

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-1 to GS-10	240	69	28.75	8	3.33
Grades GS-11 to SES	736	172	23.37	19	2.58

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

In FY 2022, specific data regarding PWTD/PWD goals was 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).

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTB	0	0	6	Judith.DiazMyers@bep.gov
Processing applications from PWD and PWTB	0	0	0	Karnelis Godette Chief karnelis.Godette@bep.gov
Architectural Barriers Act Compliance	0	0	1	Daniel Carver Chief Daniel.Carver@bep.gov
Section 508 Compliance	0	0	2	Sharilyn Cook Manager Sharilyn.Cook@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
Processing reasonable accommodation requests from applicants and employees	0	0	6	Judith.DiazMyers@bep.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

During FY 2022, the 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. In addition, OEODM provided staff with access to CyberFeds for research purposes on appropriate processing and managing of the Disability Program.

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.

OEODM and the Office of Human Resources (OHR) collaboratively manage an internal Schedule A repository to track, maintain, and identify qualified Schedule A applications that BEP receives. BEP also partnered with the Department of the Treasury (Treasury) and Monster Government Services to create a customized job search tool that provides veterans services such as, a federal resume tutorial, a military skills translator, and a resume to job match capability. BEP has established an outreach and recruitment team as indicated within the Diversity and Inclusion Strategic Implementation Plan. In FY 2022, BEP conducted 11 outreach specific to veterans, which was another potential source for PWTD and PWD. The paramount objective of the Team is 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 service-connected disability. Hiring officials consult with a HR Specialist before every recruit request is processed for competitive hiring. They are communicated the various hiring authorities available to include VRA, Schedule A, etc.

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, at any time a BEP managers signified intent to hire a Schedule A, OHR reviewed current available resumes 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. BEP utilizes Handshakes to advertise open vacancies at educational institutions that include programs for students with disabilities. As previously reported, BEP also conduct 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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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 details and promotions. The career development opportunities are marketed through internal communications and external sources.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Below is a list of the various career development programs BEP provides to its employees: New Leaders Program (NLP). The NLP targets GS 7-11 employees (or equivalent) and is designed to develop future public service leaders. The program includes leadership self-assessments, experiential learning, and individual development opportunities integrated into a competency-based learning

approach. Executive Leadership Program (ELP). The ELP is designed for GS 12-13 (or equivalent) employees seeking to support their organization in meeting its mission and goals. The program focuses specifically on the competency of “leading people” through developmental activities and experiences. Executive Potential Program (EPP). The EPP is a competency-based leadership program that prepares high-potential GS 14–15 employees (or equivalent) to lead effectively at senior levels in the federal government. The curriculum is focused on “leading change” and transforming senior managers into change leaders. Career Development (CADE) Program. The CADE Program provides upward mobility via defined career training and opportunities that allow the selection and training of disabled veterans (and other employees) GS-11 (or equivalent) and below, whose positions offer limited promotion potential, for placement into positions in other occupational series for which they would not otherwise be qualified. Electro-Machinist & Mechanical-Machinist Trainee Program. This program is advertised as a four-year trainee program to journeyman Electro-Machinist. This position is located in the Electro-Machine Shop, Office of Security Printing. The incumbent participates in a four-year training program with 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 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 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 182 (SF-182) in the Integrated Talent Management System (ITM). SF-182s are available in ITM and are 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 improve their leadership skills and effectiveness. There is no competitive selection process. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required. Technical Development Programs: There is no competitive selection process. Employees submit an 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 Continued Service Agreement (CSA), if needed. Supervisor approval is required.

- 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	0	0	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	32	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

- a. Applicants (PWD) Answer 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 the applicant flow data of 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 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 11-20 2.27 1.85 Cash Awards: 500 and under 15.91 2.98 Cash Awards: 1000- 1999 9.09 3.10 Cash Awards: 2000 - 2999 59.09 2.04 Cash Awards: 3000 - 3999 13.64 3.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

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 |

Treasury and the bureaus do not have accurate Applicant Flow data 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 2022 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 2023 report.

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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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 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 2022 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 2023 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	2	0.00	0.13
Permanent Workforce: Resignation	30	1.92	1.48
Permanent Workforce: Retirement	86	3.60	4.76
Permanent Workforce: Other Separations	41	2.40	2.08
Permanent Workforce: Total Separations	159	7.91	8.45

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	2	0.00	0.11
Permanent Workforce: Resignation	30	6.82	1.45
Permanent Workforce: Retirement	86	2.27	4.56
Permanent Workforce: Other Separations	41	4.55	2.09
Permanent Workforce: Total Separations	159	13.64	8.21

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 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.

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

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

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

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

Accessibility of Facility In FY 2022, the Office of Civil Rights and Equal Employment Opportunity (OCRE) audit team identified a few restrooms requiring modification to meet ADA requirements. Most of these (paper towel holders, door force, grab bars) have been corrected with few others scheduled to be addressed through renovations of locker rooms, restrooms, and hallways in FY 2023 part of the WCF's Capital Investment program. 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.)

During FY 2022, there were 38 reasonable accommodation requests that were processed in an average of 20.74 days. Out of the 38 reasonable accommodation requests, eight were processed beyond the 20-day processing time frame. Of those eight, processed outside of the 20-day window, six were internal and external reassignment search requests. The remaining two requests were request that involved equipment ordering and delivery.

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 2022, 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 2022, BEP continued to leverage appropriate stakeholders, to include OHR, OCC, and other

relevant partners, such as the CIO Directorate, if accommodation requested pertained to IT, or the Office of Facilities Support (OFS), if the requests were for office equipment, as members of the Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex. BEP has a dedicated reasonable accommodation budget that is readily and easily accessible, when needed. Other BEP organizations such as the CIO Directorate, OFS, and Office of Security (OS) 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 2022, the agency did not receive any 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.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

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

Section VIII: Identification and Removal of Barriers

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

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

Answer 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

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B1							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		<p>FY 2019: PWD among voluntary and involuntary separations exceed that of persons with disabilities. FY 2020: FY2019 trigger statement was adjusted to: The percentage of losses (7.32 percent) for PWTD was higher than the percentage of gains (2.90 percent) in FY 2020. FY2021: Analysis of the B1 table shows that the PWD was showing a positive trend. PWD gains exceeded the losses in FY 2021. Specifically, in FY2021, 27.27 percent (54) of total new hires were PWD while only 7.36 percent (27) of total separations were PWD. Regarding PWTD, 2.02 percent (4) of total new hires were PWTD and 1.46 percent (2) of total separations PWTD. In FY2021 we are closing this trigger. Data from FY2021 showed that this is no longer a trigger.</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>							
STATEMENT OF BARRIER GROUPS:		<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2020	09/30/2021	Yes			To conduct an in-depth analysis of BEP policies, practices, and/or procedures to determine what are the potential barriers to retaining PWTD in the BEP workforce.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Chief, Office of Human Resources		Karnelis Godette		Yes					
Chief, Office of Equal Opportunity and Diversity Management		Judy M. Caniban		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Partner with OHR to review policy, practice, and procedures (PPP) pertaining to recruitment and/or selection, promotions awards and other employment actions to determine if there are barriers that potentially prevent PWD and PWTD from fully participating in the BEP workforce. Review will include major and mission-critical occupations outreach and recruitment PPP.	Yes		09/30/2021
09/30/2021	Engage OHR and other stakeholders to establish a comprehensive retention strategy for BEP employees with disabilities, to include (1) considering disability status as positive factor in hiring, promotion, or assignment decisions to the extent permitted by law, and (2) offering training, internship, and mentoring programs for PWTD to reach the senior grade levels.	Yes	09/30/2023	
09/30/2021	Collaborate with OHR to establish partnerships with the following organizations: America Job Centers, State Vocational Rehabilitation Agencies, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, and Employment Network Service providers.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	In FY 2020, compared to 17.09 percent (304) in FY 2019, the workforce participation rate for PWD increased to 18.31 percent (327), a net change of 7.57 percent. The PWTD participation rate also increased from 2.25 percent (40) in FY 2019 to 2.30 percent (41) in FY 2020. Of note is the higher percentage of PWD employee gains in FY 2020 (28.99 percent) when compared to employee losses at 7.34 percent. The percentage of losses (7.32 percent) for PWTD was higher than the percentage of gains (2.90 percent) in FY 2020. Notwithstanding, at the end of FY 2020, the participation rates for both groups (PWD at 18.31 percent and PWTD at 2.30 percent) are higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD.			
2020	Training: In FY 2020, BEP made it mandatory for all of BEP employees, managers, and supervisors to take the virtual training on "How to Request a Reasonable Accommodation," which explained the reasonable accommodation process from the aspect of a requestor. We will track compliance and impact of this training in FY 2021 and assess any additional training managers, supervisors and employees need.			

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

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	<p>In FY 2021, compared to 18.05 percent (325) in FY 2020, the workforce participation rate for PWD increased to 19.92 percent (367), a net change of 12.92 percent. The PWTD participation rate also increased from 2.28 percent (41) in FY 2020, to 2.44 percent (45) in FY 2021, a net change of 9.76 percent. At the end of FY 2021, both PWD and PWTD participation rates were higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD. In FY 2021, there was also a higher percentage of PWD employee gains 27.27 percent (54) when compared to employee losses at 19.71 percent (27). There was also a higher percentage of gains 2.02 percent (4) of PWTD when compared to 1.46 percent (2) separation of PWTD.</p> <p>Training: In FY2021, BEP employees, managers, and supervisors completed the virtual training on “How to Request a Reasonable Accommodation”, which explained the reasonable accommodation process. At the end of FY2021, 1800 employees completed the training.</p> <p>Workforce Resurvey: In FY2021, BEP conducted a resurvey campaign asking employees to update their disability or non-disability status. The campaign began on July 27, 2021. At the start of the campaign, there were 19.37 percent (356) PWD and 2.23 percent (41) PWTD within BEP’s workforce. At the end of FY2021, there were 19.92 percent (367) PWD and 2.44 percent (45) PWTD.</p> <p>Reasonable Accommodation: In FY2021, BEP processed a total of 39 reasonable accommodations requests in an average of 10.03 days.</p> <p>In FY 2021, BEP collaborated with appropriate stakeholders, to include OHR, OCC and other relevant partners, such as CIO, Facilities, and has a standing Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex.</p> <p>Essential Element D, Proactive Prevention, of the Model EEO Program (MD 715), requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity. Accordingly, BEP established three partnership teams with membership from the OEODM and OHR:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment; 2) Workforce Development; and 3) Employee Relations, Performance and Awards. <p>The partnership teams were established to assist BEP in its efforts to provide and maintain a diverse, equitable, inclusive and accessible work environment where all employees are able to compete on a fair and level playing field and achieve their fullest potential through:</p> <ol style="list-style-type: none"> 1) Regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what is “broken” or wrong within the organization but utilize the opportunity to look for practices that are closely aligned with the BEP’s commitment of ensuring equality of opportunity across the enterprise. 2) Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. The outcome of the review will help BEP not only to determine inconsistencies but in adjusting workplace policies, or modifying practices and procedures, when necessary, to be consistent and compliant with all regulatory requirements and assure equal opportunity for all employees and applicants for employment. <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment: <ol style="list-style-type: none"> a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021

Report of Accomplishments	
Fiscal Year	Accomplishment
	<p>2) Workforce Development:</p> <ul style="list-style-type: none"> a. March 16, 2021 b. June 8, 2021 c. July 13, 2021 d. September 14, 2021 <p>3) Employee Relations, Performance, and Awards:</p> <ul style="list-style-type: none"> a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021 <p>The results of FY 2021, collaborations show that BEP has robust development and professional programs, active outreach and recruitment efforts and policies and procedures in place that serve as guides for the appropriate BEP organizations to ensure effective and efficient service delivery and enhance BEP's capacity to continue to provide and maintain a diverse, equitable, inclusive and accessible work environment. The partnership teams will leverage the information obtained in FY 2021, to accelerate barrier analysis efforts in FY 2022 to determine if there are barriers in each program area preventing certain groups, including PWD and PWTD from fully participating in the BEP workforce.</p>
2020	<p>BEP has identified the need to establish a comprehensive retention strategy for its employees with disabilities. As previously stated, BEP has made significant progress in hiring PWD and PWTD where participation rates for both groups exceed the government-wide goal and enhanced our accommodation process. However, there is more work to be done. BEP will leverage its current successes to work with strategic partners to establish and implement a strategic plan to recruit and retain PWD and PWTD in the BEP workforce.</p>

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B9							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Analysis of the B9 tables show a trigger in cash awards received by PWD and PWTD.							
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		<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								
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
09/30/2020	09/30/2023	Yes			To determine, what if any, barriers preventing PWD and PWTD from receiving awards comparable to their counterparts without disabilities.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Chief		Judy Caniban		Yes					
Chief, Office of Human Resources		Karnelis Godette		Yes					
Planned Activities Toward Completion of Objective									
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 PWD and PWTD receiving awards comparable to employees without disabilities.			Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Continue to review awards data to determine if decisions issued have disparate impact on PWD and PWTD.	Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	<p>In FY 2021, compared to 18.05 percent (325) in FY 2020, the workforce participation rate for PWD increased to 19.92 percent (367), a net change of 12.92 percent. The PWTD participation rate also increased from 2.28 percent (41) in FY 2020, to 2.44 percent (45) in FY 2021, a net change of 9.76 percent. At the end of FY 2021, both PWD and PWTD participation rates were higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD. In FY 2021, there was also a higher percentage of PWD employee gains 27.27 percent (54) when compared to employee losses at 19.71 percent (27). There was also a higher percentage of gains 2.02 percent (4) of PWTD when compared to 1.46 percent (2) separation of PWTD.</p> <p>Training: In FY2021, BEP employees, managers, and supervisors completed the virtual training on “How to Request a Reasonable Accommodation”, which explained the reasonable accommodation process. At the end of FY2021, 1800 employees completed the training.</p> <p>Workforce Resurvey: In FY2021, BEP conducted a resurvey campaign asking employees to update their disability or non-disability status. The campaign began on July 27, 2021. At the start of the campaign, there were 19.37 percent (356) PWD and 2.23 percent (41) PWTD within BEP’s workforce. At the end of FY2021, there were 19.92 percent (367) PWD and 2.44 percent (45) PWTD.</p> <p>Reasonable Accommodation: In FY2021, BEP processed a total of 39 reasonable accommodations requests in an average of 10.03 days.</p> <p>In FY 2021, BEP collaborated with appropriate stakeholders, to include OHR, OCC and other relevant partners, such as CIO, Facilities, and has a standing Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex.</p> <p>Essential Element D, Proactive Prevention, of the Model EEO Program (MD 715), requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity. Accordingly, BEP established three partnership teams with membership from the OEODM and OHR:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment; 2) Workforce Development; and 3) Employee Relations, Performance and Awards. <p>The partnership teams were established to assist BEP in its efforts to provide and maintain a diverse, equitable, inclusive and accessible work environment where all employees are able to compete on a fair and level playing field and achieve their fullest potential through:</p> <ol style="list-style-type: none"> 1) Regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what is “broken” or wrong within the organization but utilize the opportunity to look for practices that are closely aligned with the BEP’s commitment of ensuring equality of opportunity across the enterprise. 2) Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. The outcome of the review will help BEP not only to determine inconsistencies but in adjusting workplace policies, or modifying practices and procedures, when necessary, to be consistent and compliant with all regulatory requirements and assure equal opportunity for all employees and applicants for employment. <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment: <ol style="list-style-type: none"> a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021

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Fiscal Year	Accomplishment
	<p>2) Workforce Development:</p> <ul style="list-style-type: none"> a. March 16, 2021 b. June 8, 2021 c. July 13, 2021 d. September 14, 2021 <p>3) Employee Relations, Performance, and Awards:</p> <ul style="list-style-type: none"> a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021 <p>The results of FY 2021, collaborations show that BEP has robust development and professional programs, active outreach and recruitment efforts and policies and procedures in place that serve as guides for the appropriate BEP organizations to ensure effective and efficient service delivery and enhance BEP's capacity to continue to provide and maintain a diverse, equitable, inclusive and accessible work environment. The partnership teams will leverage the information obtained in FY 2021, to accelerate barrier analysis efforts in FY 2022 to determine if there are barriers in each program area preventing certain groups, including PWD and PWTd from fully participating in the BEP workforce.</p>

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B7							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Analysis of the B7 tables show a trigger in hires of PWD and PWTD in the Information Technology (2210) mission critical occupation.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Barrier Name</th> <th style="width: 50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
09/30/2020	09/30/2023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in the BEP workforce, specifically in the 2210 MCO.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Chief		Judy Caniban		Yes					
Chief, Office of Human Resources		Karnelis Godette		Yes					
Planned Activities Toward Completion of Objective									
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 PWD and PWTD in the BEP workforce, specifically in MCOs.			Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Accelerate strategic consultation and engagement with appropriate hiring managers and provide data on current status of BEP and specific directorate information on PWD and PWTD hires and workforce composition to ensure these information are considered when making outreach and hiring decisions.	Yes		
09/30/2023	<p>Establish a PWD and PWTD Hiring and Awareness Campaign that will include:</p> <ul style="list-style-type: none"> •Reiterate BEP's responsibility to meet the 2 percent and 12percent goal of hiring PWTD and PWD, respectively. •Provide appropriate managers and supervisors with quarterly status of PWD and PWTD hires, participation for awareness and inclusion in outreach and recruitment decisions •Just in time training on hiring flexibilities, to include Schedule A, WRP, VRA and VEOA. •Engage appropriate managers and supervisors in barrier analysis efforts. 	Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	<p>In FY 2021, compared to 18.05 percent (325) in FY 2020, the workforce participation rate for PWD increased to 19.92 percent (367), a net change of 12.92 percent. The PWTD participation rate also increased from 2.28 percent (41) in FY 2020, to 2.44 percent (45) in FY 2021, a net change of 9.76 percent. At the end of FY 2021, both PWD and PWTD participation rates were higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD. In FY 2021, there was also a higher percentage of PWD employee gains 27.27 percent (54) when compared to employee losses at 19.71 percent (27). There was also a higher percentage of gains 2.02 percent (4) of PWTD when compared to 1.46 percent (2) separation of PWTD.</p> <p>Training: In FY2021, BEP employees, managers, and supervisors completed the virtual training on “How to Request a Reasonable Accommodation”, which explained the reasonable accommodation process. At the end of FY2021, 1800 employees completed the training.</p> <p>Workforce Resurvey: In FY2021, BEP conducted a resurvey campaign asking employees to update their disability or non-disability status. The campaign began on July 27, 2021. At the start of the campaign, there were 19.37 percent (356) PWD and 2.23 percent (41) PWTD within BEP’s workforce. At the end of FY2021, there were 19.92 percent (367) PWD and 2.44 percent (45) PWTD.</p> <p>Reasonable Accommodation: In FY2021, BEP processed a total of 39 reasonable accommodations requests in an average of 10.03 days.</p> <p>In FY 2021, BEP collaborated with appropriate stakeholders, to include OHR, OCC and other relevant partners, such as CIO, Facilities, and has a standing Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex.</p> <p>Essential Element D, Proactive Prevention, of the Model EEO Program (MD 715), requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity. Accordingly, BEP established three partnership teams with membership from the OEODM and OHR:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment; 2) Workforce Development; and 3) Employee Relations, Performance and Awards. <p>The partnership teams were established to assist BEP in its efforts to provide and maintain a diverse, equitable, inclusive and accessible work environment where all employees are able to compete on a fair and level playing field and achieve their fullest potential through:</p> <ol style="list-style-type: none"> 1) Regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what is “broken” or wrong within the organization but utilize the opportunity to look for practices that are closely aligned with the BEP’s commitment of ensuring equality of opportunity across the enterprise. 2) Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. The outcome of the review will help BEP not only to determine inconsistencies but in adjusting workplace policies, or modifying practices and procedures, when necessary, to be consistent and compliant with all regulatory requirements and assure equal opportunity for all employees and applicants for employment. <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment: <ol style="list-style-type: none"> a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021

Report of Accomplishments	
Fiscal Year	Accomplishment
	<p>2) Workforce Development:</p> <ul style="list-style-type: none"> a. March 16, 2021 b. June 8, 2021 c. July 13, 2021 d. September 14, 2021 <p>3) Employee Relations, Performance, and Awards:</p> <ul style="list-style-type: none"> a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021 <p>The results of FY 2021, collaborations show that BEP has robust development and professional programs, active outreach and recruitment efforts and policies and procedures in place that serve as guides for the appropriate BEP organizations to ensure effective and efficient service delivery and enhance BEP's capacity to continue to provide and maintain a diverse, equitable, inclusive and accessible work environment. The partnership teams will leverage the information obtained in FY 2021, to accelerate barrier analysis efforts in FY 2022 to determine if there are barriers in each program area preventing certain groups, including PWD and PWTd from fully participating in the BEP workforce.</p>

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B8					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Analysis of the B8 tables show a trigger in internal promotions of PWD at the GS-13 and GS-14 grade levels. Analysis also showed a trigger in the new hires of PWTD at the GS-13 and GS-14 grade levels.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2020	09/30/2023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in the BEP workforce, specifically at the GS-13 and GS-14 grade levels.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief		Judy Caniban		Yes		
Chief, Office of Human Resources		Karnelis Godette		Yes		
Planned Activities Toward Completion of Objective						
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 promoting PWD and PWTD in the BEP workforce at the GS-13 and GS-14 grade levels.			Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Engage OHR and other stakeholders to establish a comprehensive retention strategy for BEP employees with disabilities, to include (1) considering disability status as positive factor in hiring, promotion, or assignment decisions to the extent permitted by law, and (2) offering training, internship, and mentoring programs for PWTD to reach the senior grade levels.	Yes		
09/30/2023	Collaborate with OHR to establish partnerships with the following organizations: America Job Centers, State Vocational Rehabilitation Agencies, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, and Employment Network Service providers.	Yes		

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Fiscal Year	Accomplishment
2021	<p>In FY 2021, compared to 18.05 percent (325) in FY 2020, the workforce participation rate for PWD increased to 19.92 percent (367), a net change of 12.92 percent. The PWTD participation rate also increased from 2.28 percent (41) in FY 2020, to 2.44 percent (45) in FY 2021, a net change of 9.76 percent. At the end of FY 2021, both PWD and PWTD participation rates were higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD. In FY 2021, there was also a higher percentage of PWD employee gains 27.27 percent (54) when compared to employee losses at 19.71 percent (27). There was also a higher percentage of gains 2.02 percent (4) of PWTD when compared to 1.46 percent (2) separation of PWTD.</p> <p>Training: In FY2021, BEP employees, managers, and supervisors completed the virtual training on “How to Request a Reasonable Accommodation”, which explained the reasonable accommodation process. At the end of FY2021, 1800 employees completed the training.</p> <p>Workforce Resurvey: In FY2021, BEP conducted a resurvey campaign asking employees to update their disability or non-disability status. The campaign began on July 27, 2021. At the start of the campaign, there were 19.37 percent (356) PWD and 2.23 percent (41) PWTD within BEP’s workforce. At the end of FY2021, there were 19.92 percent (367) PWD and 2.44 percent (45) PWTD.</p> <p>Reasonable Accommodation: In FY2021, BEP processed a total of 39 reasonable accommodations requests in an average of 10.03 days.</p> <p>In FY 2021, BEP collaborated with appropriate stakeholders, to include OHR, OCC and other relevant partners, such as CIO, Facilities, and has a standing Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex.</p> <p>Essential Element D, Proactive Prevention, of the Model EEO Program (MD 715), requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity. Accordingly, BEP established three partnership teams with membership from the OEODM and OHR:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment; 2) Workforce Development; and 3) Employee Relations, Performance and Awards. <p>The partnership teams were established to assist BEP in its efforts to provide and maintain a diverse, equitable, inclusive and accessible work environment where all employees are able to compete on a fair and level playing field and achieve their fullest potential through:</p> <ol style="list-style-type: none"> 1) Regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what is “broken” or wrong within the organization but utilize the opportunity to look for practices that are closely aligned with the BEP’s commitment of ensuring equality of opportunity across the enterprise. 2) Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. The outcome of the review will help BEP not only to determine inconsistencies but in adjusting workplace policies, or modifying practices and procedures, when necessary, to be consistent and compliant with all regulatory requirements and assure equal opportunity for all employees and applicants for employment. <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment: <ol style="list-style-type: none"> a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021

Report of Accomplishments	
Fiscal Year	Accomplishment
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Source of the Trigger:	Other					
Specific Workforce Data Table:	Career Development					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	No PWD or PWTD applied or was selected for any of the career development programs.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2020	09/30/2023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in career development programs.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief		Judy Caniban		Yes		
Chief, Office of Human Resources		Karnelis Godette		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Develop a tracking system to collect following information for barrier analysis purposes: applicants, interviewed and selected for professional and developmental assignments, and training.			Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Provide just in time training to managers and supervisors on the Reasonable Accommodation and Personal Assistance Program	Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	<p>In FY 2021, compared to 18.05 percent (325) in FY 2020, the workforce participation rate for PWD increased to 19.92 percent (367), a net change of 12.92 percent. The PWTD participation rate also increased from 2.28 percent (41) in FY 2020, to 2.44 percent (45) in FY 2021, a net change of 9.76 percent. At the end of FY 2021, both PWD and PWTD participation rates were higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTD. In FY 2021, there was also a higher percentage of PWD employee gains 27.27 percent (54) when compared to employee losses at 19.71 percent (27). There was also a higher percentage of gains 2.02 percent (4) of PWTD when compared to 1.46 percent (2) separation of PWTD.</p> <p>Training: In FY2021, BEP employees, managers, and supervisors completed the virtual training on “How to Request a Reasonable Accommodation”, which explained the reasonable accommodation process. At the end of FY2021, 1800 employees completed the training.</p> <p>Workforce Resurvey: In FY2021, BEP conducted a resurvey campaign asking employees to update their disability or non-disability status. The campaign began on July 27, 2021. At the start of the campaign, there were 19.37 percent (356) PWD and 2.23 percent (41) PWTD within BEP’s workforce. At the end of FY2021, there were 19.92 percent (367) PWD and 2.44 percent (45) PWTD.</p> <p>Reasonable Accommodation: In FY2021, BEP processed a total of 39 reasonable accommodations requests in an average of 10.03 days.</p> <p>In FY 2021, BEP collaborated with appropriate stakeholders, to include OHR, OCC and other relevant partners, such as CIO, Facilities, and has a standing Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex.</p> <p>Essential Element D, Proactive Prevention, of the Model EEO Program (MD 715), requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity. Accordingly, BEP established three partnership teams with membership from the OEODM and OHR:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment; 2) Workforce Development; and 3) Employee Relations, Performance and Awards. <p>The partnership teams were established to assist BEP in its efforts to provide and maintain a diverse, equitable, inclusive and accessible work environment where all employees are able to compete on a fair and level playing field and achieve their fullest potential through:</p> <ol style="list-style-type: none"> 1) Regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what is “broken” or wrong within the organization but utilize the opportunity to look for practices that are closely aligned with the BEP’s commitment of ensuring equality of opportunity across the enterprise. 2) Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. The outcome of the review will help BEP not only to determine inconsistencies but in adjusting workplace policies, or modifying practices and procedures, when necessary, to be consistent and compliant with all regulatory requirements and assure equal opportunity for all employees and applicants for employment. <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"> 1) Outreach and Recruitment: <ol style="list-style-type: none"> a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021

Report of Accomplishments	
Fiscal Year	Accomplishment
	<p>2) Workforce Development:</p> <ul style="list-style-type: none"> a. March 16, 2021 b. June 8, 2021 c. July 13, 2021 d. September 14, 2021 <p>3) Employee Relations, Performance, and Awards:</p> <ul style="list-style-type: none"> a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021 <p>The results of FY 2021, collaborations show that BEP has robust development and professional programs, active outreach and recruitment efforts and policies and procedures in place that serve as guides for the appropriate BEP organizations to ensure effective and efficient service delivery and enhance BEP's capacity to continue to provide and maintain a diverse, equitable, inclusive and accessible work environment. The partnership teams will leverage the information obtained in FY 2021, to accelerate barrier analysis efforts in FY 2022 to determine if there are barriers in each program area preventing certain groups, including PWD and PWTd from fully participating in the BEP workforce.</p>

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B7				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Analysis of the B7 tables show a trigger in new hires and internal selections of PWD and PWTD in the Police Officer (0083) mission critical occupation, and in the Bulk Money Handling (6941) mission critical occupation.				
Provide a brief narrative describing the condition at issue.						
How was the condition recognized as a potential barrier?						
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>				
		People with Disabilities				
		People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER:		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.		Participation in MCO		Analysis of the B7 tables show a trigger in new hires and internal selections of PWD and PWTD in the Police Officer (0083) mission critical occupation, and in the Bulk Money Handling (6941) mission critical occupation.		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2022	09/30/0023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in the BEP workforce, specifically in the 0083, and 6941 MCO.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
OEODM, Chief		Judy Caniban		Yes		
Office of Human Resources, Chief		Karnelis Godette		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Review outreach and recruitment policies, practices and procedures to determine the potential barriers to hiring PWD and PWTD in the BEP workforce, specifically in MCOs.			Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
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 the information is considered when making outreach and hiring decisions.	Yes		
09/30/2023	Establish a PWD and PWTD Hiring and Awareness Campaign that will include <ul style="list-style-type: none"> • Re-educating managers and supervisors on BEP's responsibility to meet the 2 percent and 12 percent goal of hiring PWTD and PWD, respectively. • Provide appropriate managers and supervisors with quarterly status of PWD and PWTD hires, participation for awareness and inclusion in outreach and recruitment decisions • Just in time training on hiring flexibilities, to include Schedule A, WRP, VRA and VEOA. • Engage appropriate managers and supervisors in barrier analysis efforts. 	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	Collaboration Site BEP established an internal collaboration site on its Intranet site to provide BEP employees and contractors a single location to obtain information on Accessibility. The site covers general information, services that are provided and resources for more information.			

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	<p>continued....</p> <p>5. Career Development (CADE) Program. The CADE Program provides career opportunities for current employees who are in positions (or an occupational series) that limits upward mobility or disallows employees, at no fault of their own to reach full potential. This developmental process allows BEP to fully utilize its employees’ capabilities. Career counseling is a mandatory first step for any employee who wishes to participate in any developmental activities of the CADE Program.</p> <p>a. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"> • FY 2020: N/A • FY 2021: N/A • FY 2022: N/A <p>b. Method of Dissemination Announcement for the programs was posted via BEP news and posted internally on bulletin boards.</p> <p>c. Eligibility and Area of Consideration</p> <ul style="list-style-type: none"> • Be presently employed at a GS-11 level or below (or equivalent pay grade); • Be presently at the Full Performance Level (FPL) of current job series; • Have a minimum of 90 days of full-time continuous service at BEP; • Meet applicable OPM and BEP qualifications that are specified in the CADE vacancy announcement for CADE Entry Level Position; • Be currently performing at a fully successful level or better; and • Permanent employees must have successfully completed probation period, if applicable. <p>Employees are not eligible for the CADE Program if they received:</p> <ul style="list-style-type: none"> • Disciplinary action (reprimand or higher) or an adverse action in the last fiscal year; and • A Performance Improvement Plan (PIP) in the last fiscal year. <p>d. Actions after Selections Made</p> <ul style="list-style-type: none"> • Supervisor and participant will develop Individual Development Plan (IDP); • Supervisor(s) evaluates participant’s progress; • Connects with Mentors; • Quarterly Meetings with CE Program Manager; • CE tracks participants progress; and • Promotions can be earned up to the targeted level position. <p>e. Feedback</p> <ul style="list-style-type: none"> • ITM tracks all training requirements; • Participants provide feedback at least twice (mid- and end-point) during the program; • At the completion of a training course, the ITM system sends an automatic request for employee to confirm their enrollment and to input feedback; and • End of the year surveys were provided to participants and stakeholders. <p>f. Additional Information</p> <ul style="list-style-type: none"> • OHR will share master training plan with OEODM; and • Candidates’ respective offices provide the funding. <p>6. 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.</p>

Report of Accomplishments	
Fiscal Year	Accomplishment
	<p>a. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"> • FY 2020: 2 • FY 2021: 2 • FY 2022: 3 <p>b. Selection Process Best qualified applicants are referred to the selecting official and may be requested to participate in an interview.</p> <p>c. Method of dissemination</p> <ul style="list-style-type: none"> • Job announcements are posted on USAJOBS. Commercial/external hiring sites (i.e., LinkedIn, Indeed, Monster, Handshake, etc.) are often used to attract public candidates and they are linked to the USAJOBS announcement; and • Additionally, jobs are posted on external job boards (colleges, trade schools, field-specific associations, etc.) that are specific to the job field being recruited. <p>7. Onsite Leadership Development Workshops: There is no competitive selection process. These workshops provide leaders at all levels with critical skills needed to maintain and/or improve their leadership skills and effectiveness. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required.</p> <p>8. Technical Development Programs: There is no competitive selection process. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required.</p> <p>9. 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.</p> <p>a. Approval for the last three fiscal years</p> <ul style="list-style-type: none"> • FY 2020: 12 • FY 2021: 18 • FY 2022: 10 <p>All supervisor-approved submissions were approved and funded for respective course(s).</p>
2022	<p>Western Currency Facility (WCF) WCF enhanced the documentation process for Reasonable Accommodation relating to prescription shoe inserts and orthotics. With the opening of the newly constructed WCF Expansion Project we also conducted preventive maintenance and replaced compromised parts to ensure our emergency evacuation chairs are sufficient and in good working conditions. We upgraded the golf carts in support of emergency evacuation for mobility-impaired personnel during emergency evacuations and to protect riders from weather conditions.</p>

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2022	<p>Developmental and Professional Programs</p> <p>1. Development Program. BEP has utilized the Graduate School USA for leadership development opportunities.</p> <p>a. Three tracks: No limit on the number accepted into each track</p> <ul style="list-style-type: none"> • GS 7-11 (6 months); New Leader Program (NLP); • GS 12-13 (9 months); Executive Leadership Program (ELP); and • GS 14-15 (12 months) Executive Potential Program (EPP). <p>b. Eligibility: Each program follows standard Applicant Submission Checklists to include standard Eligibility Requirements, and a Competency Assessment.</p> <ul style="list-style-type: none"> • Permanent BEP employee; • Rating of a “fully successful” or higher on their most recent Performance Appraisal; • No conduct or performance issues within the past two years; and • Required to sign a Continued Service Agreement (CSA) compliant with BEP CSA policy. <p>In addition:</p> <ul style="list-style-type: none"> • DCF and WCF employees may apply, including people with disabilities; • Open to all who meet the grade requirement for each respective program; • Open to both GS and other pay plan equivalent employees; and • Supervisor must endorse application. <p>c. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"> • FY 2020: N/A • FY 2021: N/A • FY 2022: N/A <p>d. Method of Dissemination</p> <ul style="list-style-type: none"> • Announcements for the program are posted through the Office of External Affairs (OEX); and on the In\$ite Discussion Forum; • Center of Excellence (CE) is the Program Office responsible for managing and tracking; held weekly info sessions pre-COVID. <p>e. Selection Process</p> <ul style="list-style-type: none"> • CE staff decides who will be members of the selection panel; • Panel consist of individuals from different offices within BEP; and • Selecting officials are at least one grade above the grade of the candidates. <p>f. Funding</p> <ul style="list-style-type: none"> • BEP funded program; • BEP pays for costs for training approved by both BEP management and CE prior to the start of training; and • BEP may pay all or part of the tuition costs for officially authorized training. <p>g. After selection action</p> <ul style="list-style-type: none"> • CE staff member meets with supervisor of the selectee and ensures all program requirements are met and employee is on track toward completing the program. • CE does an after-action report with feedback from participants and stakeholders. • CE provides feedback to applicants not selected. They review the process and discuss the applicant’s package and areas requiring improvement. • Participants are required to complete pre- and post-program requirements. • Utilizes Graduate Satisfaction Survey and Supervisor Post- Program Evaluation. <p>h. Managing Expectations</p> <p>Applications include a Statement of Understanding and Agreement, to include pre- and post-program obligations. The LDP announcement states in Frequently Asked Questions “this is a developmental program and is not tied to promotion or pay increases.”</p> <p>2. Supervisory Training: This is a training requirement assigned to all new BEP supervisors, GS-15 and below.</p>

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	<p>BEP is currently in compliance with the 5 CFR 412.202 and Office of Personnel Management (OPM) one-year training requirement for all new or new-to-BEP supervisors. The training provides comprehensive training and resources for new supervisors through multiple media, including a supervisory “first aid kit,” tailored online courses, and in-person (virtual) content.</p> <p>a. The online New Supervisor Training procedures are applied consistently to all new supervisors; training requirements are assigned immediately upon the Entry on Duty date, as well as the recurring Refresher trainings are assigned after the first-year training is completed.</p> <p>Modules</p> <ul style="list-style-type: none"> • Module I – Integrated Talent Management System (ITM) Classes (completed in first year): <ul style="list-style-type: none"> v Facing Challenges as a First-Time Manager v Accountable Leadership v How to Manage Difficult Conversations v Planning an Effective Performance Appraisal v Fostering Mentoring Relationships v Taking the Lead with Workplace Motivation and Engagement v Detecting and Dealing with Performance Problems • Module II – Virtual two day course; a BEP-led face-to-face course that addresses above and beyond the 5 CFR 412.202 and OPM-mandated topics (completed in first year): <ul style="list-style-type: none"> v Expectations for Managers and Supervisors from BEP’s Senior Leadership Perspective v Recruitment and Placement v Performance Management v Leave Administration v Developing Employees v Work-Life Flexibilities v Dealing with Misconduct and Poor Performance v Labor Relations v Diversity, Equity Inclusion and Accessibility • Module III – ITMS Classes Refresher Training (completed at least every three years after first year training is completed per 5 CFR 412.202). At least one class per each of the topics below is assigned: <ul style="list-style-type: none"> v Coaching and Mentoring v Conducting Employee Performance Plans v Improving Employee Performance v Dealing with Unacceptable Performance <p>b. BEP revamped and deployed a virtual New Supervisor Training in August 2022. The program covers the following areas:</p> <ul style="list-style-type: none"> v Recruitment and Placement v Performance Management v Developing Employees v Dealing with Poor Performance and Misconduct v Labor Relations v Leave Administration v Work Life Flexibilities v Diversity, Equity, Inclusion and Accessibility (DEIA) <p>Furthermore, the Deputy Director (Chief Administrative Officer) and Diversity and Inclusion Officer (DIO) kicked off the training by emphasizing supervisory and managerial responsibilities and expectations.</p> <p>3. Senior Executive Service Candidate Development Program: Senior leaders at BEP are provided training and development opportunities that are aligned with OPM and Center for Leadership Development (CLD), including Federal Executive Institute (FEI), Leadership Education</p>

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	<p>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.</p> <p>4. 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.</p> <p>Once BEP announces a call for nominations, employees interested in participating in this program must apply and are competitively selected. Selections for the last three fiscal years: v FY 2020: 1 v FY 2021: No selection v FY 2022: No selection</p>

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 21.86 percent in FY 2022. Participation rate for PWTD slightly increased over the last five years; from 1.75 percent in FY 2017 to 2.31 percent in FY 2022.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

BEP will continue to partner with our internal and external stakeholders to execute planned activities, identify triggers and eliminate any potential barriers identified in the workforce for PWD and PWTD.