

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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

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

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

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

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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	703	181	25.75	19	2.70
Grades GS-1 to GS-10	222	59	26.58	5	2.25

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

In FY 2023, specific data regarding PWTD/PWD goals were included in directorate briefings and recruitment, hiring, and outreach touchpoint sessions. This information is also included in the recruitment and outreach plan for the Bureau of Engraving and Printing (BEP). However, since BEP has been meeting or exceeding PWTD goals, for at least the last five fiscal years, the communication to managers and supervisors is more focused on retaining and advancing PWTD and PWD employees.

### 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. Furthermore, OEODM works closely with the Office of Human Resources to continually evaluate BEP policies, processes and procedures and assess if there are barriers that prevent PWTd and PWD from fully participating in the BEP workforce and effective implementation of BEP’s Disability Program requirements.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTd	0	0	2	Judy Caniban Chief Judy.Caniban@bep.gov
Processing applications from PWD and PWTd	0	0	0	Karnelis Godette Chief Karnelis.Godette@bep.gov
Processing reasonable accommodation requests from applicants and employees	0	0	3	Judy Caniban Chief Judy.Caniban@bep.gov
Architectural Barriers Act Compliance	0	0	1	Daniel Carver Chief Daniel.Carver@bep.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	0	Karnelis Godette Chief Karnelis.Godette@bep.gov
Section 508 Compliance	0	0	2	Sharilyn Cook Manager Sharilyn.Cook@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

OEODM staff responsible for processing and managing the disability program at BEP received sufficient training, which consisted of the Equal Employment Opportunity Commission’s (EEOC) Disability Program Manager and other just-in-time training offered by EEOC and other sources. In addition, OEODM provided staff with access to CyberFeds for research purposes on appropriate processing and managing of the Disability Program. OEODM staff also visited Job Accommodation Network (JAN) website on a regular basis to research regarding medical conditions and/or recommended accommodation.

**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.

The Office of Human Resources (OHR) manages 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 (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. With hiring of new HR specialists in FY 2023, BEP added to its capacity to accelerate its outreach and recruitment efforts. In FY 2023, BEP conducted 11 outreach events specific to veterans, which were another potential source for PWTD and PWD. The paramount objective with BEP’s increased capacity was to plan, identify, and implement changes that will improve opportunities for all groups within the workforce, including PWTD and PWD.

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 specific to PWD and PWTD are Schedule A and veteran appointment authorities to include Veterans Readjustment Authority (VRA) and Veterans Employment Opportunity Act (VEOA). Schedule A is available for use along with the VRA and VEOA to appoint PWD and PWTD and veterans or those with a service-connected disability. Hiring officials consult with an HR Specialist before every recruit request is processed for competitive hiring. The various available hiring authorities to include VRA, Schedule A, etc., are communicated to hiring managers.

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 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. In addition, any time BEP managers signified intent to hire a Schedule A candidate, OHR reviewed current available resumes, identifying who may be eligible for Schedule appointment and referred for consideration.

- 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 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. In addition, Treasury also required all Treasury employees to complete mandatory VEOA and VRA training.

**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 interpreting service providers to provide interpreting services to employees and applicants with disabilities. The BEP utilizes Handshakes to advertise open vacancies at educational institutions that include programs for students with disabilities. As previously reported, BEP also conducts outreach and recruitment events specific to veterans, a potential source of PWD and PWTD candidates.

**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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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

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

b. New Hires for MCO (PWTD)

Answer N/A

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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

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

a. Qualified Applicants for MCO (PWD)

Answer N/A

b. Qualified Applicants for MCO (PWTD)

Answer N/A

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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

a. Promotions for MCO (PWD)

Answer N/A

b. Promotions for MCO (PWTD)

Answer N/A

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

## 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 offers career development opportunities to all employees via non-competitive and competitive details and promotions. The career development opportunities were 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 available at BEP: 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 in the Electro-Machine Shop, Office of Security Printing. The incumbent participates in a four-year training program with BEP 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. Apprenticeship: BEP provides technical apprenticeship programs, which combine on-the-job and classroom training with mentoring opportunities to help employees learn the practical and theoretical aspects of highly skilled occupations. The application process for each apprenticeship varies depending on the job series of the position. Positions requiring artistic ability, such as Engraver or Designer positions utilize a two-phase evaluation consisting of an application/questionnaire review and an assessment of the applicant's artwork. Other positions such as Platemakers and Siderographers require an application and questionnaire review. Senior Executive Service Candidate Development Program: Senior leaders at BEP are provided training and development opportunities that are aligned with OPM and the Center for Leadership Development (CLD), including Federal Executive Institute (FEI), Leadership Education and Development Certificate Program (LEAD), Senior Executive Assessment Program, and Department of the Treasury Leadership Development Program (SES) (2017, 2021). These training and development opportunities meet the succession planning needs of BEP and provide employees with training and developmental activities that prepare them for future positions as senior executives at BEP and the Federal Government. BEP provides senior leaders access to training and development courses that employ OPM-designed curriculum aligned with Executive Core Qualifications (ECQs) and an opportunity to realistically assess their performance on ECQs as well as overall readiness for senior executive positions within the Federal Government. Treasury Executive Institute (TEI): TEI is a shared service and strategic partner of BEP that provides cutting-edge and convenient learning and development programs in an interagency setting to equip and transform BEP leaders for greater impact. All programs and services are aligned to ECQs and fundamental leadership competencies. There is no selection process for individual TEI courses. For most courses, employees will just need to submit the Standard Form (SF) 182 in the Integrated Talent Management (ITM) system. The SF-182 is available in ITM and is required for all external learning activities (i.e., non-Treasury or non-ITM courses). Supervisor approval is required. Certified Coaching Cadre: BEP provides coaching instruction through the Federal Internal Coaching Training Program (FICTP), a rigorous, seven-month program that is certified by the International Coach Federation to provide professional-level coach training. The program fosters a coaching culture by empowering leaders at all levels to practice self-reflection, creativity in problem solving, accountability, and candid and respectful communication. The aim is to cultivate an environment of continuous learning, individual and organizational performance excellence by promoting positive leadership practices. Through this program, selected participants acquire a thorough understanding of the philosophical, historical, and ethical foundations of professional coaching and how they are applied within the Federal context. This course is offered on an annual basis, though participation is limited. Once BEP announces a call for nominations, employees interested in participating in this program must apply and are competitively selected. Onsite Leadership Development Workshops: These workshops provide leaders at all levels with critical skills needed to maintain and/or improve their leadership skills and effectiveness. There is no competitive selection process. Employees submit SF-182 via ITM as required for desired training. Supervisor approval required. Technical Development Programs: There is no competitive selection process. Employees submit SF-182 via ITM as required for desired training. Supervisor approval required. College Course. Funding of College-Level Training. There is no competitive selection process. The employee submits an SF-182, Form 1707 and completes a CSA, if needed. Supervisor approval is required.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training Programs	0	0	0	0	0	0
Other Career Development Programs	3	3	33%	33%	0	0
Fellowship Programs	6	6	16%	16%	0	0
Mentoring Programs	0	0	0	0	0	0
Internship Programs	52	3	0	0	0	0
Detail Programs	0	0	0	0	0	0
Coaching Programs	2	1	0	0	0	0

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

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

BEP does not currently track the disability status of applicants and/or selectees. We will continue to work on a plan to successfully capture the applicant flow data for the program.

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

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

BEP does not currently track the disability status of applicants and/or selectees. We will continue to work on a plan to successfully capture the applicant flow data of the program.

**C. AWARDS**

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

PWTD fell below the benchmark awards groups below. Award Type Inclusion rate Award percentage Time Off Hours 1-10 7.69 4.29 Cash Awards: 500 and under 2.56 0.67 Cash Awards: 501 - 999 2.56 1.69 Cash Awards: 1000- 1999 5.13 1.31 Cash Awards: 2000 - 2999 71.79 2.12 Cash Awards: 3000 - 3999 10.26 2.90

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	70	4.55	3.77	6.98	4.27

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Total Hours	558	37.08	29.76	60.47	34.40
Time-Off Awards 1 - 10 Hours: Average Hours	7.97	1.95	0.58	20.16	-0.14
Time-Off Awards 11 - 20 hours: Awards Given	36	2.15	1.92	2.33	2.13
Time-Off Awards 11 - 20 Hours: Total Hours	597	35.17	32.35	46.51	33.87
Time-Off Awards 11 - 20 Hours: Average Hours	16.58	3.91	1.24	46.51	-0.98
Time-Off Awards 21 - 30 hours: Awards Given	5	0.00	0.37	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	120	0.00	8.86	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	1.77	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	12	0.72	0.66	0.00	0.80
Time-Off Awards 31 - 40 Hours: Total Hours	432	28.71	23.04	0.00	32.00
Time-Off Awards 31 - 40 Hours: Average Hours	36	9.57	2.56	0.00	10.67
Time-Off Awards 41 or more Hours: Awards Given	100	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	59	4.55	2.88	2.33	4.80
Cash Awards: \$501 - \$999: Total Amount	44863	3432.06	2198.45	1860.47	3612.27
Cash Awards: \$501 - \$999: Average Amount	760.39	180.63	56.37	1860.47	-11.99
Cash Awards: \$1000 - \$1999: Awards Given	153	7.89	8.57	4.65	8.27
Cash Awards: \$1000 - \$1999: Total Amount	191119	9508.13	10778.06	5813.95	9931.73
Cash Awards: \$1000 - \$1999: Average Amount	1249.14	288.12	92.91	2906.98	-12.17
Cash Awards: \$2000 - \$2999: Awards Given	1319	58.85	77.92	65.12	58.13
Cash Awards: \$2000 - \$2999: Total Amount	3662801	162567.70	216866.54	180123.26	160554.67
Cash Awards: \$2000 - \$2999: Average Amount	2776.95	660.84	205.56	6432.98	-1.03
Cash Awards: \$3000 - \$3999: Awards Given	138	6.94	7.98	9.30	6.67
Cash Awards: \$3000 - \$3999: Total Amount	434278	21892.34	25083.68	28848.84	21094.67
Cash Awards: \$3000 - \$3999: Average Amount	3146.94	754.91	232.26	7212.21	14.47
Cash Awards: \$4000 - \$4999: Awards Given	12	0.24	0.81	0.00	0.27



Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Total Amount	52000	956.94	3545.05	0.00	1066.67
Cash Awards: \$4000 - \$4999: Average Amount	4333.33	956.94	322.28	0.00	1066.67
Cash Awards: \$5000 or more: Awards Given	1	0.24	0.00	0.00	0.27
Cash Awards: \$5000 or more: Total Amount	5500	1315.79	0.00	0.00	1466.67
Cash Awards: \$5000 or more: Average Amount	5500	1315.79	0.00	0.00	1466.67

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 No

Even though PWTD fell below the benchmarks in all other awards categories, it is noted that PWTD was above the inclusion rate for QSI, at 8.33 percent compared to 2.56 percent inclusion rate.

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 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

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

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

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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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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 No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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

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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

6.

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

a. Executives

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

b. Managers

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

c. Supervisors

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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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

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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

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

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

Treasury and the bureaus do not have accurate Applicant Flow data as required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2024 report.

## 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

BEP did not have a new Schedule A hire requiring conversion.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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.

No triggers exist involving the separation rate of PWD and/or PWTD.

## 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.

External Website: <https://www.bep.gov/about-bep/office-equal-opportunity-and-diversity-management> How to file a complaint: For information about filing a complaint against the BEP under Section 508, contact OEODM at (202) 874-3460 or TTY at (202) 874-4931 or by email at [OEODM@bep.gov](mailto: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.

External Website: <https://www.bep.gov/footer/accessibility-statement> How to file a complaint: For information about filing a complaint against the BEP under the Architectural Barriers Act (ABA), 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](mailto:OEODM@bep.gov). An ABA complaint can be filed online using the online complaint form: Alternative ABA Complaint Filing Methods 1) E-mail to [enforce@access-board.gov](mailto: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.

Accessibility of Facility In FY 2022 and FY 2023, BEP corrected the deficiencies that the Treasury's Office of Civil Rights and Equal Employment Opportunity (OCRE) identified during their audit from June through August 2022. In FY 2023, BEP's efforts to modify restrooms to meet the ADA requirements continued such as paper towel holders, door force, grab bars, signage have been corrected at both facilities. Additional areas addressed in FY 2023, included locker rooms, restrooms, hallway renovations as part of WCF's Capital Investment program. Included in the restroom changes were signs depicting bathrooms as accessible – whether the restroom is designated as unisex, male or female. Accessibility of Technology BEP plans to award a contract for DEIA IT consulting services in the second quarter of FY 2023 to evaluate the current IT accessibility policies and practices and provide recommendations and a roadmap for future improvements.

## 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.)

Reasonable accommodation cases in FY 2023, were unusually high and complex. OEODM processed 28 individual requests with multiple accommodations requested per case. Average processing time was 14 days. Cases that went over 20 days were cases held in abeyance for an extended period due to OEODM needing to consult with BEP doctor, employee and/or supervisor on extended leave, supervisor requesting additional time to conduct research and/or consult with OHR and/or their chain of command.

- 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 2023, BEP provided reasonable accommodations guidance via training courses, virtual office hours, and postings on its internal and external websites. Mandatory reasonable accommodations training was provided to all employees. In FY 2023, BEP continued to leverage appropriate stakeholders, to include OHR, the Offices of Chief Counsel (OCC) and Facility Support (OFS), BEP Medical Provider Chief Information Officer (CIO) organizations, and other relevant partners, if accommodation requested pertained to IT, OFS, office equipment, or when there was a need to clarify medical information to ensure timely and effective processing of RA requests. BEP has a dedicated reasonable accommodation budget that was readily and easily accessible, when needed. Other BEP organizations such as CIO, OFS, Office of Security, and requesting employee’s organization have also utilized their budget to fund accommodation requests that were specific to their programs. BEP also has multiple sources providing interpreting services. Furthermore, BEP continued to use the RA tracker established by Treasury’s OCRE, to track timeliness of processing and types of requests as well as monitor RA data for trends.

**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.

BEP has an established PAS policy and procedures, and a PAS contract that can be utilized when a PAS request is received. In FY 2023, BEP received no PAS requests

**Section VII: EEO Complaint and Findings Data**

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

- 2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

- 3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer 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.

N/A

### Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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



<b>Source of the Trigger:</b>		Workforce Data (if so identify the table)							
<b>Specific Workforce Data Table:</b>		Workforce Data Table - B9							
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>		A review of Tables B9-1 and B9-2 shows that PWTD’s participation rates were lower than their inclusion rates (IR) in some award categories. Specifically: • Time Off Hours 1-10: PWTD participation was 4.29 percent compared to 7.69 percent IR. • Cash Awards: 500 and under: PWTD participation was 0.67 percent compared to 2.56 IR. • Cash Awards: 501 – 999: PWTD participation was 1.69 percent compared to 2.56 IR. • Cash Awards: 1000 – 1999: PWTD was at 1.31 percent against 5.13 percent IR. • Cash Awards: 2000 – 2999: PWT at 2.12 percent against 71.79 percent IR. • Cash Awards: 3000 – 3999: PWTD at 2.90 percent against 10.26 IR. Even though PWTD fell below the benchmarks in all other awards categories, it is noted that PWTD was above the inclusion rate for QSI, at 8.33 percent compared to 2.56 percent inclusion rate.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
<b>STATEMENT OF BARRIER GROUPS:</b>		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
<b>Barrier Analysis Process Completed?:</b>		N							
<b>Barrier(s) Identified?:</b>		N							
<b>STATEMENT OF IDENTIFIED BARRIER:</b>		<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.									
<b>Objective(s) and Dates for EEO Plan</b>									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
<b>Responsible Official(s)</b>									
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>					
Chief Office of Equal Opportunity and Diversity Management		Judy Caniban		Yes					
Chief Office of Human Resources		Karnelis Godette		Yes					
<b>Planned Activities Toward Completion of Objective</b>									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
09/30/2023	Review awards policy, practice and/or procedure to determine the potential barriers to PWTD receiving awards comparable to employees without disabilities.			Yes	09/30/2024				
09/30/2023	Continue to review awards data to determine if decisions issued have disparate impact on PWTD.			Yes	09/30/2024				

<b>Report of Accomplishments</b>	
<b>Fiscal Year</b>	<b>Accomplishment</b>

<b>Source of the Trigger:</b>		Other							
<b>Specific Workforce Data Table:</b>		Workforce Data Table - B1							
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>		A review of the new hires in MCO shows no PWTB hires for 0083 (Police), 2606 (Electronic Industrial Controls Mechanic), 4406 (Letter Press Operator), 4454 (Intaglio Press Operating) and 6941 (Bulk Money Handling). There was limited success in the 2210 (Information Technology) series with one PWTB hired. The number of hires in FY 2023, was comparable to the number of PWTB hires in the past two years with two in FY 2022 and one in FY 2021. With the PWTB, there were new hires in all five of the MCOs that completed hiring actions in FY2023, with new hire rates exceeding 12 percent in four out of six MCOs. Of the 189 overall BEP new hires in FY 2023, 64 were PWTB and 8 were PWTB. At 33.86 percent PWTB and 4.23 percent PWTB, both new hire rates exceeded the Government-wide goals of 12 percent and 2 percent, respectively.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
<b>STATEMENT OF BARRIER GROUPS:</b>		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
<b>Barrier Analysis Process Completed?:</b>		N							
<b>Barrier(s) Identified?:</b>		N							
<b>STATEMENT OF IDENTIFIED BARRIER:</b>		<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.									
<b>Objective(s) and Dates for EEO Plan</b>									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
<b>Responsible Official(s)</b>									
<b>Title</b>		<b>Name</b>			<b>Standards Address The Plan?</b>				
Office of Equal Opportunity and Diversity Management		Judy Caniban			Yes				
Chief Office of Human Resources		Karnelis Godette			Yes				
<b>Planned Activities Toward Completion of Objective</b>									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
09/30/2023	Review outreach and recruitment policy, practice and/or procedure to determine the potential barriers to hiring PWTB in the BEP workforce, specifically in MCOs.			Yes	09/30/2024				

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Accelerate strategic consultation and engagement with appropriate hiring managers and provide data on status of BEP and specific directorate information on PWTD hires and workforce composition to ensure information is considered when making outreach and hiring decisions.	Yes	09/30/2024	
09/30/2023	Establish a PWD and PWTD Hiring and Awareness Campaign that will include: <ul style="list-style-type: none"> <li>• Re-educating managers and supervisors on BEP's responsibility to meet the 2 percent and 12 percent goal of hiring PWTD and PWD, respectively.</li> <li>• Provide appropriate managers and supervisors with quarterly status of PWD and PWTD hires, participation for awareness and inclusion in outreach and recruitment decisions</li> </ul>	Yes	09/30/2024	
<b>Report of Accomplishments</b>				
<b>Fiscal Year</b>	<b>Accomplishment</b>			

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B6					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	A review of BEP’s MCOs by disabilities shows PWTDS are below the 2 percent Federal goal in three of the MCOs - 0083 (Police) at 1.57 percent, no representation in 2606 (Electronic Industrial Controls Mechanic), and 4406 (Letter Press Operator) at 1.33 percent, while PWD was not represented and did not meet the Federal goal of 12 percent in one MCO – 4406 at 11.06 percent.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Chief Office of Equal Opportunity and Diversity Management		Judy Caniban		Yes		
Chief Office of Human Resources		Karnelis Godette		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Review outreach and recruitment policy, practice and/or procedure to determine the potential barriers to hiring PWD and PWTDD in the BEP workforce, specifically in MCOs.			Yes	09/30/2024	

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Accelerate strategic consultation and engagement with appropriate hiring managers and provide data on status of BEP and specific directorate information on PWD and PWTD hires and workforce composition to ensure information is considered when making outreach and hiring decisions.	Yes	09/30/2024	
09/30/2023	Establish a PWD and PWTD Hiring and Awareness Campaign that will include: <ul style="list-style-type: none"> <li>• Re-educating managers and supervisors on BEP's responsibility to meet the 2 percent and 12 percent goal of hiring PWTD and PWD, respectively.</li> <li>• Provide appropriate managers and supervisors with quarterly status of PWD and PWTD hires, participation for awareness and inclusion in outreach and recruitment decisions</li> </ul>	Yes	09/30/2024	

<b>Report of Accomplishments</b>	
<b>Fiscal Year</b>	<b>Accomplishment</b>
2023	<p>Outreach and Recruitment Efforts:</p> <p>Partnered with vocational and trade schools to highlight the modern, cutting-edge technologies, strong culture at BEP, pride in what is being produced, and supporting BEP’s mission. List of recruitment events below. Note, though specific to PWTD/PWD, the more outreach BEP conducts the more likely BEP can reach PWTD/PWD:</p> <ul style="list-style-type: none"> <li>• Central Region Virtual Career Fair (Virtual)</li> <li>• Dallas Law Enforcement Hiring Expo (TX)</li> <li>• National Virtual Career Fair for Veterans (Virtual)</li> <li>• Law Enforcement Recruitment Opportunities – Military (separation)(DC)</li> <li>• Central Region Career Fair (DC)</li> <li>• Fort Worth Law Enforcement Hiring Expo (TX)</li> <li>• Government &amp; Non-Profit Diversity (Virtual)</li> <li>• North Texas Job Fair (TX)</li> <li>• Diversity &amp; Inclusion Career Fair (Virtual)</li> <li>• WIFLE Foundation Inc Recruitment/Career Day (FL)</li> <li>• 12th Annual Southern MD Hiring Event (MD)</li> <li>• Dallas Veterans Job Fair (TX)</li> <li>• BEP Job Fair (DC)</li> <li>• Reliant Law Enforcement Hiring Expo (TX)</li> <li>• Diversity and Career Group (TX)</li> <li>• FAPAC Virtual and In-person Student Career Fair (MD)</li> </ul> <p>Established and maintained partnerships with minority, women and other diverse associations, to include organizations focusing on PWDs to help develop and maintain a pipeline of diverse candidates for employment in BEP’s mission-critical positions. List of partnerships below:</p> <ul style="list-style-type: none"> <li>• Mid-Atlantic Association of Women in Law</li> <li>• Women in Federal Law Enforcement</li> <li>• Out to Innovate</li> <li>• Hispanic/Latino Professionals Association</li> <li>• Association of Latino Professionals for America</li> <li>• Society of Women Engineers (SWE)</li> <li>• The Association for Severely Handicapped (TASH)</li> <li>• Association of People Supporting Employment First</li> <li>• Printing United Alliance</li> <li>• Bender Disability Career Fair (Virtual)</li> <li>• Fort Worth Law Enforcement Hiring Expo (TX)</li> <li>• Northern Virginia Law Enforcement Hiring Expo (VA)</li> <li>• 4-H Youth Career Fair featuring “Cool Job” (DC)</li> </ul> <p>Explored and exploited appropriate social media platform as a source to recruit prospective candidates and another way to promote the Bureau.</p> <ul style="list-style-type: none"> <li>• Enhanced online presence and adapted brand to engage and attract digital talent through marketing materials, posted testimonials from employees at varying career levels and occupations, and created blogs/newsletters.</li> <li>• OHR collaborated with the Office of External Relations on using social media to gain a presence and to more effectively brand BEP. Currently BEP has a presence on Facebook, Twitter, Instagram, YouTube, and LinkedIn.</li> </ul> <p>Instituted an online and written survey to distribute during outreach and recruitment events to determine interests, background, and experiences of those who demonstrated interest in employment at BEP, and how they became aware of opportunities at BEP.</p> <ul style="list-style-type: none"> <li>• OHR has developed a survey for candidates at outreach events to gather demographic and disability data.</li> </ul> <p>BEP purchased nine professional memberships in FY 2023 to assist in focusing recruitment and outreach to Women in Law Enforcement, LGBTQ+ Professionals, Hispanic/Latino Professionals, Women in STEM, and people with disabilities.</p>

<b>Report of Accomplishments</b>	
<b>Fiscal Year</b>	<b>Accomplishment</b>
	<p>In FY 2023, BEP held its first Career Fair since before COVID. It was successful in highlighting current job openings and inviting both BEP employees and non-BEP employees to explore options.</p> <p>FY 2023 Retention Strategies:</p> <p>New Employee Orientation: BEP conducted bi-weekly new employee orientations for each location (Washington, DC and Forth Worth, TX facilities) in FY 2023, delivering DEIA information and complaint filing procedures to a total of 176 new hires.</p> <p>BEP established mandatory DEIA related training for supervisors and non-supervisory employees. Both supervisors and non-supervisors were required to complete:</p> <ul style="list-style-type: none"> <li>• One hour of live, virtual training with four modules: EEO complaints, anti-harassment, accommodations for disabilities and religious practices, and alternative dispute resolution</li> <li>• Virtual training on DEI in Action</li> <li>• Department of the Treasury’s Sexual Harassment Training</li> </ul> <p>BEP also continued to refine its New Supervisors Training and deployed the module quarterly. The agenda included the topics below. Members of the SET kicked off each session with a review of BEP’s expectations of supervisors as leaders and role models. In FY 2023, BEP conducted four New Supervisor Training sessions.</p> <ul style="list-style-type: none"> <li>• Recruitment and Placement</li> <li>• Performance Management</li> <li>• Developing Employees</li> <li>• Dealing with Poor Performance and Misconduct</li> <li>• Labor Relations</li> <li>• Leave Administration</li> <li>• Work-Life Flexibilities</li> <li>• Diversity, Equity, Inclusion and Accessibility (DEIA)</li> <li>• Trained supervisors and management officials on the requirements and processes for providing inclusive and accessible workspaces.</li> </ul> <p>BEP required managers and supervisor to complete training on VRA and VEOA.</p> <p>OEODM continued to deploy virtual office hour sessions to educate the workforce on topics specific to Diversity, Equity, Inclusion, and Accessibility.</p> <ul style="list-style-type: none"> <li>• Inclusion through Employee Resource Groups (Part 1)</li> <li>• Leveraging Diverse Experiences</li> <li>• Accessible and inclusive Workplaces through Reasonable Accommodations and Personal Assistance</li> <li>• Inclusion and Safer Workplaces through the Anti-Harassment Program</li> <li>• Advancing Diversity through Affirmative Employ and Affirmative Action Programs (Barrier Analysis Part 1)</li> <li>• Inclusion and Safer Workplaces through Conflict Resolution</li> <li>• Building a Culture of Inclusion (Part 1)</li> <li>• Inclusive Workspaces through Disability Etiquette</li> <li>• Inclusion through Employee Resource Groups (Part 2)</li> <li>• Equity in Complaint Program: Preventing Reprisal/Retaliation</li> <li>• Advancing Diversity Through Affirmative Employment and Affirmative Action Programs (Barrier Analysis Part 2)</li> <li>• DEIA through Conflict Resolution – Preparing for Mediation/Facilitation</li> <li>• Building a Culture of Inclusion (Part 2)</li> <li>• Ensuring Disability Inclusion through Reasonable Accommodation</li> <li>• Building a Culture of inclusion through Special Emphasis Programs</li> </ul> <p>FY 2023 Barrier Analysis Efforts</p>



<b>Report of Accomplishments</b>	
<b>Fiscal Year</b>	<b>Accomplishment</b>
	<p>BEP established its first barrier analysis team.</p> <ul style="list-style-type: none"> <li>• Members include hiring managers from both facilities (DC and Texas) Office of Security, Office of Manufacturing, Office of Engraving, Office of Production Engineering, Office of Enterprise Solutions (OES), staff from Office of Human Resources (OHR), Office of Equal Opportunity and Diversity Management (OEODM). The Associate Director for DCF Manufacturing (Acting Deputy Director (Chief Operating Officer)) as the Executive Champion. Team met bi-weekly since March 2023. Team received training on barrier analysis, HR Recruitment Process, Strategic Conversations, briefing on BEP OHR’s outreach and recruitment efforts and benefits of the outreach and recruitment events, and training on EEOC Root Cause Analysis Tool (Recruitment/Outreach). Team reviewed workforce applicant flow data – overall BEP, by directorate and mission critical occupations.</li> <li>• Common triggers members who did the root cause analysis found were as follows: no strategic outreach and recruitment plan for MCOs; need to market BEP’s brand and MCO positions; and additional qualification requirements that may be unnecessary and potentially screen out qualified candidates.</li> </ul> <p>Barrier Analysis Team’s efforts will also include analyzing data on PWTD and PWD.</p> <p>FY 2023 508 Compliance Requirements</p> <p>Collaboration Site: BEP established an internal collaboration site on its Intranet to provide BEP employees and contractors a single location to obtain information on 508 compliance requirements. The site covers general information, services that are provided and resources for more information.</p> <p>The Office of Enterprise Solutions, which includes BEP’s 508 Team set up a contract for a Section 508 organizational review to begin in FY 2024. Under the contract, BEP will gain a better understanding of the tools being used, the accessibility of training and the accessibility of communication. The results of the assessment are intended to bet</p>

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B8					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Of the 189 overall BEP new hires in FY 2023, 64 were PWD and 8 were PWTD. At 33.86 percent PWD and 4.23 percent PWTD, both new hire rates exceeded the Government-wide goals of 12 percent and 2 percent, respectively. However, analysis of the B8 tables show a trigger in internal promotions and new hires of PWTD at the GS-13 through GS-15 grade levels. There was also a trigger found in internal promotion and new hire rates for PWD at the GS-15 level.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Office of Equal Opportunity and Diversity Management		Judy Caniban		Yes		
Chief Office of Human Resources		Karnelis Godette		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Review outreach and recruitment policy, practice and/or procedure to determine the potential barriers to hiring and promotion of PWTD and PWD in the BEP workforce at the GS-13 through GS-15 grade levels.			Yes	09/30/2024	
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4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Planned activities are on track to be completed in FY 2023.

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

Participation rate for PWD has gradually increased over the last five years; from 14.64 percent in FY 2017 to 22.62 percent in FY 2023. Participation rate for PWTD slightly increased over the last five years; from 1.75 percent in FY 2017 to 2.36 percent in FY 2023. Accomplishments Fiscal Year 2023 Outreach and Recruitment Efforts: -Partnered with vocational and trade schools to highlight the modern, cutting-edge technologies, strong culture at BEP, pride in what is being produced, and supporting BEP's mission. List of recruitment events below. Note, though specific to PWTD/PWD, the more outreach BEP conducts, the more likely BEP can reach PWTD/PWD: • Central Region Virtual Career Fair (Virtual) • Dallas Law Enforcement Hiring Expo (TX) • National Virtual Career Fair for Veterans (Virtual) • Law Enforcement Recruitment Opportunities – Military (separation)(DC) • Central Region Career Fair (DC) • Fort Worth Law Enforcement Hiring Expo (TX) • Government & Non-Profit Diversity (Virtual) • North Texas Job Fair (TX) • Diversity & Inclusion Career Fair (Virtual) • WIFLE Foundation Inc Recruitment/Career Day (FL) • 12th Annual Southern MD Hiring Event (MD) • Dallas Veterans Job Fair (TX) • BEP Job Fair (DC) • Reliant Law Enforcement Hiring Expo (TX) • Diversity and Career Group (TX) • FAPAC Virtual and In-person Student Career Fair (MD) -Established and maintained partnerships with minority, women and other diverse associations, to include organizations focusing on PWDs to help develop and maintain a pipeline of diverse candidates for employment in BEP's mission-critical positions. List of partnerships below: • Mid-Atlantic Association of Women in Law • Women in Federal Law Enforcement • Out to Innovate • Hispanic/Latino Professionals Association • Association of Latino Professionals for America • Society of Women Engineers (SWE) • The Association for Severely Handicapped (TASH) • Association of People Supporting Employment First • Printing United Alliance • Bender Disability Career Fair (Virtual) • Fort Worth Law Enforcement Hiring Expo (TX) • Northern Virginia Law Enforcement Hiring Expo (VA) • 4-H Youth Career Fair featuring "Cool Job" (DC) -Explored and exploited appropriate social media platform as a source to recruit prospective candidates and another way to promote the Bureau. • Enhanced online presence and adapted brand to engage and attract digital talent through marketing materials, posted testimonials from employees at varying career levels and occupations, and created blogs/newsletters. • OHR collaborated with the Office of External Relations on using social media to gain a presence and to more effectively brand BEP. Currently BEP has a presence on Facebook, Twitter, Instagram, YouTube, and LinkedIn. Instituted an online and written survey to distribute during outreach and recruitment events to determine interests, background, and experiences of those who demonstrated interest in employment at BEP, and how they became aware of opportunities at BEP. • OHR has developed a survey for candidates at outreach events to gather demographic and disability data. BEP purchased nine professional memberships in FY 2023 to assist in focusing recruitment and outreach to Women in Law Enforcement, LGBTQ+ Professionals, Hispanic/Latino Professionals, Women in STEM, and people with disabilities. In FY 2023, BEP held its first Career Fair since before COVID. It was successful in highlighting current job openings and inviting both BEP employees and non-BEP employees to explore options. Retention Strategies: -New Employee Orientation: BEP conducted bi-weekly new employee orientations for each location (Washington, DC and Fort Worth, TX facilities) in FY 2023, delivering DEIA information and complaint filing procedures to a total of 176 new hires. -BEP established mandatory DEIA related training for supervisors and non-supervisory employees. Both supervisors and non-supervisors were required to complete: • One hour of live, virtual training with four modules: EEO complaints, anti-harassment, accommodations for disabilities and religious practices, and alternative dispute resolution • Virtual training on DEI in Action • Department of the Treasury's Sexual Harassment Training -BEP also continued to refine its New Supervisors Training and deployed the module quarterly. The agenda included the topics below. Members of the SET kicked off each session with a review of BEP's expectations of supervisors as leaders and role models. 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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.

To maintain the robust presence of PWD and PWTD in the BEP workforce, it is imperative that we continue to do outreach and recruitment to areas where there are potential qualified PWDs and PWTDs. In addition, BEP will continue to deploy effective and timely reasonable accommodation program, make physical and virtual work environment accessible, and provide a safer workplace to ensure PWDs and PWTDs are able to fully participate within the BEP workforce and perform the essential functions of their jobs.