

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 Yes |

The participation rate for PWD at the GS-11 to SES grade cluster is 8.78% for FY 2019, which falls below the 12.00% goal.

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

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

- | | |
|---------------------------------|------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer No |
| b. Cluster GS-11 to SES (PWTD) | Answer Yes |

The participation rate for PWTD in the GS-11 to SES grade cluster is 1.54% for FY 2019, which falls below the 2.00% goal.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

DO provides quarterly updates on the participation, grade distribution, hiring, and separations of PWD and PWTD, allowing leadership to make informed decisions on how the agency is doing towards meeting the established goals for PWD and PWTD. The DO EEO Office, Office of Minority and Women Inclusion (OMWI), and Office of Human Resources (OHR) have included PWD and PWTD workforce participation rates compared against the established PWD and PWTD benchmarks to agency leadership, as well as to hiring managers and supervisors through use of the DO Diversity Dashboard briefings.

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	
Processing reasonable accommodation requests from applicants and employees	3	0	0	Andre Faulk EEO Director, EEO
Answering questions from the public about hiring authorities that take disability into account	5	0	0	Andre Faulk EEO Director, EEO
Special Emphasis Program for PWD and PWTD	1	0	0	Andre Faulk EEO Director, EEO
Architectural Barriers Act Compliance	4	0	0	Andre Faulk EEO Director, EEO
Processing applications from PWD and PWTD	11	0	0	Colleen Heller-Stein OHR Director, OHR
Section 508 Compliance	1	0	0	Andre Faulk EEO Director, EEO

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

OCRD and bureau EEO Officials also participate in the quarterly Federal Exchange on Employment and Disability (FEED) meeting hosted by EEOC and Department of Labor, which educates attendees on various issues and topics related to disability. Annually, all human resource (HR) professionals are required to complete online courses related to Veteran’s employment, which include disability components. This training, provided by the Department of the Treasury, is mandated by Executive Order (EO) 13518.

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

N/A

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

• Utilizes the Workforce Recruitment Program (WRP) as a source for recruiting disabled students and graduating seniors, including disabled Veterans. • Continues outreach efforts with Disability and Military Student offices to promote internship opportunities. • As a part of Treasury's "Be A Champion" initiative the Disability and Veteran's Program Managers work closely with hiring managers to identify qualified PWD and PWTD to include disabled Veterans to non-competitively hire using schedule A hiring authority.

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

Schedule A is available for use, along with Veteran Appointment Authorities to non-competitively appoint PWD, PWTD, and Veterans with a service-connected disability rating of 30% or more. The Schedule A Program Manager (PM) has established numerous external partnerships with private and public organizations that assist PWD/PWTD candidates in finding meaningful employment. The PM alerted both selecting officials and embedded HR personnel on the value of hiring external disabled applicants. Alerts were made through email communications, conference calls, and Agency-wide online (SABA) training.

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.

When individuals apply utilizing the Schedule A Hiring Authority, their applications are reviewed by the servicing HR Specialist who confirms that the applicants meet the qualification requirements of the announced position and have provided required proof of disability. Applicants applying under the Schedule A Hiring Authority who are deemed qualified are referred to the hiring manager on a Schedule A certificate of eligibility with guidance on selection procedures including the application of Veterans' preference, when applicable. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, VRA, etc.). Alternatively, when individuals submit their resumes directly to the Special Placement Program Coordinator (SPPC) for vacant positions, the SPPC refers the resumes to the designated servicing HR Specialist. The HR Specialist reviews the resumes to determine qualifications. If qualifications and Schedule A eligibility are met, the resumes are then forwarded to the hiring manager for consideration, with guidance on selection procedures, including the application of Veterans' preference, when applicable.

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

All managers and hiring officials are encouraged to complete the Treasury’s Be a Champion Road Show training focusing on employing PWD, PWTD, and Veterans under the available special hiring authorities, such as Schedule A. All Treasury managers, supervisors, and selected human resource professionals were required to complete online courses related to disability and Veteran’s employment training by March 2019. This training, provided by the Department of the Treasury, is mandated by EO 13518 and assigned to those individuals required to take it in Integrated Talent Management (ITM). This training is provided to all newly-hired managers or those who become managers and selected HR Professionals throughout the year, and annually to managers, supervisors, and selected HR Professionals.

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.

The Department engages with varied organizations such as Department of Vocational Rehabilitation Centers, Veterans Administration (VA) and Department of Labor Employment Service by partnering, providing lectures, and attending on-site presentations and classroom visits to develop stronger relationships with college students and professors, and with college campus clubs and groups that maintain focus on students with disabilities. Meetings with various organizations that support disability employment, such as Wounded Warriors and Department of Vocational Rehabilitation Centers are held periodically to share Treasury’s process for providing vacancy announcements, and share information about opportunities, including career development tracks. Through a Memorandum of Understanding, Treasury maintains a working relationship with the Computer/Electronic Accommodation Program (CAP) to secure devices frequently used by PWD and PWTD. The existing sign language interpreter contract ends in FY 2019, therefore the Department is exploring a new sign language interpreter contract to provide an effective and efficient procedure for providing sign language interpreters beginning FY 2020.

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 Yes

• PWD Hires: 6.19% vs 12.0% • PWTD Hires: 0.44% vs 2.0%

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	0				

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

FY 2019 Hires Qualified vs. Hires Qualified vs. Hires 0110 (28) Hires: PWD: 5.18% - 0.00% PWTD: 3.16% - 0.00% 0132 (35) Hires: PWD: 6.87% - 11.43% PWTD: 3.57% - 0.00% 0905 (16) Hires: PWD: 3.66% - 0.00% PWTD: 0.52% - 0.00% 1160 (13) Hires: PWD: 4.91% - 0.00% PWTD: 1.84% - 0.00% 2210 (16) Hires: PWD: 7.77% - 6.25% PWTD: 4.41% - 0.00% Triggers were noted when comparing the qualified applicant flow data with the hires for PWD and PWTD in all of the mission-critical occupational series, except in the 0132 series for PWD.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

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 No
- b. Qualified Applicants for MCO (PWTD) Answer No

N/A

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 No
- b. Promotions for MCO (PWTD) Answer No

N/A

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.

Treasury offers career development opportunities to all Treasury (including DO) employees via non-competitive details and promotions (e.g., career-ladder positions, competitive details, and merit promotions). Encourage diverse employee (including PWD/PWTD) participation in management, leadership, and career development programs through employee network groups (ENGs) and the variety of other communication venues throughout the agency. Developmental opportunities will continue to be broadly communicated to all employees through internal weekly and monthly newsletters, internet website postings, and shared by ENGs. Managers will be reminded to consider permanently assigning PWD/PWTD for development opportunities as part of their Individual Development Planning process. All vacancy announcements will be posted on the Treasury’s internal careers website.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

DO does not have a formal mentoring program, nor does DO have a formal career development program where upon graduation, the employee is eligible for promotion. However, the Treasury Executive Institute (TEI) offers DO employees the opportunity for individual coaching services for a six-month period. TEI's coaching services assist DO employees with achieving professional goals, solve individual leadership challenges, and develop leadership attributes.

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						
Detail Programs						
Coaching Programs						
Fellowship Programs						
Internship Programs						
Other Career Development Programs						
Mentoring Programs						

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

N/A

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

N/A

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

The inclusion rate for PWD (3.75%) and PWTD (0.00%) falls below the inclusion rate for employees with no disability (6.60%) for time off awards between 21-30 hours. The inclusion rate for PWTD (0.00%) fell below the inclusion rate for employees with no disability (6.60%) for time off awards 31-40 hours. The inclusion rate for PWTD (7.14%) fell below the inclusion rate for employees with no disability (14.11%) for cash awards \$500 and under. The inclusion rate for PWD (20.63%) and PWTD (21.43%) fell below the inclusion rate for employees with no disability (24.10%) for cash awards \$1000-1999. The inclusion rate for PWD (11.88%) and PWTD (3.57%) fell below the inclusion rate for employees with no disability (15.81%) for cash awards \$2000-2999. The inclusion rate for PWTD (3.57%) fell below the inclusion rate for employees with no disability (6.86%) for cash awards \$3000-3999. The inclusion rate for PWD (1.88%) and PWTD (3.57%) fell below the inclusion rate for employees with no disability (3.79%) for cash awards \$4000-4999. The inclusion rate for PWD (0.63%) and PWTD (0.00%) fell below the inclusion rate for employees with no disability (1.44%) for cash awards \$5000 or More.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards					

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

The inclusion rate for PWD (4.38%) and PWTD (0.00%) fell below the inclusion rate for employees with no disability (6.73%) for quality step increases.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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

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

D. PROMOTIONS

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

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

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

Applicants / Qualified / Promotions Grade GS-15 (PWD): 7.69% - 0.00% - 0.00%
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2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

N/A

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

Qualified / Hired Grade GS-13 (PWD): 6.45% - 5.77% SES (PWD): 8.86% - 4.76%

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer Yes
- b. New Hires to GS-15 (PWTB) Answer Yes
- c. New Hires to GS-14 (PWTB) Answer Yes
- d. New Hires to GS-13 (PWTB) Answer Yes

Qualified / Hired Grade GS-13 (PWTB): 3.33% - 0.00% Grade GS-14 (PWTB): 2.45% - 0.00% Grade GS-15 (PWTB): 3.53% - 0.00% SES (PWTB): 5.18% - 4.76%

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

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

N/A

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer No

- ii. Internal Selections (PWTD) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No

N/A

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 Yes
 - c. New Hires for Supervisors (PWD) Answer No

Qualified / Hired Managers (PWD): 11.36% - 0.00%

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 Yes
 - b. New Hires for Managers (PWTD) Answer Yes
 - c. New Hires for Supervisors (PWTD) Answer No

Qualified / Hired Executives (PWTD): 4.09% - 3.13% Managers (PWTD): 4.55% - 0.00%

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

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 Yes

b.Involuntary Separations (PWD)

Answer Yes

The inclusion rate for PWD (12.42%) exceeded the rate of persons with no disability (0.42%) for voluntary separations. For involuntary separations, the inclusion rate for PWD (3.73%) exceeded the rate of persons with no disability (1.30%).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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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 Yes

b.Involuntary Separations (PWTD)

Answer Yes

The inclusion rate for PWTD (14.29%) exceeded the rate of persons with no disability (0.42%) for voluntary separations. For involuntary separations, the inclusion rate for PWTD (3.57%) exceeded the rate of persons with no disability (1.30%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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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.

During the period of October 1, 2018 through September 30, 2019, four (4) permanent/seasonal PWD responded to the Department’s Exit Survey. Of the PWD who completed the exit survey, 50.00% (2) had 13-25 years of service, and 50.00% (2) had 10-12 years of service. Of those who completed the exit survey, 50.00% (2) were age 30-39, 25.00% (1) was age 50-59, and 25.00% (1) was age 60 and over. Of the respondents with disabilities, 25.00% (1) was a disabled Veteran. The most frequently cited reason for separation of PWD was transferring to another federal agency (75.00% or 3). The factor most frequently cited as impacting a PWD’s decision to leave was job stress, along with job description vs. actual responsibilities, relationships with supervisors, and career growth. Additional factors frequently cited include recognition of efforts and contributions, clarity of job expectations, ability to participate in decision-making, supervisor’s ability to work well with employees of different backgrounds, performance evaluation, and supervisor’s willingness to create and assign tasks aimed at empowering the employee. Half (50.00% or 2) of the respondents indicated their work experience was generally positive and half (50.00% or 2) stated they would be interested in returning to work for Treasury. One (1 or 25.00%) respondent stated they would recommend Treasury as a good place to work.

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.

The overall “Accessibility” page on the public Treasury.gov website, <https://www.treasury.gov/accessibility/Pages/default.aspx>, provides three links with resources for Persons with Disabilities. Information on how to file a complaint can be found at: <https://www.treasury.gov/about/organizational-structure/offices/Mgt/Pages/discrimination-complaint.aspx>. The following address, located on the Treasury.gov public website, provides information and explains employee and applicant rights under Section 508 of the Rehabilitation Act: <https://www.treasury.gov/accessibility/Pages/web.aspx>.

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.

Regarding physical accessibility, the following address is located under the “Accessibility” page on the public Treasury.gov website: <https://www.treasury.gov/accessibility/Pages/physical.aspx>. Additionally, the following link (which is also located on the “Accessibility” page, provides information regarding how to file a complaint of discrimination: <https://www.treasury.gov/accessibility/Pages/disability.aspx>.

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.

In FY 2019, OCRD conducted an accessibility review of 1341 G Street, which is occupied by DO. The accessibility review report will identify important requirements that are not being met. The report will be signed by Mariam Harvey, Director, OCRD, and submitted to the Deputy Assistant Secretary for DO Operations in FY 2020.

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.)

For the FY 2019 reporting period, initial requests for reasonable accommodations were processed in an average of 20 days, unless requests were submitted during the FY2019 furlough period when the DO EEO Office was furloughed and processing times were extended over 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.

Departmental Offices has an effective Disability Program, supported by various policies, procedures, and practices, as evidenced by timely processing requests for accommodations, training conducted for managers and supervisors, timely sign-language interpreting requests, and monitoring reasonable accommodation data for trends relating to the workforce.

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.

Treasury established its PAS policy and procedures during FY 2018 and DO adopted the Treasury-wide PAS policy and procedures. Training will be provided to all managers, supervisors, and selected HR Professionals throughout FY 2020. PAS training will be added to orientation for all newly-hired managers or those who become managers.

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 Yes

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 N/A

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.

N/A

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 Yes

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 N/A

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.

N/A

Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Lower than expected participation rate (0.56 percent) for PWTD in the 0110: Economist occupation, grades GS 11 and above, when compared to the 2.00 percent goal.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Targeted Disabilities</p>

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Lower than expected participation rate (1.68 percent) for PWD in the 0110: Economist occupation, grades GS 11 and above, when compared to the 12.00 percent goal.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>

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

In FY 2019, the DO EEO Office was furloughed for 5 weeks due to the government shutdown from December 22, 2018 through January 25, 2019. While the EEO Office was shutdown, much of the bureau’s workforce continued working. When the EEO Office returned at the conclusion of the shutdown, DO EEO spent months catching up on work that continued while shutdown. In FY 2020, the DO EEO Office hired a Reasonable Accommodation Coordinator, which will significantly assist with barrier analysis efforts for PWD and PWTD.

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