analysis not conducted because total amount of PWTD was below 2%		At this time, no barrier has been identified.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
10/01/2018	10/01/2018	Yes	12/31/2020	03/30/2020	Create an effective exit survey tool that will collect both qualitative and quantitate data to assist the agency in the hiring, advancement and retention of individuals with disabilities.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Affirmative Employment Program Manager		Larisha Warner		Yes	
Disability Program Manager		(Vacant)		Yes	

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2018	Create exit interview form to be utilized by EEO staff for use as part of the exit interview process that will include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.	Yes	03/30/2020	03/30/2020
01/01/2019	Incorporate the survey form into the OSMRE employee separation process.	Yes	06/30/2020	06/30/2020
09/30/2022	Garner senior leadership buy-in and establish a performance incentive program to include time-off awards, cash awards/bonuses for outstanding employee performance.	Yes		
<b>Report of Accomplishments</b>				
<b>Fiscal Year</b>	<b>Accomplishment</b>			
2020	This program deficiency has been completed. OSMRE has incorporated the exit interview survey tool within separation.			

<b>Source of the Trigger:</b>	Other				
<b>Specific Workforce Data Table:</b>	Incomplete workforce table				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The agency identifies triggers do exist for PWDs and PWTDs among the applicants and/or selectees for any of the career development programs.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	At this time, no barrier has been identified.		At this time, no barrier has been identified.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
01/06/2020	09/30/2020	Yes	09/30/2022		Establish career development program opportunities which includes mentoring, training and coaching opportunities for all OSMRE employees particularly PWDs and PWTDs.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Disability Program Manager		(Vacant)		No	
Affirmative Employment Program Manager		Larisha Warner		Yes	

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
06/30/2020	Explore resource material and training opportunities through external entities such as the U.S. Department of Labor (Office of Disability Employment Policy) to determine the best practices for developing PWDs and PWTDs.	Yes	09/30/2021	
09/30/2020	Begin offering monthly Lunch & Learn series on professional growth and development to include both soft and technical skills to further develop OSMRE employees.	Yes	12/30/2021	
09/30/2021	Establish a formal career development program which will include mentoring, detail/rotational/job shadowing and coaching opportunities for OSMRE employees.	Yes	09/30/2022	
<b>Report of Accomplishments</b>				
<b>Fiscal Year</b>	<b>Accomplishment</b>			
2020	This is a new Part J action plan therefore; OSMRE has no accomplishments to report currently.			

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The agency identified triggers for awards, bonuses and incentives for PWDs and PWTDs who received time-off awards (20+ hours); cash awards (\$1,000+) and quality step increases. – Continuation from FY 19 report.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	At this time, no barrier has been identified.		At this time, no barrier has been identified.			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
09/30/2018	09/30/2020	Yes			Establish a performance incentive program to include time-off awards, cash awards/bonuses for outstanding employee performance for all employees including PWDs and PWTDs.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Human Capital Officer		Jeffery Telepo		No		
Affirmative Employment Program Manager		Larisha Warner		Yes		
Director of Office for Civil Rights		Alexie L. Rogers		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
10/01/2018	Resurvey the OSMRE workforce.			Yes	12/30/2020	06/15/2020
12/15/2018	Conduct a thorough Barrier Analysis cycle.			Yes	01/31/2022	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/0022	Garner senior leadership buy-in and establish a performance incentive program to include time-off awards, cash awards/bonuses for outstanding employee performance.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	In FY 20, 4 PWDs and 1 PWTd received time off awards (31-40 hours). 11 PWDs and 3 PWTds received cash awards totaling more than \$2,000. Lastly, 1 PWD received a quality step increase.			

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

Trigger 1 & 2 During FY 20, the OSMRE's Office for Equal Opportunity efforts were minimal concerning executing MD-715 planned activities/initiatives for this plan. Several factors impacting initiatives were the global pandemic, limited resources (staff) from the Office of Human Resources available and other competing priorities. Trigger 3 In FY 20, OSMRE completed all planned activities.

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

Trigger 1 With the introduction of the resurveying tool within OSMRE in FY 20 allowed us to properly track and plan for future initiatives to meet the needs of our OSMRE workforce. Trigger 2 No planned activities were completed in FY 20. Trigger 3 OSMRE will continue to utilize the exit interview survey results to assist us in the hiring, advancement and retention of individuals with disabilities. New training opportunities and resource materials to develop OSMRE staff is currently under development.

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.

Trigger 1 & 2 Although staffing changes in FY 20 hindered full implementation efforts. The Office for Equal Opportunity has devised an action plan and will charge the new full time Disability Program Manager with leading the efforts to address this program deficiency over the next two fiscal years. Trigger 3 The new full time Disability Program Manager will continue to monitor our efforts to develop our workforce over the next two fiscal years.