

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

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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 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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

Not applicable.

* 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: Yes

Cluster GS-1 to GS-10 BEP is (1.84) 0.16% below from meeting the goal of 2%.
Cluster GS11 to SES BEP is (1.54) 0.46% below from meeting the goal of 2%.

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

The BEP has communicated the numerical goals to the hiring managers and recruiters through the use of partnership meetings, recruitments events, and a SF-256 re-survey campaign.

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 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

Not applicable.

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 PWTD	0	0	18	Carol Wafford, Chief, Office of Equal Employment and Diversity Management (carol.wafford@bep.gov)/ Tanya Everett, Chief, Office of Human Resources (Tanya.Everett@bep.gov)
Answering questions from the public about hiring authorities that take disability into account	0	0	18	Tanya Everett, Chief, Office of Human Resources (Tanya.Everett@bep.gov) Carol Wafford, Chief, Office of Equal Employment and Diversity Management (carol.wafford@bep.gov)
Processing reasonable accommodation requests from applicants and employees	0	0	4	Willie Tucker, Deputy Chief, Office of Equal Employment and Diversity Management
Section 508 Compliance	0	0	2	Sharilyn Cook, Manager, Office of Enterprise Solutions
Architectural Barriers Act Compliance	0	0	1	Daniel Carver, Chief, Office of Facilities Support
Special Emphasis Program for PWD and PWTD	0	0	4	Willie Tucker, Deputy Chief, Office of Equal Employment and Diversity Management

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(s) that disability program staff have received. If “no”, describe the training(s) planned for the upcoming year.

Answer: Yes

Training provided to the disability program staff include: The Disability Program Manager training at Equal Employment Opportunity Commission (EEOC), Federal Employment Law Training Group (FELTG) Reasonable Accommodation Under ADA/Rehabilitation Act training, and National Employment Law Institute (NELI)

Resolving ADA Workplace Questions 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

Not applicable.

Section III: Program Deficiencies in the Disability Program

The agency has not reported any program deficiencies involving 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 APPLICANTS WITH DISABILITIES

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

The BEP’s Office of Equal Employment and Diversity Management (OEODM) and Office of Human Resources (OHR) collaboratively manages a Schedule A data sheet to help track, maintain, and identify qualified Schedule A applications that are received. BEP also partners with Wounded Warrior and the Workforce Recruitment Program (WRP) to be able to identify qualified applicants with disabilities, and targeted disabilities. BEP has developed a Schedule A repository for a more efficient tracking system.

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 and PWTD and veterans with service-connected disability rating of 30% or more. OHR implemented a Human Resources Consultant Checklist with Hiring Officials in order to have a strategic conversation as a key element in the planning process for an effective, efficient hiring process. During this conversation, the hiring managers are given the options to hire through the use of Schedule A, Appointing Veterans and among other hiring flexibilities.

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 Treasury 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 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

In FY 2017 BEP held an information hiring event, which consisted of internal and external stakeholders such as OHR and WRP providing information about all the special hiring authorities that can be used at the agency. In addition, OHR frequently discuss hiring authorities during the recruitment strategic consultation discussion as a part of the hiring process.

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 that are frequently used by PWD and PWTD. BEP also maintains contact with interpreter service providers Compass Languages and Z Video Relay Services, as well as Treasury's Office of Civil Rights and Diversity Management for external job searches as a reasonable accommodation. BEP partners with the Wounded Warrior and the Workforce Recruitment Program (WRP) to be able to identify qualified applicants with disabilities, and targeted 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: Yes

Using Table B8, the identified trigger for new hires in the permanent workforce indicates that two (1.72%) of total hires were PWTD, which is below the 2% goal.

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

FY 2017 Hires	Applicants vs. Hires	Applicants vs. Hires
0083 (4) Hires:	PWD: 7.32% - 25.00%	PWTD: 7.32% - 0.00%
2606 (4) Hires:	PWD: 6.53% - 26.67%	PWTD: 2.69% - 0.00%
4454 (0) Hires:	PWD: 11.76% - 0.00%	PWTD: 4.41% - 0.00%
4406 (3) Hires:	PWD: 0.00% - 20.00%	PWTD: 0.00% - 0.00%
6941 (3) Hires:	PWD: 6.78% - 0.00%	PWTD: 3.39% - 0.00%

The 4406, Letter Press Operating occupation, has a low application rate for PWD and PWTD among the new hires for the mission critical occupations.

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

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.
 - a. Promotions for MCO (PWD) Answer: No
 - b. Promotions for MCO (PWTD) Answer: No

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

BEP design a Career Development Program in FY 2017 for all employees including PWD and PWTD that will be implemented in FY 2018.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The Career Development Program has been designed for current employees who are in a position or an occupational series that has limited or no upward career mobility.

2. 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 applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.
 - a. Applicants (PWD) Answer: No
 - b. Selections (PWD) Answer: No

BEP does not have a formal Career Development Program at this time.

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.
 - a. Applicants (PWTD) Answer: No
 - b. Selections (PWTD) Answer: No

BEP does not have a formal Career Development Program at this time.

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 (6.50%) and PWTD (9.09%) was above the inclusion rate for employees with no disability (4.78%) for time off awards between 1 - 9 hours. The inclusion rate for PWD (3.25%) and PWTD (3.03%) was above the inclusion rate for employees with no disability (2.78%) for time off awards of more than 9 hours. The inclusion rate for PWD (17.07%) in cash awards \$500 or less, was above the inclusion rate for employees with no disability (14.15%). However, the inclusion rate for PWTD (9.09%) fell below the inclusion rate for employees with no disability. The inclusion rate for PWTD (99.96%) in cash awards \$501 and greater, was above the inclusion rate for employees with no disability (94.70%). However, the inclusion rate for PWD (91.86%) fell below the inclusion rate for employees with no disability.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.
 - a. Pay Increases (PWD) Answer: No
 - b. Pay Increases (PWTD) Answer: Yes

The inclusion rate for PWD (1.22%) in quality step increases, was above the inclusion rate for employees with no disability (1.03%). However, the inclusion rate for PWTD (0.00%) fell below the inclusion rate for employees with no disability.

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

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.
- 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

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.
- 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

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

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

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

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 |

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

a. New Hires for Executives (PWD) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: No

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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.

a. New Hires for Executives (PWTD) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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

There are currently seven employees on a Schedule A Appointment. Of those seven employees, two employees were eligible in FY 2017, but those two employees have not been converted as of this report. An inquiry is being conducted to determine why those two employees have not been converted.

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

Number of Perm Employees:
 NO DIS – 1,547 NI plus PWD – 255
 VOL SEP Inclusion Rate:
 NO DIS – 5.49% (85) NI plus PWD – 6.27% (16)
 InVOL Sep Inclusion Rate:
 NO DIS – 0.13% (2) NI plus PWD – 0.78% (2)

The inclusion rate for PWD (6.29%) exceeded the inclusion rate of persons with no disability (5.49%) for voluntary separations.

The inclusion rate for PWD (0.78%) exceeded the inclusion rate of persons with no disability (0.13%) for involuntary separations.

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

Number of Perm Employees:
 NO DIS – 1,547 NI plus PWTD – 33
 VOL SEP Inclusion Rate:
 NO DIS – 5.49% (85) PWTD – 9.09% (3)
 InVOL Sep Inclusion Rate:
 NO DIS – 0.13% (2) PWTD – 6.06% (2)

The inclusion rate for PWTD (9.09%) exceeded the inclusion rate of persons with no disability (5.49%) for voluntary separations.
The inclusion rate for PWD (6.06%) exceeded the inclusion rate of persons with no disability (0.13%) for voluntary separations.

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.

Eighteen permanent PWD separated from the BEP in FY 2017. Of those, 16 were voluntary and two were involuntary; three of the voluntarily separating PWD's responded to the Exit survey. All three were due to retirement, however, two of the three indicated job related stress impacted their decision to retire.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151 – 4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.moneyfactory.gov/eeoadr.html>

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

<https://www.moneyfactory.gov/accessibilitystatement.html>

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.

BEP has improved the accessibility of the parking program by ensuring an adequate number of accessible spaces are available to employees for on-premise parking. BEP has also worked to install several accessible doors, as well an accessible ramp for entering and exiting the facility. In the next fiscal year, BEP is working to upgrade technology to provide closed captioning for deaf employees at agency events.

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.)

There were eleven reasonable accommodation requests in FY 2017; seven of the eleven requests were processed in an average of 3.86 days. The remaining four requests were processed in an average of 15 days as we awaited medical documentation from the requestor, and vacancy searches from the Office of Human Resources.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The OEODM has centralized funding to ensure training for the EEO staff and providing the necessary accessible equipment (etc) for the employee. In FY 2017, there were 11 reasonable accommodation requests, all of which were approved within the timeframes set out in BEP's procedures. During FY 2017, training was provided to managers and supervisors on EEO legal considerations and accommodations.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

OPM established the requirement for Personal Assistance Services to be implemented in January 2018. During FY 2018, first quarter, Treasury EEO established a Personal Assistance Services (PAS) Working Group of which BEP is a participant. The initial purpose of this working group is to establish and finalize a Statement of Work (SOW) for procuring a Treasury-wide PAS contract. This contract will allow BEP to establish a purchase order against the Treasury-wide base contract. While the PAS contract is being established, the PAS working group will create the PAS policy and procedures. In the interim, the BEP will follow existing reasonable accommodation policy and procedures to provide PAS.

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 government-wide 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: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

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.

Trigger 1	The participation rate of PWTD is below the federal goal of 2%.
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Barrier(s)	BEP lacks a targeted strategic hiring plan for PWTD			
Objective(s)	Increase participation rate of PWTD to the established federal 2% goal.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Carol Wafford, Chief, Office of Equal Employment and Diversity Management		Yes		
Patricia (Marty) Greiner, Deputy Director (Chief Administrative Officer (CAO))		Yes		
Tanya Everett, Chief, Office of Human Resources		Yes		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
No		Yes		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes			
Complaint Data (Trends)	No			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other (Please Describe)	No			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Work closely with Fiscal Service, HR partners, and hiring managers to put in place processes for identifying when vacancies are available.	Yes		
09/30/2018	Use the Special Hiring and Outreach Program policy and/or standard operating procedures to conduct one outreach effort.	Yes		
Fiscal Year	Accomplishments			
2017	Implemented the usage of a Human Resources Consultant hiring checklist for Hiring			

Fiscal Year	Accomplishments
2017	Established a relationship with external stakeholders; such as, Wounded Warriors,
2017	Conducted a Partnership Building Event for supervisors and managers to educate

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

Not applicable

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

Not applicable

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.

Not applicable