

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

Cluster GS-1 to GS-10 (PWD) is 22.26% (59), which is above the 12% benchmark. Cluster GS-11 to SES (PWD) is 21.03% (131), which is above the 12% benchmark.

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

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

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

Cluster GS-1 to GS-10 (PWTD) is 1.51% (4), which is below the 2% benchmark. Cluster GS-11 to SES (PWTD) is 2.73% (17), which is above the 2% benchmark.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	241	55	22.82	4	1.66
Grades GS-11 to SES	623	131	21.03	17	2.73

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

BEP communicated the numerical goals to hiring managers and recruiters through strategic one-on-one conversations with hiring officials, internal BEP communications to hiring officials, and executive briefings with senior officials and hiring officials.

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

The Office of Equal Opportunity and Diversity Management (OEODM) is responsible for the implementation and execution of the requirements for the Disability Program. OEODM staff are provided appropriate training and procedures to execute their responsibilities.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	13	0	0	Karnelis Godette Chief karnelis.Godette@bep.gov
Special Emphasis Program for PWD and PWTB	0	0	5	Judith.DiazMyers@bep.gov
Answering questions from the public about hiring authorities that take disability into account	4	0	13	Karnelis Godette Chief Karnelis.Godette@bep.gov
Processing reasonable accommodation requests from applicants and employees	0	0	4	Judith.DiazMyers@bep.gov
Section 508 Compliance	0	0	2	Sharilyn Cook Manager Sharilyn.Cook@bep.gov
Architectural Barriers Act Compliance	0	0	1	Daniel Carver Chief Daniel.Carver@bep.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

During FY 2020, the agency provided the disability program staff with sufficient training, which consisted of the Equal Employment Opportunity Commission’s (EEOC) Disability Program Manager training and National Employment Law Institute’s (NELI) Americans with Disability Act training.

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

The agency has a Reasonable Accommodations and Personal Assistant Services budget that is managed by OEODM and is readily accessible for immediate use when needed and/or requested.

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.

BEP's Office of Equal Employment and Diversity Management (OEODM) and Office of Human Resources (OHR) collaboratively manage an internal Schedule A repository to track, maintain, and identify qualified Schedule A applications that BEP receives. BEP also partnered with the Department of the Treasury and Monster Government Services to create a customized job search tool that provides veterans services such as, a federal resume tutorial, a military skills translator, and a resume to job match capability. BEP has established an outreach and recruitment team as indicated within the Diversity and Inclusion Strategic Implementation Plan. The paramount objective of the Team is to plan, identify, and implement changes that will improve opportunities for all groups within the workforce.

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

The hiring authorities that BEP uses that take disability into account are Schedule A and Veteran Appointment Authorities. Schedule A is available for use along with Veteran Appointment Authorities to non-competitively appoint PWD and PWTD and veterans with service-connected disability rating of 30% or more. These hiring authorities are communicated to hiring officials during mandatory Strategic Consults with all hiring officials prior to recruitment. During this consultation, the OHR and hiring officials discuss hiring authorities, including Schedule A and Veterans appointments.

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 for a position under the Schedule A hiring authority, the servicing HR Specialist reviews the application to determine if the applicant meets qualifications/position requirements, and has submitted the required medical documentation. Applicants deemed qualified are referred to the hiring official on a non-competitive certificate of eligibility with guidance on selection procedures, including the application of veterans' preference (where applicable). Hiring officials have the option to interview and/or hire from the certificate or to consider other candidates from other issued certificates (e.g. Merit Promotion, Non-Competitive, etc.). Alternatively, when individuals submit their resumes directly to BEP or BEP's Special Placement Program Coordinator (SPPC) for vacant positions, the SPPC refers the resumes to the designated servicing HR Specialist. The HR Specialist then reviews the resumes to determine qualifications and eligibility. 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

BEP's OHR mandates a Strategic Consult for all hiring officials prior to recruitment, whereby hiring flexibilities and authorities (including Schedule A and Veterans appointments) are encouraged and discussed.

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.

BEP has established a working relationship with the Computer/Electronic Accommodation Program (CAP) to secure devices frequently used by PWD and PWTD. BEP also maintains contact with interpreter service providers. BEP has also partnered with Handshake to advertise our open vacancies at education institutions that include programs for students with disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

- a. New Hires for Permanent Workforce (PWD) Answer No
- b. New Hires for Permanent Workforce (PWTD) Answer No

New Hires vs. Benchmark PWD Hires: 28.99% vs 12% PWTD Hires: 2.90% vs 2% Hiring rates for PWD and PWTD are above the benchmark goals of 12% and 2%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	846	15.25	0.00	8.04	0.00
% of Qualified Applicants	476	17.23	0.00	8.61	0.00
% of New Hires	51	5.88	0.00	1.96	0.00

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

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

FY 2020 Hires Qualified vs. Hires Qualified vs. Hires 0083 (24) Hires: PWD: 9.09% - 41.67% PWTD: 1.82% - 0.00% 2210 (9) Hires: PWD: 20.78% - 22.22% PWTD: 9.94% - 0.00% 6941 (13) Hires: PWD: 24.00% - 7.69% PWTD: 16.00% - 0.00% New Hires PWD: 0083: There were a total of 100 external applicants, of those 8% (8) were PWD, and 62.5% (5) of the applicants were qualified PWD. Based on the data available in Data Insight, there were 24 selections made, of which 1 PWD was selected. 2210: There were a total of 565 external applicants, 19.12% (108) were PWD. 63.88% (69) of the applicants were qualified PWD. Based on the data available in Data Insight, there were 9 selections made, of which 2 were PWD. 6941: There were a total of 127 external applicants, 15.75% (20) were PWD, 60.% (12) of applicants were qualified PWD. Based on the data available in Data Insight, there were 13 selections made, of which 1 PWD was selected. New Hires PWTD: 0083: There were a total of 100 external applicants. Of the 100 external applicants, 3% (3) were PWTD applicants. Of the three PWTD applicants, 33.33% (1) PWTD was found qualified.

Based on the data available in Data Insight, there were 24 selections made, of which one PWTD was selected. 2210: There were a total of 565 external applicants. Of the 565 external applicants, 9.73% (55) were PWTD applicants. Of the 55 PWTD applicants, 60% (33) were found qualified. Based on the data available in Data Insight, there were 9 selections made, no PWTD were selected. 6941: There were a total of 127 external applicants. Of the 127 external applicants, 10.24% (13) were PWTD applicants. Of the 13 PWTD applicants, 61.54% (8) were determined to be qualified. Based on the data available in Data Insight, there were 13 selections made, no PWTD were selected.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0083POLICE	3	0.00	0.00	0.00	0.00
2210INFORMATION TECHNOLOGY MANAGEMENT	18	383.33	0.00	183.33	0.00
2606ELECTRONIC INDUSTRIAL CONTROLS MECHANIC	2	50.00	50.00	0.00	0.00
4406LETTERPRESS OPERATION	5	0.00	0.00	0.00	0.00
4454INTAGLIO PRESS OPERATING	1	0.00	0.00	0.00	0.00
6941BULK MONEY HANDLING	10	120.00	20.00	80.00	10.00

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

FY 2020 Hires Applicants vs. Qualified Applicants vs. Qualified 0083 (1) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 2210 (5) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 2606 (4) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 4406 (6) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 6941 (13) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% Internal Hires PWD: 0083: There was 1 internal vacancy and no internal applicants. Based on the data available in Data Insight, there was 1 internal selection, no PWD selected. 2210: There was 1 internal applicant, 0 was PWD. Based on the data available in Data Insight, there were 5 selections made, no PWD selected. 2606: There were no internal vacancies. However, the data in Data insight shows that there were 4 internal selections, of the 4 selections, no PWD selected. 4406: There were no internal vacancies. However, the data in Data insight shows that there were 6 internal selections, of the 6 selections, no PWD selected. 6941: There were no internal vacancies. However, the data in Data Insight shows that there were 12 internal selections, out of which 4 were PWD. Internal Hires PWTD: 0083: 0083: There was 1 internal vacancy with 0 internal applicants. Based on the data available in Data Insight, there was 1 internal selection, no PWTD selected. 2210: There was 1 internal applicant, 0 was PWTD. Based on the data available in Data Insight, there were 5 selections made, of the 5 selections, no PWTD selected. 2606: There were no internal vacancies. However, the data in Data insight shows that there were 4 internal selections, of the 4 selections, no PWTD selected. 4406: There were no internal vacancies. However, the data in Data insight shows that there were 6 internal selections, of the 6 selections, no PWTD selected. 6941: There were no internal vacancies. However, the data in Data Insight shows that there were 12 internal selections, of the 12 internal selections, no PWTD selected.

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

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

FY 2020 Hires Qualified vs. Hires Qualified vs. Hires 0083 (1) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% -0.00% 2210 (5) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00 2606 (4) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 4406 (6) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 6941 (13) Hires: PWD: 0.00% - 33.33% PWTD: 0.00% - 0.00% Internal Hires PWD: 0083: There was 1 internal vacancy with 0 internal applicants. Based on the data available in Data Insight, there was 1 internal promotion, no PWD. 2210: There was 1 internal applicant, 0 was PWD. Based on the data available in Data Insight, there were 5 internal promotions made, of the 5 promotions, no PWD. 2606: There were no internal vacancies. However, the data in Data insight shows that there were 4 internal promotions, of the 4 promotions, no PWD. 4406: There were no internal vacancies. However, the data in Data insight shows that there were 6 internal promotions, of the 6 promotions, no PWD. 6941: There were no internal vacancies. However, the data in Data Insight shows that there were 12 internal promotions, out which 4 were PWD. Internal Hires PWTD: 0083: 0083: There was 1 internal vacancy with 0 internal applicants. Based on the data available in Data Insight, there was 1 internal promotion, no PWTD. 2210: There was 1 internal applicant, 0 was PWTD. Based on the data available in Data Insight, there were 5 internal promotions made, of the 5 promotions, no PWTD. 2606: There were no internal vacancies. However, the data in Data insight shows that there were 4 internal promotions, of the 4 promotions, no PWTD. 4406: There were no internal vacancies. However, the data in Data insight shows that there were 6 internal promotions, of the 6 promotions, no PWTD. 6941: There were no internal vacancies. However, the data in Data Insight shows that there were 12 internal promotions, of the 12 internal promotions no PWTD.

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.

In FY 2018, BEP deployed an upward mobility program for all eligible employees, including PWD and PWTD. The program was designed for current employees who are in a position or an occupational series that has limited or no upward career mobility. The program just completed its final year of implementation in FY 2020. BEP will review current results to determine the effectiveness and identify any areas of improvements. BEP also offers career development opportunities to all employees via non-competitive details and promotions. The career development opportunities are marketed through internal communications and external sources.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Below is a list of the various career development programs the BEP provides to its employees: New Leaders Program (NLP). The NLP targets GS 7-11 employees (or equivalent) and is designed to develop future public service leaders. The program includes leadership self-assessments, experiential learning, and individual development opportunities integrated into a competency-based learning approach. Executive Leadership Program (ELP). The ELP is designed for GS 12-13 (or equivalent) employees seeking to support their organization in meeting its mission and goals. The program focuses specifically on the competency of “leading people” through developmental activities and experiences. Executive Potential Program (EPP). The EPP is a competency-based leadership program that prepares high-potential GS 14–15 employees (or equivalent) to lead effectively at senior levels in the federal government. The curriculum is focused on “leading change” and transforming senior managers into change leaders. Career

Development (CADE) Program. The CADE Program provides upward mobility via defined career training and opportunities that allow the selection and training of disabled veterans (and other employees) GS-11 (or equivalent) and below, whose positions offer limited promotion potential, for placement into positions in other occupational series for which they would not otherwise be qualified. Electro-Machinist & Mechanical-Machinist Trainee Program. This program is advertised as a four-year trainee program to journeyman Electro-Machinist. This position is located in the Electro-Machine Shop, Office of Security Printing. The incumbent participates in a four year training program with the Bureau of Engraving and Printing including formal, laboratory, and "on-the-job" training. The incumbent is normally assigned to maintain/support all currency printing/processing equipment, including temporary and permanent modifications and installations required to maintain production goals. The incumbent works with journeymen and other peers, while participating in "on-the-job" training.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	1	0	0	0	0	0
Coaching Programs	6	1	0	0	0	0
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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 No

Applicants vs. Selections PWD: 22.36% vs. 14.29% There were seven applicants, 2 of which were PWD. Of the 2, 1 was selected.

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 No

Applicants vs. Selections PWD: 0.00% vs. 0.00% None of the applicants or selections were PWTD.

C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes

b. Awards, Bonuses, & Incentives (PWTD)

Answer Yes

Time Off Awards The inclusion rate for PWD (3.12%) and PWTD (5.00%) fell slightly below the inclusion rate for employees with no disability (7.74%) for time off awards between 1 - 10 hours. The inclusion rate for PWD (0.93%) and PWTD (2.50%) fell slightly below the inclusion rate for employees with no disability (2.96%) for time off awards between 11-20 hours. The inclusion rate for PWD (0.00%) and PWTD (0.00%) fell slightly below the inclusion rate for employees with no disability (0.63%) for time off awards between 21-30 hours. The inclusion rate for PWD (0.93%) and PWTD (0.00%) fell slightly below the inclusion rate for employees with no disability (1.20%) for time off awards between 31-40 hours. Cash Awards The inclusion rate for PWD (31.15%) in cash awards \$500 and under was slightly below the inclusion rate for employees with no disability (38.78%). The inclusion rate for PWTD (45.00%) was above the inclusion rate for employees with no disability (38.78%). The inclusion rate for PWD (42.06%) and PWTD (47.50%) in cash awards \$501-\$999, was below the inclusion rate for employees with no disability (81.35%). The inclusion rate for PWD (69.78%) and PWTD (117.50%) in cash awards \$1000-\$1999, was below the inclusion rate for employees with no disability (191.34%). The inclusion rate for PWD (7.48%) in cash awards \$2000 - \$2999, was below the inclusion rate for employees with no disability (13.79%). The inclusion rate for PWTD (15.00%) was above the inclusion rate for employees with no disability (13.79%). The inclusion rate for PWD (1.56%) in cash awards \$3000 - \$3999, was below the inclusion rate for employees with no disability (3.80%). The inclusion rate for PWTD (5.00%) was above the inclusion rate for employees with no disability (3.80%). The inclusion rate for PWD (0.31%) and PWTD (0.00%) in cash awards \$4000 - \$4999, was below the inclusion rate for employees with no disability (1.34%). The inclusion rate for PWD (0.00%) and PWTD (0.00%) in cash awards \$5000 or more, was slightly below the inclusion rate for employees with no disability (0.21%).

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	121	3.12	7.74	5.00	2.85
Time-Off Awards 1 - 10 Hours: Total Hours	858	22.43	54.75	40.00	19.93
Time-Off Awards 1 - 10 Hours: Average Hours	7.09	2.24	0.50	20.00	-0.28
Time-Off Awards 11 - 20 hours: Awards Given	45	0.93	2.96	2.50	0.71
Time-Off Awards 11 - 20 Hours: Total Hours	770	14.95	50.81	30.00	12.81
Time-Off Awards 11 - 20 Hours: Average Hours	17.11	4.98	1.21	30.00	1.42
Time-Off Awards 21 - 30 hours: Awards Given	9	0.00	0.63	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	222	0.00	15.62	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24.67	0.00	1.74	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	21	0.93	1.20	0.00	1.07
Time-Off Awards 31 - 40 Hours: Total Hours	832	37.38	47.29	0.00	42.70
Time-Off Awards 31 - 40 Hours: Average Hours	39.62	12.46	2.78	0.00	14.23
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00
Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1302	42.06	81.35	47.50	41.28

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Total Amount	990750	30888.16	62120.34	35075.00	30292.17
Cash Awards: \$501 - \$999: Average Amount	760.94	228.80	53.74	1846.05	-1.41
Cash Awards: \$1000 - \$1999: Awards Given	2973	69.78	191.34	117.50	62.99
Cash Awards: \$1000 - \$1999: Total Amount	3924089	91855.76	252725.33	157405.00	82524.91
Cash Awards: \$1000 - \$1999: Average Amount	1319.91	410.07	92.95	3349.05	-8.29
Cash Awards: \$2000 - \$2999: Awards Given	222	7.48	13.79	15.00	6.41
Cash Awards: \$2000 - \$2999: Total Amount	506137	16562.62	31543.35	31370.00	14454.80
Cash Awards: \$2000 - \$2999: Average Amount	2279.9	690.11	160.94	5228.33	44.10
Cash Awards: \$3000 - \$3999: Awards Given	62	1.56	3.80	5.00	1.07
Cash Awards: \$3000 - \$3999: Total Amount	205249	4822.43	12617.17	16200.00	3202.85
Cash Awards: \$3000 - \$3999: Average Amount	3310.47	964.49	233.65	8100.00	-51.25
Cash Awards: \$4000 - \$4999: Awards Given	20	0.31	1.34	0.00	0.36
Cash Awards: \$4000 - \$4999: Total Amount	80003	1246.11	5348.56	0.00	1423.49
Cash Awards: \$4000 - \$4999: Average Amount	4000.15	1246.11	281.50	0.00	1423.49
Cash Awards: \$5000 or more: Awards Given	3	0.00	0.21	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	18000	0.00	1266.71	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	6000	0.00	422.24	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 Increase (QSI) The inclusion rate for PWD (0.62%) and PWTD (0.00%) for quality step increase was slightly below the inclusion rate for employees with no disability (1.48%). Performance Based Pay Increase There were no performance based pay increases in FY 2020 for PWD, PWTD, or employees with no disabilities.

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

Not applicable.

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	Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	No

Applicants/Qualified/Promotions GS-13 - PWD: 22.22% - 0.00% - 54.55% GS-14 - PWD: 0.00% - 0.00% - 0.00% GS-15 - PWD: 0.00% - 0.00% - 0.00% SES - PWD: 0.00% - 0.00% -0.00% GS-13 or Equivalent: For GS-13 or equivalent there were a total of 9 internal applicants. Of the 9 internal applicants, 2 were PWD, of those 0 were qualified applicants. However, the data in Data Insight shows that there were 11 internal selections made, of those 6 were PWD. GS-14 or Equivalent: For GS-14 or equivalent there were a total of 6 internal applicants. Of the 6 internal applicants, 0 were PWD, 0 were qualified applicants, and 0 were selected. The data in Data Insight shows that there was a total of 13 internal selections, 0 were PWD. GS-15 or Equivalent: For GS-15 or equivalent there was no internal vacancy. However, the data in Data Insight shows that there were 6 internal selections, 0 were PWD. SES or Equivalent: For SES or equivalent there was no internal vacancy. However, the data in Data Insight shows that there were 12 internal selections, 0 were PWD.

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	Yes

b. Grade GS-15

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

Relevant Pool/Qualified/Promotions GS-13 - PWTD: 0.00% - 0.00% - 0.00% GS-14 - PWTD: 0.00% - 0.00% - 0.00% GS-15 - PWTD: 0.00% - 0.00% - 0.00% SES - PWTD: 0.00% - 0.00% - 0.00% GS-13 or Equivalent: Same question for all of these from the previous section. For GS-13 or equivalent there were a total of 9 internal applicants. Of the 9 internal applicants, 0 were PWTD, and 0 PWTD were qualified applicants, and 0 were PWTD selected. The data in Data Insight shows that there were 11 internal selections, 0 were PWTD. GS-14 or Equivalent: For GS-14 or equivalent there were a total of 6 internal applicants. Of the 6 internal applicants, 0 were PWTD, 0 were qualified applicants, and 0 were selected. The data in data Insight shows that there was a total of 13 internal selections, 0 were PWTD. GS-15 or Equivalent: For GS-15 or equivalent there was no internal vacancy. However, the data in Data Insight shows that there were 6 internal selections, 0 were PWTD. SES or Equivalent: For SES or equivalent there was no internal vacancy. However, the data in Data Insight shows that there were 12 internal selections, 0 were PWTD.

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

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

Qualified Applicants/Hires GS-13 - PWD: 16.36% - 21.05% GS-14 - PWD: 10.50% - 16.67% GS-15 - PWD: 15.69% - 20.00% SES - PWD: 0.00% - 0.00% GS-13 or Equivalent: For GS-13 or equivalent there were a total of 437 External applicants. Of the 437 external applicants, 67 were PWD, of those 44 were qualified applicants. Based on the data available in Data Insight there was a total of 19 hires, of those 4 were PWD. GS-14 or Equivalent: For GS-14 or equivalent there were a total of 527 external applicants. Of the 527 external applicants, 60 were PWD, 36 were qualified applicants. Based on the data available in Data Insight there was a total of 12 hires, 2 were PWD. GS-15 or Equivalent: For GS-15 or equivalent there were a total of 163 external applicants. Of the 163 external applicants, 29 were PWD, and 16 were qualified applicants. Based on the data available in Data Insight there was a total of 5 hires, 1 was PWD. SES or Equivalent: For SES or equivalent there were no external vacancies.

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

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

d. New Hires to GS-13 (PWTD) Answer Yes

Qualified Applicants/Hires GS-13 - PWTD: 7.43% - 0.00% GS-14 - PWTD: 4.69% - 8.33% GS-15 - PWTD: 3.92% - 0.00% SES - PWTD: 0.00% - 0.00% GS-13 or Equivalent: For GS-13 or equivalent there were a total of 437 External applicants. Of the 437 external applicants, 31 were PWTD, of those 20 were qualified applicants. Based on the data available in Data Insight there was a total of 19 hires, of those 0 were PWTD. GS-14 or Equivalent: For GS-14 or equivalent there were 527 external applicants. Of the 527 external applicants, 36 were PWTD, 17 were qualified applicants. Based on the data available in Data Insight there was a total of 12 hires, 1 was PWTD. GS-15 or Equivalent: For GS-15 or equivalent there were 163 external applicants. Of the 163 external applicants, 12 were PWD, and 4 were qualified applicants. Based on the data available in Data Insight there was a total of 5 hires, 0 were PWD. SES or Equivalent: For SES or equivalent there were no external vacancies.

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 Yes

ii. Internal Selections (PWD) Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

Qualified Applicants/Promotions Executives - PWD: 0.00% - 0.00% Managers - PWD: 0.00% - 27.27% Supervisors - PWD: 0.00% - 0.00% There were no internal Supervisor, or Executive vacancies. For internal manager vacancies, there was a total of 5 qualified applicants, of the 5 qualified applicants 0 were PWD, and 0 PWD were selected.

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

a. Executives

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

Qualified Applicants/Promotions Executives - PWTD: 0.00% - 0.00% Managers - PWTD: 0.00% - 0.00% Supervisors - PWTD: 0.00% - 0.00% There were no internal Supervisor, or Executive vacancies. For internal manager vacancies, there was a total of 5 qualified applicants, of the 5 qualified applicants 0 were PWTD, and 0 PWTD were selected.

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

Qualified Applicants/Hires Executives - PWD: 18.67% - 33.33% Managers - PWD: 11.24% - 33.33% Supervisors - PWD: 0.00%- 0.00% There were no external Supervisor vacancies. For external manager vacancies, there was a total of 169 qualified applicants, of the 169 qualified applicants 19 were PWD, and only 2 PWD were selected. For external executive vacancies, there was a total of 75 qualified applicants, of the 75 qualified applicants 14 were PWD, and only 1 PWD was selected.

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 Applicants/Hires Executives - PWTD: 5.33% - 0.00% Managers - PWTD: 5.92% - 16.67% Supervisors - PWTD: 0.00%- 0.00% There were no external Supervisor vacancies. For external manager vacancies, there was a total of 169 qualified applicants, of the 169 qualified applicants 10 were PWTD, and 0 PWTD were selected. For external executive vacancies, there was a total of 75 qualified applicants, of the 75 qualified applicants 4 were PWTD, and 0 PWTD were selected.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No

Since FY 2018, the BEP has been actively converting eligible Schedule A employees to competitive service appointments. In FY 2018, BEP converted two Schedule A employees; in FY 2019, BEP converted six employees; in FY 2020, BEP converted three employees.

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 (6.42%) slightly exceeded the rate of persons with no disability (5.28%) for voluntary separations. The inclusion rate for PWD (0.92%) slightly exceeded the rate of persons with no disability (0.35%) for involuntary separations.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.92	0.34
Permanent Workforce: Resignation	19	2.45	0.75
Permanent Workforce: Retirement	57	1.53	3.56
Permanent Workforce: Other Separations	23	2.45	1.03
Permanent Workforce: Total Separations	107	7.34	5.69

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 Yes

The inclusion rate for PWTD (4.88%) did not exceed the rate of persons with no disability (5.28%) for voluntary separations. The inclusion rate for PWTD (2.43%) exceeded the rate of persons with no disability (0.35%) for involuntary separations.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	2.44	0.40
Permanent Workforce: Resignation	19	4.88	0.97
Permanent Workforce: Retirement	57	0.00	3.27
Permanent Workforce: Other Separations	23	0.00	1.32
Permanent Workforce: Total Separations	107	7.32	5.96

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.

A trigger exists involving the voluntary separations of PWD/PWTD. Explanation: Using the data in the B14, there was a total of 21 voluntary separations. Of the 21 voluntary separations, 8 were resignations, 5 were retirement, and 8 were transfers. Four of the 21 separations were PWD and/or PWTD. Of the four PWD/PWTD separations, two had more than 25 years of service, the other two had 10-12 years of service. Two of the employees were GS employees, while the other two were Wage grade. Three of the employees were non-supervisory, while the other employee was Supervisory. Two of the four employees were 60 and over, one was 50-59, and the other was 40-49. All four were males, and they were all Veterans. Two of the employees were White, 1 was Asian, and the other was Black or African American. Of the two responses given for reasons for separation, one employee indicated promotion in another federal agency and the other indicated retirement. Of the four employees, two indicated that their work experience was generally positive, and the other two indicated that their work experience was not positive. 75% of the respondents indicated that they would not return to Treasury, or recommend Treasury as a good place to work. 25% of the respondents indicated that they would return to Treasury, and recommend it 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.

Internet address: <https://moneyfactory.gov/accessibilitystatement.html> How to file a complaint: For information about filing a complaint against the BEP under Section 508, contact the Office of Equal Opportunity and Diversity Management (OEODM) at (202) 874-3460 or TTY at (202) 874-4931 or by email at OEODM@bep.gov.

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.

Internet address: <https://moneyfactory.gov/accessibilitystatement.html> How to file a complaint: For information about filing a complaint against the BEP under the Architectural Barriers Act, contact the Office of Equal Opportunity and Diversity Management (OEODM) at (202) 874-3460 or TTY at (202) 874-4931 or by email at OEODM@bep.gov. An ABA complaint can be filed online using the online complaint form: https://cts.access-board.gov/formsiq/form.do?form_name=ABA%20Complaint%20Form%20-%20Facility%20Information Alternative ABA Complaint Filing Methods 1) E-mail to enforce@access-board.gov; 2) Fax to (202) 272- 0081 3) Mail to: Compliance and Enforcement U.S. Access Board 1331 F Street, N.W., Suite 1000 Washington, DC 20004-1111

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.

Policy/Procedures During FY 2020, BEP has implemented the Personal Assistant Services (PAS) Policy and Procedures. BEP has also updated the Reasonable Accommodations Procedures in accordance with the Equal Employment Opportunity Commission's technical feedback. Budget The agency has also created a Blanket Purchase Agreement that is available for use when PAS requests are received. Accessibility of Facility BEP continuously works to improve the accessibility of the parking program by ensuring an adequate number of accessible spaces are available to employees for on-site parking. The BEP installed an accessible wheelchair ramp for entering and exiting the facility. BEP is continuously working to install several accessible doors throughout both facilities. Accessibility of Technology In FY 2020, BEP awarded a new contract to ensure document remediation for internal and external websites, and transcription services for audio and video files. BEP's 508 Remediation and Web Design groups are continuously looking at tools and technology to improve the usability of internal and external websites for hearing and visually impaired employees and customers.

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.)

During FY 2020, there was a total of 35 reasonable accommodations requests. Of the 35 requests 18 were from the Washington, DC Facility (DCF), and 17 were from the Western Currency Facility (WCF). The total average processing time was 6.74 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.

Overall, BEP has an effective Disability Program, supported by various policies, procedures, and practices, as evidenced by timely processing of requests for accommodations. Throughout FY 2020, BEP provided reasonable accommodations guidance via training courses, and postings on its internal and external websites. Mandatory reasonable accommodation training was provided to all employees. BEP also developed an effective partnership with internal stakeholders such as the Office of Human Resources (OHR), and the Office of Chief Counsel (OCC) as a checks-and-balance system to ensure request processing is effective and timely. BEP also has an annual reasonable accommodation budget that is readily and easily accessible when needed. Lastly, BEP has developed an internal tracking system for reasonable accommodation requests, that's used to monitor 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.

During the FY 2018 reporting period, the BEP developed a Personal Assistance Services (PAS) policy and procedures, which can be found on BEP's internal and external websites. Additionally, internal communications to the workforce were released to inform employees of how they can electronically access the Bureau's current policies and procedures. In FY 2019, internal communications went out to the workforce on the proper procedures for when they encounter an individual with a service animal. PAS training is scheduled for managers and supervisors in FY 2020.

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 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.

Not applicable.

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 Yes

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.

Not applicable.

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

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B1							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		FY 2019: PWD among voluntary and involuntary separations exceed that of PWTD. Based on FY 2020 data, adjusting this trigger to: The percentage of losses (7.32 percent) for PWTD was higher than the percentage of gains (2.90 percent) in FY 2020.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2020	09/30/2021	Yes			Our initial review shows that of the total formal complaints filed in FY 2020, 33% were complaints filed by people with disabilities. We will conduct additional reviews to determine issues or concerns common across PWD and PWTD.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Chief, Office of Human Resources		Karnelis Godette		Yes					
Chief, Office of Equal Opportunity and Diversity Management		Judy M. Caniban		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Partner with OHR to review policy, practice, and procedures (PPP) pertaining to recruitment and/or selection, promotions awards and other employment actions to determine if there are barriers that potentially prevent PWD and PWTD from fully participating in the BEP workforce. Review will include major and mission-critical occupations outreach and recruitment PPP.	Yes		
09/30/2021	Engage OHR and other stakeholders to establish a comprehensive retention strategy for BEP employees with disabilities, to include (1) considering disability status as positive factor in hiring, promotion, or assignment decisions to the extent permitted by law, and (2) offering training, internship, and mentoring programs for PWTD to reach the senior grade levels.	Yes		
09/30/2021	Collaborate with OHR to establish partnerships with the following organizations: America Job Centers, State Vocational Rehabilitation Agencies, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, and Employment Network Service providers.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	In FY 2020, compared to 17.09 percent (304) in FY 2019, the workforce participation rate for PWD increased to 18.31 percent (327), a net change of 7.57 percent. The PWTD participation rate also increased from 2.25 percent (40) in FY 2019 to 2.30 percent (41) in FY 2020. Of note is the higher percentage of PWD employee gains in FY 2020 (28.99 percent) when compared to employee losses at 7.34 percent. The percentage of losses (7.32 percent) for PWTD was higher than the percentage of gains (2.90 percent) in FY 2020. Notwithstanding, at the end of FY 2020, the participation rates for both groups (PWD at 18.31 percent and PWTD at 2.30 percent) are higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD.			
2020	Training: In FY 2020, BEP made it mandatory for all of BEP employees, managers, and supervisors to take the virtual training on "How to Request a Reasonable Accommodation," which explained the reasonable accommodation process from the aspect of a requestor. We will track compliance and impact of this training in FY 2021 and assess any additional training managers, supervisors and employees need.			

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	<p>Reasonable Accommodation:</p> <ul style="list-style-type: none"> •OEODM ensures medical documentation is only requested, when it is needed. OEODM EEO Specialist requests, reviews, and determines the sufficiency of the medical documents, if one is needed and submitted. This added another layer of confidentiality by keeping the medical information from those who do not have the need-to-know, i.e., the deciding official need not view the information unless it is absolutely necessary. •To ensure efficiency of processing, BEP developed a medical documentation request form that is used to request medical information and tailored to ask specific questions based on the request and what information is needed. OEODM also has a partnership with the BEP’s health unit doctor. When OEODM cannot determine if the medical documentation is sufficient, with a waiver from employee, OEODM requests the medical provider to review, if necessary. •OEODM keeps the deciding officials engaged in the process as much as possible by having them complete the RA confirmation form, research accommodation options, attend meetings during the interactive discussion, and search for vacant positions. This keeps the deciding official involved and informed during the entire process. •OEODM meets with the employee as many times as necessary during the interactive process to understand the request, ask questions, and gather information before we make a decision. •OEODM responds to requests immediately and begin the interactive process with the employee and the deciding official. OEODM also ensures the employee receives a decision on the request promptly, on average within the 10-day timeframe. OEODM provides interim relief, such as temporary accommodations in situations where the permanent accommodation is not readily accessible to ensure our response is not delayed for an extensive amount of time.
2020	<p>Partnerships:</p> <ul style="list-style-type: none"> •OEODM partners with OHR and always engages OHR on complex RA cases such as reassignment and vacancy searches. Response from OHR on internal vacancies searches is immediate and thorough, on average response time is within one to three business days. •The deciding officials are also engaged in the process. They put forth a lot of effort to search and inquire with their peers about positions that may not have shown up in OHR’s vacancy search but might be or become available for reassignments. •OEODM also have a good rapport and partnership with supervisors and managers in the BEP for immediate contact to find out about vacancies in their respective areas. •OEODM also partners with other internal stakeholders in the BEP such as OCC and the Office of Safety to discuss other RA options, especially on more complex RA requests.
2020	<p>BEP has identified the need to establish a comprehensive retention strategy for its employees with disabilities. As previously stated, BEP has made significant progress in hiring PWD and PWTD where participation rates for both groups exceed the government-wide goal and enhanced our accommodation process. However, there is more work to be done. BEP will leverage its current successes to work with strategic partners to establish and implement a strategic plan to recruit and retain PWD and PWTD in the BEP workforce.</p>

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

The global health pandemic (COVID-19) has severely impacted BEP’s efforts to implement BEP’s strategic plan and address the retention issue. BEP will continue to conduct an in-depth analysis in FY 2021.

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

None of the planned activities were completed.

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.

BEP will establish a partnership with our internal and external stakeholders to execute the planned activities, and eliminate barriers in the workforce for PWD and PWTD.