

DTR Bureau of Engraving and Printing

For period covering October 1, 2020 to September 30, 2021

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	<b>1.</b> DTR Bureau of Engraving and Printing
	<b>1.a</b> 2nd level reporting component	
	<b>2. Address</b>	<b>2.</b> 14th and C Streets SW
	<b>3. City, State, Zip Code</b>	<b>3.</b> Washington, DC 20228
	<b>4. Agency Code</b>   <b>5. FIPS code(s)</b>	<b>4.</b> TRAI   <b>5.</b> 11001

<b>PART B</b> Total Employment	<b>1.</b> Enter total number of permanent full-time and part-time employees	<b>1.</b> 1803
	<b>2.</b> Enter total number of temporary employees	<b>2.</b> 39
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4.</b> 1842

<b>PART C</b>	<b>Title Type</b>	<b>Name</b>	<b>Title</b>
Agency Official(s) Responsible For Oversight of EEO Program(s)	Head of Agency	Leonard Olijar	Director
	Head of Agency Designee	Patricia "Marty" Greiner	Deputy Director (Chief Administrative Officer)
	Principal EEO Director/Official	Judy Caniban	Chief
	Affirmative Employment Program Manager	Judy Caniban	Chief
	Complaint Processing Program Manager	Willie Tucker	EEO/ADR Specialist
	Diversity & Inclusion Officer	Judy Caniban	Chief
	Hispanic Program Manager (SEPM)	Paula Rathers	EEO/ADR Specialist
	Women's Program Manager (SEPM)	Rushelle Wilson	EEO/ADR Specialist
	Disability Program Manager (SEPM)	Rushelle Wilson	EEO/ADR Specialist
	Special Placement Program Coordinator (Individuals with Disabilities)	Willie Tucker	EEO/ADR Specialist
	Reasonable Accommodation Program Manager	Paula Rathers	EEO/ADR Specialist
	Anti-Harassment Program Manager	Willie Tucker	EEO/ADR Specialist
	ADR Program Manager	Willie Tucker	EEO/ADR Specialist
	Compliance Manager	Willie Tucker	EEO/ADR Specialist
	Principal MD-715 Preparer	Rushelle Wilson	EEO/ADR Specialist
Other EEO Staff	Lynette Taylor	EEO/ADR Specialist	

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<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location</b> (City/State)	<b>Country</b>	<b>Agency Code</b>
<b>EEOC FORMS and Documents</b>	<b>Required</b>	<b>Uploaded</b>	
EEO Policy Statement	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Agency Strategic Plan	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Organization Chart	Y	Y	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	

**EXECUTIVE SUMMARY: MISSION**

**Mission**

The Bureau of Engraving and Printing (BEP) is a bureau under the Department of the Treasury. BEP's mission is to develop and produce United States currency notes, trusted worldwide. Additionally, BEP designs and manufactures high quality security documents that deter counterfeiting and meet customer requirements for quality, quantity and performance. BEP has two production facilities, one in Washington, District of Columbia, and one in Fort Worth, Texas.

The following strategic goals allow BEP to be responsive and effective in accomplishing its mission:

- Execution: To safely and timely deliver quality products to our stakeholders in a cost- effective and environmentally responsible manner.
- Innovation: To create innovative designs, processes, and products that exceed stakeholders' expectations.
- Excellence: To achieve overall excellence by balanced investment in people, processes, facilities, and technology.

The ingenuity, industriousness, and commitment of BEP's employees are the driving force towards achieving these goals; strengthen BEP's focus to recruit, develop and retain a 21st century workforce; and reinforce BEP's efforts to establish a roadmap for a more diverse, equitable, inclusive and accessible workforce.

**Introduction**

This report covers the period from October 1, 2020, through September 30, 2021, and outlines BEP's Equal Employment Opportunity (EEO) program activities for fiscal year (FY) 2021. The report highlights BEP's accomplishments during FY 2021, and details FY 2022, planned activities and strategies towards a diverse, equitable, inclusive and accessible workforce.

Fiscal year 2021, continued to be an exceptionally challenging year for the entire Federal government, including BEP. Some restrictions, due to the global health crisis (COVID 19), stayed in place and BEP adjusted some of its practices and ways of conducting business to be responsive to the current environment and new requirements. Employees' health and safety remained a priority as BEP accelerated efforts to meet the demands for U.S. currency notes and provide a vital global service to people and businesses around the world.

BEP remained committed to effectively execute the requirements under Section 717 of the Title VII (Part A), Section 501 of the Rehabilitation Act (Part B) and applicable newly issued Executive Orders. This commitment was evident at all levels of the organization as documented in this FY 2021, EEO Program Status Report (MD 715).

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

**BEP FY 2021 Accomplishments**

**a. Demonstrated Commitment from Senior Leadership:**

BEP demonstrated strength in this element as evidenced by the BEP Director's top-down approach in communicating his commitment to a diverse, equitable, inclusive and accessible (DEIA) workplace and direct engagement from BEP's senior executive team (SET).

- The BEP Director issued all the applicable DEIA policies at the start of FY 2021, October 1, 2020. In addition, subsequent to receiving feedback from the Equal Employment Opportunity Commission (EEOC) as part of EEOC's Technical Assist visit in December 2020, the BEP Director, without waiting for the fiscal year to end, issued an updated EEO policy on July 28, 2021, to ensure BEP's policy is compliant and responsive to EEOC's requirements. All the policy statements<sup>4</sup> were made available on BEP's external and internal websites. In addition, BEP has made enhancements to both outward and inward-facing websites to make DEIA and complaint filing information more accessible. On the external site, <https://moneyfactory.gov/eeoadr.html>, the information can be easily found by using the search tool or on the landing page under Featured Resources & Services and under Policy.
- The BEP Director endorsed all special observances months reiterating his commitment to a diverse, respectful and inclusive working environment and emphasizing that having a diverse, respectful and inclusive BEPlace is an organizational imperative and a shared responsibility of all BEP employees. To celebrate Women's Equality Day and National Hispanic Heritage Month, the BEP Director and the SET actively participated, engaged the attendees and created a safe space for others to express diverse thoughts and perspectives.
- BEP established BEP's Anti-Harassment Program (AHP) in July 2021, and corresponding policy and procedures, Circular 67.13-12, that is compliant with EEOC's requirements. The Circular includes BEP's definition of harassment and sexual harassment, commitment to keep the process confidential to the extent possible, assurance that those who participate in or use the process are protected from retaliation as well as delineation of roles and responsibilities. New AHP procedures clearly explain the process and ensure that there are no obstacles to filing complaints by providing multiple points of contact for the employee to raise their concerns, such that all claims need not to go through the "chain of command." BEP also established a cadre of fact-finders and provided them with appropriate training in August 2021, to conduct an appropriate, thorough and timely fact-finding into the allegation/s of harassment. Members of the Cadre are all managers at GS-14 or GS-15 grade levels nominated by their respective Associate Director.
- BEP also established a BEP Hotline as another option to report sexual harassment complaints.
- BEP continued to support the Diversity and Inclusion (D&I) Council by providing executive leadership through a member of the SET leading the Council's initiatives. Due to COVID-19 restrictions, in-person events were not possible in FY 2021. The Council continued to keep diversity and inclusion in the forefront of all members and BEP workforce through monthly articles discussing D&I related topics, to include but not limited to Understanding Workplace Implicit Bias, Inclusive Language, Gender Pronouns, Resolving Workplace Conflicts through Mediation.
- The BEP conducted 23 new employee orientations per location (Washington DC and Forth Worth, TX facilities) in FY 2021, delivering DEIA information and complaint filing procedures to a total of 198 new hires. Furthermore, BEP established mandatory DEIA related training. To be responsive to the current COVID environment and ensure employees who are teleworking were provided additional resource, BEP added the Workplace Harassment Prevention for Remote Employees to all teleworking employees' training platform. Records show that 98 percent of BEP workforce completed all training listed below by the end of FY 2021. Extended leave and military leave were the reasons some employees were not able to complete by September 30, 2021. BEP will follow-up compliance to ensure all employees receive these training.

Both supervisors and nonsupervisors were required to complete:

- EEO and Preventing Discrimination in the Federal Workplace
- Overcoming Your Own Unconscious Biases
- Workplace Harassment Prevention for Remote Employees (if teleworking)

In addition, nonsupervisors' training platform included:

- How to Request Reasonable Accommodations
- Workplace Harassment Prevention for Employees

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**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

While following were added to supervisors' training requirement:

- Reasonable Accommodation for the Federal Workplace
- Workplace Harassment Prevention for Managers

**b. Integration of EEO Into the Agency's Strategic Mission:**

The measures of success for this program element in FY 2021, include:

- To increase the Office of Equal Opportunity and Diversity Management's (OEODM) capacity to effectively execute BEP's DEIA program requirements, the SET allocated additional manpower resources in June 2021, and approved the hiring of additional two full time equivalent (FTE) positions to bring the total from five to seven once hiring actions are completed.
- To support EEO alternative dispute resolution (ADR) requirements and OEODM's plan to expand ADR as another proactive tool for BEP employees to address workplace issues, BEP leadership approved an agreement with the Federal Mediation Conciliation Services in February 2021.
- BEP organizations engaged OEODM Chief in the discussion, review and assessment of BEP's Strategic Plan, Human Capital Strategic Plan and other requirements that impact BEP employees or human resources issues. OEODM Chief was a regular participant in partnership meetings to include monthly Joint Labor Management Partnership Council, quarterly Chiefs' Internal Control Policy Committee, quarterly Working Group for Business and IT Change Requests (CR) and Opportunities Partnership, and FY 2022 BEP Strategic Planning sessions.
- OEODM presented the state of BEP's EEO Program to the BEP Director, SET and all seven (7) directorates' leadership team between February 2021, and May 2021. The presentation also included the different DEIA programs and the services that OEODM provides.
- BEP strategic partners, to include OEODM, Office of Human Resources (OHR), Office of Chief Counsel (OCC), Chief Financial Officer, and senior leadership collaborated and worked together to respond to the Executive Order (E.O.) 14035 requirements in August and September 2021.
- OEODM provided the BEP Director, SET and the directorates briefing on the Executive Order (E.O.) 14035, Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce. Some directorate briefings were scheduled in smaller groups for a more robust discussion. OEODM also engaged the unions and provided a presentation on the DEIA program services available to all BEP employees and information on the E.O. 14035.

**c. Accountability and Program Management:**

BEP's FY 2021, accomplishments in this program area are as follows:

- Established the process of convening an ADR Team comprised of representatives from OEODM, OHR, OCC, Settlement Official (SO), and other relevant subject matter experts (SME). The team was engaged before every EEO ADR event to prepare and provide SO with appropriate tools to assure a positive outcome. The team discussed the ADR process, employee's requested remedies, the parameters of settlement to identify resolution options that are enforceable, quantifiable, measurable, and specific, and SO's authority to enter into agreement on BEP's behalf.
- Established the process of convening a Reasonable Accommodation (RA) Team comprised of staff from OEODM, supervisor/manager of the requesting employee, and requesting employee. Depending on the complexity of the request, representatives from OCC, OHR, and other relevant SMEs were invited to participate. The team met and engaged in interactive discussion regarding employee's request, the essential functions of employee's job, and determined the most effective way to accommodate the requesting employee.
- All BEP employees continued to have a performance element measuring their commitment to diversity and inclusion efforts in FY 2021.

**d. Proactive Prevention**

- In FY 2021, BEP formally established three partnership teams with membership from the OEODM and OHR: 1) Outreach and Recruitment Team; 2) Workforce Development Team; and 3) Employee Relations, Performance and Awards Team. The creation of these partnership teams responds to BEP's ongoing obligation to prevent discrimination and eliminate barriers that impede free and open competition in the workplace. The partnership teams' activities in FY 2021, included but not limited to regular and ongoing review of employment policies, practices, and procedures not only to focus on finding what may be deficient 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. Examination of employment policies, practices and procedures included several areas such as outreach and recruitment, workforce development, employee recognition awards. For more information on the outcome of this effort, please refer to FY 2021, Part I, Accomplishments.

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

- BEP submitted to EEOC a crosswalk between general schedule and prevailing rate pay systems as required for barrier analysis purposes.
- Reissued a memorandum to all employees requesting and encouraging to re-validate their disability, RNO and gender information in July 2021, for a more data-driven approach in barrier analysis.

**e. Efficiency**

- In FY2021, BEP processed a total of 39 reasonable accommodations requests with average processing of 10 days.
- All 34 completed counseling in FY 2021, were 100 percent timely processed which was significantly higher than the Government-wide rate of 94 percent.
- BEP's 100 percent ADR Offer rate in FY 2021, was over the Government-wide rate of 87 percent. While BEP's ADR Acceptance rate was 69 percent, much improved from 55 percent in FY 2020, and higher than the Treasury's standard of 45 percent and the Government-wide rate of 54 percent.

**f. Responsiveness**

- Timely response and compliance with EEOC's requirements (August 2021) based on feedback letter of February 2021 and subsequent to the December 2020, Technical Assist Visit.
- Timely submission of BEP's FY 2021, 462 Report on October 14, 2021.
- Timely submission of BEP's FY 2020, Management Directive (MD) 715 Report on April 29, 2021.

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**EXECUTIVE SUMMARY: WORKFORCE ANALYSES****Workforce Analysis**

As of September 30, 2021, the total workforce consisted of 1,842 civilian employees: 1,803 (97.88 percent) permanent and 39 (2.12 percent) temporary employees. The total workforce represents an increase of 41 employees, a positive net change of 2.28 percent over FY 2020. Permanent employees increased by 29, a positive net change of 1.63 percent in FY 2021, while temporary employees increased by 12, a positive net change of 44.44 percent over FY 2020

**a. Workforce Participation Rates by Race/Ethnicity, Sex, and Disability Status**

In FY 2021, White males and Black males were the two largest groups within BEP's workforce, followed by Black females, Hispanic males, White females, Asian males, Hispanic females and Asian females. Other groups (i.e., Native Hawaiian Other Pacific Islander (NHOPI) females and males, American Indian/Alaskan Native (AIAN) females and males and Two or More Races), each comprised less than 1 percent of BEP's workforce in FY 2021.

Hispanic males, White males, Black males, Black females and Asian males have always exceeded or have good participation at BEP when compared to their availability in the civilian labor force (CLF). The challenge BEP experienced has always been bringing Hispanic females and White females into the BEP workforce at the rate comparable to their availability in the CLF. Overall, BEP has always experienced low participation rate for females when compared to the CLF, while the presence of male employees within BEP has always exceeded the CLF.

The participation rates of persons with disabilities (PWD)<sup>1</sup> and persons with targeted disabilities (PWTD) have continued to increase the last five fiscal years. At the end of FY 2021, 19.92 percent (367 employees) self-identified as PWD, which exceeded the Federal goal of 12.0 percent and a 12.92 percent (42 employees) positive net change from FY2020. On the other hand, 2.44 percent (45 employees) self-identified as persons with targeted disabilities (PWTD), which was above the Federal goal of 2.0 percent and positive net change of 9.76 percent (4 employees) from FY 2020. For the last three fiscal years, BEP has been on an upward trend and meeting or exceeding these Federal goals, a significant accomplishment considering that five of the six mission-critical occupations at BEP require atypical physical effort, exposure to heavy-duty equipment or machines and/or noise.

In FY 2021, 78.50 percent (1446 employees) of BEP workforce identified themselves as having no disabilities. The 1.57 percent (29 employees) at BEP chose not to identify if they have a disability. Although this is a small percentage of employees choosing not to identify, this is slightly higher than what BEP reported in FY 2020, which was 1.12 percent (20 employees). The 1.5 percent of the BEP workforce who chose not to self-identify creates the possibility that BEP may have more employees with targeted or other types of disabilities.

In July 2021, BEP re-launched its recertification campaign requesting employees to review the information in the Human Resources (HR) system and ensure they identified themselves correctly or update their information, including disability, RNO and gender accordingly. Understanding there were other contributing factors, the number who identified themselves as PWD and PWTD did increase after the campaign in September 2021.

**b. Workforce Participation in Mission Critical Occupations**

The diagram below shows the participation rates in each mission critical occupations (MCO). Occupational series 0083 (Police Officer) is the most populous occupation within BEP. BEP has also designated 2210 (Information Technology Management), 2606 (Electronic Industrial Controls Mechanic), 4406 (Letter Press Operator), 4454 (Intaglio Press Operating), and 6941 (Bulk Money Handling) as MCOs. Males significantly outnumbered females across all demographic groups in all MCOs notwithstanding the availability of females in the respective occupation CLF (OCLF). Black males are the only demographic group participating above the OCLF in all of the major occupations. Hispanic females and White females are the demographic groups participating below OCLF in all MCOs. White males have significant low participation in four (0083, 2210, 2606, and 6941); Hispanic males are participating low in two (2210 and 6941); Black females have lower participation than the respective OCLFs in two (2606, 4406); NHOPI males and females, AIAN males and females, are either participating low or significantly absent in all of MCOs. From FY 2016 through FY 2021, there were no meaningful changes in the participation rates across the demographic groups in all MCOs.

**c. New Hires by RNO and Gender**

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**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

The diagram below shows that over 70 percent of all hires in FY 2021, were males, which also reflects a slight increase when compared to FY 2020. In contrast, BEP onboarded females at a much lower rate of a little over 30 percent, with Hispanic females and White females significantly below their availability in the CLF. Of all groups, White males were highly represented. However, it is noted that White males were also the most available in the CLF compared to other groups. The expectation was the more there were available sources, the more likely this group would be fully or comparably represented. However, this was not true with White females. This group's hiring rate in FY 2021, (11.11 percent) was significantly below their availability in the CLF at 34.03 percent. Except for White males, White females, Black females, Asian females, and NHOPI males, the rates for new hires for all other groups went down in FY 2021, with the most significant drop experienced by Hispanic females, Black males and Asian males. The trend, at least for the past five years has been the majority of new hires went to White applicants followed by Black applicants, while the least hired were AIAN, NHOPI, Asian and Hispanic applicants. This pattern continued in FY 2021.

**d. New Hires in Mission-Critical Occupations by RNO and Gender**

In FY 2021, with the exception of 2210, male new hires in four of the mission critical occupations (MCO)2 (0083, 4406, 4454, 6941) exceeded their respective OCLF. For female new hires in the MCOs, the reverse applied, that is, except for 2210, female new hires were below the OCLF in four of the MCOs (0083, 4406, 4454, 6941). Other than Black females, all females in other demographic groups were below the OCLF in five MCOs (0083, 2210, 4406, 4454, 6941).

**e. New Hires by Disability**

In FY 2021, out of the 198 new hires, BEP gained 54 PWD and 4 PWTD. At 27.27 percent PWD and 2.02 percent PWTD, both new hire rates exceeded the Government-wide goals.

**f. New Hires in MCOs by Disability**

A review of the new hires in MCOs shows no PWTD hires for 0083, 2210, 4454 and 6941. However, there was some success in one MCO, since 1 PWTD was onboarded (3.03 percent) out of 33 total hires for 4406. The number of hires in FY 2021, was comparable to the number of hires (1) in FY 2020. With the PWD, there were new hires in all five MCOs, with new hire rates exceeding 12 percent in four out of five MCOs.

**g. Separations by RNO and Gender**

A review of the FY 2021, separations indicates that more than 80 percent of all separations in FY 2021, were males, with White males (44.53 percent) and Black males (27.01 percent) comprising more than 70 percent of the total male separations. This trend holds true when reviewing the permanent workforce, where 86 percent were male separations and 73 percent were White males and Black males. However, separations from the temporary workforce show 60 percent of the separations were females, specifically White females (20 percent) and Black females (40 percent).

A review of the new hire and separation rates shows that White males and Black males were separating at a higher rate (44.53 percent and 27.01 percent, respectively) than joining the BEP workforce (38.89 percent and 18.69 percent, respectively). Asian males had a slightly higher separation rate (5.11 percent) when compared to the group's new hire rate (4.55 percent). All the other groups showed a positive trend between new hire and separation rates. Notwithstanding, BEP continues to experience low participation from Hispanic females and White females in the overall workforce.

Of the 137, retirement accounts for over 55 percent (76) of separations in FY 2021, followed by 24 percent of other personnel actions (death (3) and transfer (30)). Resignation was the reason for the 17 percent (23) separations while about 4 percent (3) were removed. Ninety six percent (132) of the separations were permanent employees. All the retirements (76) were from the permanent workforce. The remaining 4 percent (5) were separations from the temporary workforce and coded as resignation (3), other separation (transfer (1)) and removal (1).

**h. Separations by Disability**

An analysis of separations shows that 19.71 percent (27 employees) of those who separated were PWD, while 1.46 percent (2 employees) were PWTD. Comparing the new hire and separation rates shows that for both groups, BEP was hiring PWDs and PWTDs at a faster rate when compared to these groups leaving the BEP workforce. The reverse was true for those employees



**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

who identified as having no disability. This group had a higher separation rate than new hire rate. Both separations from PWD were retirements. Of the 27 PWD separations, nine (33 percent) were retirements, nine (33 percent) were other separations, eight (30 percent) were resignations, and 1 (4 percent) removal.

**i. Senior leadership and Pipeline**

Candidates for SES positions are generally selected from the GS14 or GS15 levels. When there are adequate diverse candidates in the feeder pools (GS14 and GS15 grades) but no similar diversity in the SES, a trigger exists. In FY 2021, White males and White females have a robust presence at the Senior Executive Service (SES) level when compared to other groups. Hispanic females, Black males, Black females and Asian males also have participation at the SES level. All other groups are not present. Males have a slightly higher participation rate when compared to females.

Except for NHOPI males, NHOPI females and AIAN females, all other groups are present at the pipeline grades (GS 14 and 15 levels). Hispanic males, Asian females, and AIAN males have good presence at the grades that feed into the SES, however, they do not have any participation at the SES. Furthermore, notwithstanding the strong presence of Black males and Black females in the BEP workforce and feeder grades, they are participating lower than expected at the SES.

PWDs participation rate was comparable to their presence in the pipeline grades. In contrast, even with high participation in the grades that potentially feed into the SES, PWTDS are absent in the SES.

**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

**A. Outreach and Recruitment**

- Develop a tracking system to collect information for barrier analysis purposes.
  - From resumes and surveys collected during outreach events and career fairs:
    - RNO, gender and disability;
    - where interests are from and how they learned about BEP;
    - Skills, knowledge and experience;
    - If forwarded to hiring managers;
    - If interviewed; and
    - If selected.
  - Outreach and recruitment events
    - Type of events
    - Reason for participation
    - Goal and outcome
    - Assessment of return of investment
- Establish procedures and roles and responsibilities for members in outreach events.
- Engage appropriate stakeholder to include hiring managers, OHR and OEODM to discuss specific BEP organization's recruitment needs or requirements and establish a strategic outreach and recruitment plan accordingly.
- Research opportunities to establish professional partnerships with organizations who will assist with identifying good sources of talents to bring to BEP, focusing on BEP's six mission-critical occupations.
- 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.
- 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.

**B. Retention Strategy**

- Enhance Alert System to include RNO and gender to be able to analyze decisions and impact on certain groups, if any.
- Develop a tracking system to collect information on who applied, interviewed and selected for professional and developmental assignments and training.
- Provide just in time training to managers and supervisors on the Reasonable Accommodation and Personal Assistance Program.
- 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.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

[Redacted] am the  
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]  
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

\_\_\_\_\_  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee



\_\_\_\_\_  
Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X			10/15/2020 10/1/2020
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]		X			
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		X			
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]		X			
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]		X			
A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		X			<a href="https://moneyfactory.gov/images/Circular_67-13.10_updated.p">https://moneyfactory.gov/images/Circular_67-13.10_updated.p</a>
A.2.c. Does the agency inform its employees about the following topics:					
A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.		X			Employees are informed about the EEO Complaint Process through required annual training, new employee orientation, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external webpage.

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<p>A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Employees are informed about the ADR Process through required annual training, new employee orientation, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external webpage.</p>
<p>A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Employees are informed about the Reasonable Accommodation Program through required annual training, new employee orientation, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external webpage.</p>
<p>A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.</p>	<p>X</p>		<p>Employees are informed about the Anti-harassment Program through required annual training, new employee orientations, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external webpage.</p>

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A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.		X			Employees are informed about the behaviors that are inappropriate in the workplace through required annual training, new employee orientation, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external webpage.
 <b>Compliance Indicator</b>	A.3. The agency assesses and ensures EEO principles are part of its culture.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .		X			The agency provides recognition through performance awards based on the mandatory Diversity and Inclusion and supervisory performance goals, and the use of monetary/non-monetary awards
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			

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Essential Element: B Integration of EEO into the agency's Strategic Mission



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X		
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X		Judith Diaz-Myers Senior Advisor to the BEP Director
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X			02/09/2021
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	BEP does not have any subordinate level components.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			BEP's Strategic Plan, Core Value of Fairness contains the EEO principles of equitable treatment of all employees, free from bias, dishonesty, or injustice.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			EEO counseling and compliance requirements only. Treasury's Office of Civil Rights and Diversity (OCD) is responsible for all aspects of the formal complaint process.
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			For new EEO counselors.

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B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?		X			
 <b>Compliance Indicator</b>	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills	<b>Measure Has Been Met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	N/A	
B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:					
B.5.a.1. EEO complaint process? [see MD-715(II)(B)]		X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]		X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]		X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]		X			
 <b>Compliance Indicator</b>	B.6. The agency involves managers in the implementation of its EEO program.	<b>Measure Has Been Met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	N/A	
B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]		X			

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Essential Element: C Management and Program Accountability

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X			The OEODM partnered with the Office of Human Resources to develop three working groups, Outreach and Recruitment, Workforce Development, and Employee Relations Performance and Awards. The three groups met once a month and then once every two months to assess components for EEO program deficiencies. Schedule: Outreach and Recruitment – May 25, 2021 June 23, 2021 July 22, 2021 Sept. 21, 2021

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C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.

X

The OEODM partnered with the Office of Human Resources to develop three working groups, Outreach and Recruitment, Workforce Development, and Employee Relations Performance and Awards. The three groups met once a month and then once every two months to assess components for EEO program deficiencies. Schedule:  
Outreach and Recruitment –  
May 25, 2021  
June 23, 2021  
July 22, 2021  
Sept. 21, 2021


C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]

X

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 Compliance Indicator	Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			<a href="https://moneyfactory.gov/images/Circular_67-13.11.pdf">https://moneyfactory.gov/images/Circular_67-13.11.pdf</a>



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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		X			<a href="https://moneyfactory.gov/images/Circular_67-13.11.pdf">https://moneyfactory.gov/images/Circular_67-13.11.pdf</a>
 <b>Compliance Indicator</b>	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X			
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:					
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.			N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	During FY 2021, there were no finding of discrimination
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]			X	During FY2021, there were no finding of discrimination or settlement in which a finding was likely.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.	Yes	No	N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Annually
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			I-Complaints for complaint data, grievance data, exit survey results, workforce/applicant flow data, special emphasis reports, reasonable accommodation programs data, and anti-harassment program data.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			<a href="https://moneyfactory.gov/images/Affirmative_Action_Plan_FY2020.pdf">https://moneyfactory.gov/images/Affirmative_Action_Plan_FY2020.pdf</a>
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.			N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			Treasury's Office of Civil Rights and Diversity (ORCD) is responsible for all aspects of the formal complaint process.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.				X	Treasury's Office of Civil Rights and Diversity (ORCD) is responsible for all aspects of the formal complaint process.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]				X	Treasury's Office of Civil Rights and Diversity (ORCD) is responsible for all aspects of the formal complaint process.
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]				X	Treasury's Office of Civil Rights and Diversity (ORCD) is responsible for all aspects of the formal complaint process.



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Agency Self-Assessment Checklist

E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.			X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency uses iComplaints (complaint trends), RA request data, and anti-harassment program data, to monitor and identify significant trends in its EEO Program.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency attends a quarterly meeting with other Treasury bureaus to share and discuss best practices that can be implemented to improve the effectiveness of its EEO Program.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.				
F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]		X			
F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]				X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]				X	No findings.
F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]				X	Treasury's Office of Civil Rights and Diversity (OCRD) is responsible for all aspects of the formal complaint process.
F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?				X	No findings.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]		X			This is posted to the Treasury website by OCRD at <a href="https://home.treasury.gov/footer/no-fear-act">https://home.treasury.gov/footer/no-fear-act</a>
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			This is posted to the Treasury website by OCRD at <a href="https://home.treasury.gov/footer/no-fear-act">https://home.treasury.gov/footer/no-fear-act</a> <a href="https://home.treasury.gov/system/files/306/BEP-NOFEAR-FY22-QTR-1.pdf">https://home.treasury.gov/system/files/306/BEP-NOFEAR-FY22-QTR-1.pdf</a>

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]

The EEO Director does not report directly to the Agency Head. In addition, in FY 2021, the EEO Director reported to the Senior Advisor to the Agency Head, who was not the agency designee as the mission-related programmatic offices.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2021	09/30/2022			Compliance with the Equal Employment Opportunity (EEOC) EEO Program reporting structure and with the Elijah Cummings Federal Employee Antidiscrimination Act of 2020

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Judy Caniban	Yes
Deputy Director, Chief Administrative Officer	Marty Greiner	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	The EEO Director and the Deputy Director (CAO) will engage with the appropriate Department of the Treasury (Treasury) officials for guidance.	Yes		
09/30/2022	Execute solutions or changes, if any, after consultation with Treasury or provide status of compliance and rationale for the status quo, if no change to current reporting structure.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	Note: Effective FY 2022, the EEO Director reports to the Deputy Director (CAO) who is the agency designee as the mission-related programmatic offices. This EEO Program structure complies with Treasury's guidelines.

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency: B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.

The EEO Director does not report directly to the Agency Head. In addition, in FY 2021, the EEO Director reported to the Senior Advisor to the Agency Head, who was not the agency designee as the mission-related programmatic offices.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2021	09/30/2022			Compliance with the Equal Employment Opportunity (EEOC) EEO Program reporting structure and with the Elijah Cummings Federal Employee Antidiscrimination Act of 2020.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Judy Caniban	Yes
Deputy Director, Chief Administrative Officer (CAO)	Marty Greiner	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	The EEO Director and the Deputy Director (CAO) will engage with the appropriate Department of the Treasury (Treasury) officials for guidance.	Yes		
09/30/2022	Execute solutions or changes, if any, after consultation with Treasury or provide status of compliance and rationale for the status quo, if no change to current reporting structure.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	Note: Effective FY 2022, the EEO Director reports to the Deputy Director (CAO) who is the agency designee as the mission-related programmatic offices. This EEO Program structure complies with Treasury's guidelines.



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Plan to Eliminate Identified Barriers

PART I.1

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A6	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	(a)Hispanic females and White females have low participation in the overall Bureau and Engraving and Printing (BEP) workforce when compared to the Civilian Labor Force (CLF). (b)White females are significantly below the Occupational Civilian Labor Force (OCLF) in all six (6) of the BEP mission-critical and major occupations and Hispanic females have lower than expected participation in all six (6) occupation and significantly low in four (4) occupations. (c)White males are below the OCLF in four (4) of the mission-critical and major occupations.	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Hispanic or Latino Females White Males White Females	
<b>Barrier Analysis Process Completed?:</b>	N	
<b>Barrier(s) Identified?:</b>	N	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b> Hiring Process	<b>Description of Policy, Procedure, or Practice</b> In FY 2019, BEP determined that the process of traditionally posting vacancies to USAJobs with no targeted recruitment and outreach to Hispanic and White females is a potential factor to the low participation of these groups within the BEP workforce.  BEP will secure additional data, consult and interview appropriate stakeholders (Human Resources staff, hiring managers) and conduct a thorough analysis to determine if this is a barrier and/or why these groups are not participating in the BEP workforce comparable to the OCLF.  While we are able to conclusively identify triggers that suggest potential barriers in outreach and recruitment and retention specific to Hispanic females and White females, BEP cannot pinpoint specific barrier/s without the full range of analysis necessary to fully understand the conditions affecting full participation by both groups in the BEP workforce. Efforts to identify barriers will continue into FY 2022.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
12/02/2020	09/30/2021	Yes		09/30/2021	Conduct analysis of Agency policies, practices, or procedures to determine if there are potential barriers preventing certain groups from fully participating in the BEP workforce.
01/01/2022	09/30/2023	Yes			To determine what, if any, barriers within BEP that impact opportunities for Hispanic females and White females throughout the entire employment cycle.

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Plan to Eliminate Identified Barriers

Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief of Office of Human Resources	Karnelis Godette	Yes
Chief, Office of Equal Opportunity and Diversity Management	Judy Caniban	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Establish a quarterly meeting with appropriate Human Resources (HR) staff to review BEP's policies, practices and procedures, document and work collaboratively to analyze the information to determine if barriers exist for certain groups preventing them from fully participating in the BEP workforce.	Yes		09/30/2021
09/30/2021	Partner with appropriate HR staff to conduct an assessment on areas to focus outreach and recruitment events to ensure BEP reaches out to the areas where BEP finds the most diverse and qualified potential applicants for job opportunities at BEP for mission-critical and major occupations.	Yes		09/30/2021
09/30/2021	Partner with appropriate HR staff to work on establishing a relationship with other Federal agencies and Minority Serving Institutions to gain insight on outreach efforts for Hispanic females and White females.	Yes		09/30/2021
09/30/2023	<p>Outreach and Recruitment Develop a tracking system to collect following information for barrier analysis purposes:</p> <ul style="list-style-type: none"> <li>•Resumes and surveys collected from outreach events and career fairs to include RNO, gender and disability: <ul style="list-style-type: none"> <li>-where they are from and how they learned about BEP;</li> <li>-Skills, knowledge and experience;</li> <li>-If interviewed; and</li> <li>-If selected</li> </ul> </li> <li>•Outreach and recruitment events <ul style="list-style-type: none"> <li>-Type of events</li> <li>-Reason for participation</li> <li>-Goal and outcome</li> <li>-Assessment of return of investment</li> </ul> </li> </ul> <p>Establish procedures and roles and responsibilities for members in outreach events.</p> <p>Engage appropriate stakeholder to include hiring managers, OHR and OEODM to discuss specific BEP organization's recruitment needs or requirements and establish a strategic outreach and recruitment plan accordingly.</p>	Yes		

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Professional Partnership \ Research opportunities to establish professional partnerships with organizations who will assist with identifying good sources of talents to bring to BEP, focusing on BEP's six mission-critical occupations	Yes		
09/30/2023	Disciplinary Actions Enhance Alert System to include RNO and gender to be able to analyze decisions and impact on certain groups, if any.	Yes		
09/30/2023	Professional and Developmental Opportunities Develop a tracking system to collect following information for barrier analysis purposes: •Applicants, interviewed and selected for professional and developmental assignments and training.	Yes		

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Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year	Accomplishments
2012	<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> <p>1)Outreach and Recruitment; 2)Workforce Development; and 3)Employee Relations, Performance and Awards.</p> <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> <p>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.</p> <p>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> <p>Except for August, teams met once a month starting in March:</p> <p>1)Outreach and Recruitment: a. April 20, 2021 b. May 25, 2021 c. June 23, 2021 d. July 22, 2021 e. September 21, 2021</p> <p>2)Workforce Development: a. March 16, 2021 b. June 8, 2021 c. July 13, 2021 d. September 14, 2021</p> <p>3)Employee Relations, Performance, and Awards: a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021</p> <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 from fully participating in the BEP workforce.</p>

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Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year	Accomplishments
	<p>Outreach and Recruitment Participation at recruitment events is an OHR decision based on what positions in the pipeline and BEP's needs. Outreach team was appointed by OHR at the time and assigned to specific HR Specialist as part of the Specialist's duties.</p> <p>a. Outreach and Recruitment Events -Recruitment event in April 2021, at Dulles Airport. A few police officers from the BEP Washington DC Facility (DCF) attended. -Law Enforcement Career Fair in July 2021, which was an in-person event. The fair was intended to solicit potential qualified candidates who are individuals with disabilities. -Results of BEP's participation: Two (2) potential selections; Selecting official met and received resumes from these two individuals at the career fair; Veterans Recruitment Appointment; Offer was extended after verification that the two were eligible;</p> <p>b. Decision to participate -For law enforcement events, BEP police officers attend. If it is a general career fair, it will be determined on how many can attend and what positions are open at the time, or soon to be recruited. -BEP tries to cover events at Minority Servicing Institutions (MSI), events that target veterans and/or people with disabilities, and education institutes that focus on Science, Technology, Engineering and Math (STEM) degrees. -Determining participation depends on cost, date, and personnel to attend and if it fits BEP's current needs. -During the pandemic, consideration was also given on the type of platform, whether it is offered in person or virtual. BEP tries to cover as many diverse hiring events as possible even if the extent that BEP representatives can do is to market BEP and provide information about BEP's mission and potential vacancies.</p> <p>c. Collection of Resumes -BEP representatives collect resumes and save them in a resume repository on BEP Employee Services Division (ESD) SharePoint. -OHR can give managers access so they can view what is available and determine if there are potential candidates for vacant positions in their areas. The HR Specialist can provide support by reviewing the resumes before forwarding to the manager to determine qualification or skills.</p> <p>e. Results -Selected 8 for VRA and 1 for Schedule A. -Pending background investigation.</p> <p>f. Challenges -Electronic system to collect information on selected candidates from the career fairs. At present, ESD is still manually collecting this information. -Ability to collect Race National Origin (RNO), Gender and disability for a more in-depth barrier analysis, assessment of return of investment (ROI) attending these career fairs or determination if BEP needs to adjust the outreach attendance. -Monster Analytics, the HR system currently used by BEP OHR, cannot loop in Schedule A applicants. -Other than Handshake, BEP does not have any professional partnerships with external organizations. -There is no official process in place and designated members of the team other than the HR Specialist.</p>

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	<p>-Need for a more strategic outreach approach involving appropriate stakeholder to include hiring managers, OHR and OEODM to discuss specific organization's recruitment needs or requirements.</p> <p>-Opportunities and/or capability for managers to participate outreach events to get more exposure into what is available in the labor force.</p> <p>Exit Survey The exit survey is emailed to employees. ESD pulled data for the exit survey, overall BEP and by directorate. Survey has RNO/Gender but no disability coding.</p> <p>Challenge -Ability to do a pulse check as to why people are leaving BEP, specifically individuals with disabilities.</p>

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Fiscal Year	Accomplishments
2021	<p>Self-Identification of RNO, Gender, Disability</p> <p>BEP deployed its campaign requesting employees to re-self-certify their RNO, Gender and Disability in July 2021, to update BEP's data and enhance capability to conduct barrier analysis and determine programs, if any, are needed to ensure BEP provides a fair and level field for all groups within BEP.</p> <p>If a new employee does not identify RNO, Gender and disability, Administrative Resource Center (ARC), servicing HR, will follow-up and try to obtain the information. If no response after multiple contacts, they enter as a default White Male and no disability. However, ARC stated it is really rare when they resort to the default</p> <p>Challenge -Ensuring all new hires self-ID by RNO, Gender and Disability to avoid incorrect default information entries.</p> <p>Internships BEP has established an agreement with institutions that serve historically underserved communities. -Hispanic Association of Colleges and Universities (HACU) - HACU represents more than 500 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, Spain and U.S. school districts. Although our member institutions in the U.S. represent only 17% of all higher education institutions nationwide, together they are home to two-thirds of all Hispanic college students. HACU is the only national educational association that represents Hispanic-Serving Institutions (HSIs). -INROADS - INROADS is a non-profit organization that creates pathways to careers for ethnically diverse high school and college students across the country and position graduates to advance in their careers and we help employers foster diverse and inclusive workplaces. -Washington Center – The Washington Center provides immersive internship and academic seminars to students from hundreds of colleges and university and young professionals from across the U.S. and more than twenty-five countries. TWC help students who otherwise may not have the opportunity to pursue their interests, experience what a successful career looks like, and establish a path toward their professional future.</p> <p>Developmental and Professional Programs</p> <p>1) Development Program. BEP has a contract with the Graduate School USA. a. Three tracks: No limit on the number accepted into each track. -GS 7-11 (6 months); New Leader Program (NLP); -GS 12-13 (9 months); Executive Leader Program (ELP); and -GS 14-15 (12 months) Executive Potential Program (EPP).</p> <p>b. Eligibility: Each program follows standard Applicant Submission Checklists to include standard Eligibility Requirements, and a Competency Assessment. -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> <p>In addition: -DCF and WCF employees may apply, including people with disabilities; -Open to all who meet the grade;</p>

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	<p>-Open to both GS and WG employees; and -Supervisor must endorse application.</p> <p>c. Selections for the last fiscal years -FY18: 38 (17-NLP); (16-ELP); (5-EPP) – All 38 were found qualified, 14 were selected. -FY19: N/A -FY20: N/A</p> <p>d. Method of Dissemination -Announcements for the program are posted; -Center of Excellence (CE), Program Office responsible for managing and tracking, holds weekly info sessions pre-COVID; -Announcements were once a quarter, now they are sending once a week through Office of External Affairs (OEX); and -Internal Blog on InSite is sometimes used to get the info out.</p> <p>e. Selection Process -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> <p>f. Funding -BEP funded program; -BEP pays for costs for training approved by both BEP management and CE prior to the start of training; -BEP may pay all or part of the tuition costs for officially authorized training; and -BEP may pay for some training-related expenses.</p> <p>g. After selection action -CE staff member meets with supervisor of the selectee and ensure all program requirements are met and employee on track toward completing the program. -CE does an after-action report with feedback from participants. -CE provides feedback to applicants not selected. They review the process and discuss the applicant's package and areas requiring improvement. -Utilizes Graduate Satisfaction Survey and Supervisor Post-Program Evaluation. -Part of CE program manager's performance goals to review and find ways to implement feedback to improve the program.</p> <p>h. Challenges -CE was not tracking applicants, qualified and selected by RNO, Gender and disability. -Participation in the programs was tracked manually. -CE has no capability to track expressed interest to participate if manager didn't endorse. -Equivalency between General Schedule (GS) and Wage Grade (WG). Some WG applicants argued that that they should be placed at the next level program based on their salary.</p> <p>i. Managing Expectations Applications include a Statement of Understanding and Agreement, to include pre and post program obligations. For NLP, Item 1 states, "Understand that this is a developmental opportunity and does not guarantee promotion." This is also outlined in the BEP-wide announcement's Frequently Asked Questions.</p> <p>2) Supervisory Training: This is a training requirement assigned to all new BEP supervisors,</p>



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	<p>GS-15 and below. BEP is currently in compliance with the 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 content. The online New Supervisor Training procedures are applied consistently to all new supervisors; training requirements are assigned immediately upon the Entry on Duty date.</p> <p>a. Modules</p> <p>Module I – Integrated Talent Management System (ITMS) Classes (completed in first year)</p> <ul style="list-style-type: none"> <li>A Roadmap to Success: Hiring Retaining and Including People with Disabilities</li> <li>Telework Training for managers</li> <li>Facing Challenges as a First time Manager</li> <li>Resolving Workplace Conflict</li> <li>Federal HR Flexibilities</li> <li>Accountable Leadership</li> <li>How to Manage Difficult Conversations</li> </ul> <p>Module II – virtual course; a vendor-provided face-to-face course that addresses the OPM-mandated topics (completed in first year). BEP-provided course is still in the development phase.</p> <p>Module III – ITMS Classes Refresher Training via Skillssoft (completed every 2.5 years).</p> <p>3) Senior Executive Service Candidate Development Program: Senior leaders at the BEP are provided training and development opportunities that are aligned with the OPM and Center for Leadership Development (CLD), including Federal Executive Institute (FEI), Leadership Education and Development Certificate Program (LEAD), Senior Executive Assessment Program, and Dept of the Treasury Leadership Development Program (SES) (2017, 2021). These training and development opportunities meet the succession planning needs of the BEP and also provide employees with training and developmental activities that prepare them for future positions as senior executives at the 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>

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2021	<p>4) Treasury Executive Institute (TEI): TEI is a shared service and strategic partner of the 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 Learning Management System (LMS). SF-182 available in the LMS and is required for all external learning activities (i.e., non-Treasury or non-LMS courses). Supervisor approval is required.</p> <p>5) 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.</p> <p>Selections for the last fiscal years                      -FY19: N/A                      -FY20: 6; Of the six, 3 were found qualified and 1 was selected                      -FY21: 0</p> <p>6) Career Development (CADE) Program. The 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 the 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                      FY18: 5 participants                      FY19: 0                      FY20: 0</p> <p>b. Method of Dissemination                      Announcement for the programs is posted via BEP news and posted internally on bulletin boards</p> <p>c. Eligibility and Area of Consideration                      -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 Office of Personnel Management (OPM)/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;                      -Permanent employees must have successfully completed probation period, if applicable.</p> <p>Employees are not- eligible for the CADE Program if they received:</p>

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	<p>-Disciplinary action (reprimand or higher) or an adverse action in the last fiscal year; -A Performance Improvement Plan (PIP) in the last fiscal year;</p> <p>d. Actions after Selections Made -Supervisor and participant will develop Individual Development Plan (IDP) -Supervisor evaluates participant's progress -Promotions can be earned up to the targeted level position</p> <p>e. Feedback -ITM serves as the repository for feedback responses -At the completion of a training course, the ITM system sends an automatic requests for employee to confirm their enrollment and to input feedback.</p> <p>f. Additional Information -OHR will share master training plan with OEODM. -Candidates' respective offices provide the funding.</p> <p>7) Apprenticeship: The BEP provides technical apprenticeship programs which combine on-the-job and classroom training with mentoring opportunities in order 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> <p>a. Selections for the last three fiscal years In the last three fiscal years, the BEP has announced 20 apprenticeship opportunities (see below breakdown by FY) resulting in 1,267 applicants. FY19: 8 FY20: 5 FY21: 7</p> <p>148 best qualified candidates were referred. Five (5) were selected FY19: 1 FY20: 2 FY21: 2</p> <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 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. 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> <p>8) OnSite Leadership Development Workshops: These workshops provide leaders at all levels with critical skills needed to maintain and/or improve their leadership skills and effectiveness. There is no competitive selection process. Employees submit SF-182 via ITM</p>

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	<p>as required for desired training. Supervisor approval required.</p> <p>9) Technical Development Programs: There is no competitive selection process. Employees submit SF-182 via ITM as required for desired training. Supervisor approval required.</p> <p>10) 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  FY19: 8  FY20: 12  FY21: 18</p> <p>All supervisor-approved submissions were approved and funded for respective course(s).</p>
2020	<p>In FY 2020, BEP made good progress towards marketing the opportunities at BEP as evidenced by the total number of new hires for Hispanic females and White females in the workforce when compared to the previous fiscal year through aggressive campaign and outreach. Notwithstanding the challenge caused by the global health crisis (COVID-19), BEP conducted multiple virtual outreach and recruitment events, including on September 8, 21, 2020, and October 1, 19, 30, 2020. BEP advertised job opportunities on Handshakes, which is an online network that partners with more than 1000 colleges and universities to help students find great jobs.</p>
2020	<p>In FY 2020, compared to 1.46 percent (26) in FY 2019, the workforce participation rate for Hispanic females increased to 1.74 percent (31), a net change of 19.23, and the highest among all groups. Although not as big of an increase as Hispanic females, White females also increased from 5.68 percent to 5.77 percent, a net increase of 1.98. Data also shows positive net increase for Hispanic males, Black male, Asian males and females participation rates.</p>

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2020	<p>In FY 2020, compared to 1.46 percent (26) in FY 2019, the workforce participation rate for Hispanic females increased to 1.74 percent (31), a net change of 19.23, and the highest among all groups. Although not as big of an increase as Hispanic females, White females also increased from 5.68 percent to 5.77 percent, a net increase of 1.98. Data also shows positive net increase for Hispanic males, Black male, Asian males and females participation rates.</p> <p>As a result of BEP's outreach and recruitment efforts, BEP received applications for the occupational series 0083 from two Hispanic females and two White females in FY 2018, and hired one male and two females in the same occupational series in FY 2019. In FY 2020, although managers and supervisors were authorized to recruit and hire in the occupational series 0083, outreach and recruitment efforts were limited due to COVID-19.</p> <p>B BEP incorporated OPM and BEP's specific hiring authorities to attract a more qualified and diverse pool of candidates, to include but not limited to:</p> <p>Spouses and Widows/Widowers of Certain Military Members: This authority allows agencies to appoint certain military spouses without using traditional competitive examining procedures. Agencies can choose to use this authority when filling competitive service positions on a temporary (not to exceed one year), term (more than one year but not more than four years), or permanent basis.</p> <p>Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP): These programs are designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the programs may be eligible for conversion to a permanent job in the civil service.</p> <p>Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for one year (unless the training requirements of the position warrant a longer and more structured training program).</p> <p>Direct-Hire Authority: Allows agencies to hire qualified candidates, after public notice has been given, directly into competitive service positions without conducting a formal rating and ranking process. Limited to occupations for which OPM determines there is a severe shortage of candidates or a critical hiring need. The occupations for which OPM has granted a government-wide direct-hire authority include but not limited to: Information Technology Management (Information Security), GS-09 through GS-15; STEM positions at the GS-11 through GS-15; Cybersecurity related positions at the GS-11 through GS-15 grade levels.</p> <p>Varying Schedules: Varying work schedules such as part-time (which may include job-sharing arrangements), intermittent, and seasonal are viable options to manage a fluctuating and less than full-time workforce. The use of varying work schedules may attract applicants who prefer to work less than full-time.</p>

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2021	<p><b>Awards Program</b></p> <ul style="list-style-type: none"> <li>-The annual awards budget is determined by the Senior Executive Team (SET).</li> <li>-There is a performance management policy to determine how the awards will be disseminated on an annual basis. Guidance on criteria for awards and approval process can be found in the awards policy, Circular 64-00.18.</li> <li>-Goal sharing is for bargaining unit employees, individual employee awards are based on rating and records at end of performance period.</li> <li>-During COVID additional funds were given to employees who worked during COVID, which was not a part of the performance award budget.</li> <li>-Awards are not based on a certain group. Awards are based on employees work related contributions.</li> <li>-Discipline or anyone under investigation are not eligible to receive an award at that time. If an employee is subject to investigation they cannot receive award/s. The initiator has to resubmit the award request for an employee who may have been cleared of wrongdoing at the completion of investigation.</li> </ul> <p><b>Discipline</b></p> <ul style="list-style-type: none"> <li>-Employee Performance Management Division (EPMD) is working on redeveloping templates for disciplinary action letters to include multiple avenues of redress for employees to include Equal Employment Opportunity (EEO) complaints process,</li> <li>-Alternative Dispute Resolution (ADR) and Reasonable Accommodation (RA) process.</li> <li>-EPMD is working with Chief Information Office (CIO) to expand the Alert system, Discipline and Grievance system for better tracking and analysis if certain groups are adversely impacted by certain decisions when compared to other groups.</li> <li>-The system that EPMD is currently using has been in place since 2018, information in the system includes employees' name, documents to support disciplinary action, and suggested level of discipline. The system allows the supervisor to enter suggested disciplinary actions. Once EPMD receives, specialist reviews to make sure the suggested discipline is consistent with BEP practice and procedures.</li> </ul> <p><b>Challenge</b></p> <ul style="list-style-type: none"> <li>-Lack of capability of the Alert system to track discipline decisions by RNO, Gender and disability and generate corresponding reports.</li> </ul>

**MD-715 – Part J**  
**Special Program Plan**  
**for the Recruitment, Hiring, Advancement, and**  
**Retention of Persons with Disabilities**

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

**Section I: Efforts to Reach Regulatory Goals**

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

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

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

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

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

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

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

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

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

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

**Section II: Model Disability Program**

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

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

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

Answer    Yes

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

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

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

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

Answer Yes

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

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

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

## Section III: Plan to Recruit and Hire Individuals with Disabilities

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

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

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

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



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

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

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

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

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

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

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

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

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

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

FY 2020 Hires Qualified vs. Hires Qualified vs. Hires 0083 (24) Hires: PWD: 9.09% - 41.67% PWTD: 1.82% - 0.00% 2210 (9) Hires: PWD: 20.78% - 22.22% PWTD: 9.94% - 0.00% 6941 (13) Hires: PWD: 24.00% - 7.69% PWTD: 16.00% - 0.00% New Hires PWD: 0083: There were a total of 100 external applicants, of those 8% (8) were PWD, and 62.5% (5) of the applicants were qualified PWD. Based on the data available in Data Insight, there were 24 selections made, of which 1 PWD was selected. 2210: There were a total of 565 external applicants, 19.12% (108) were PWD. 63.88% (69) of the applicants were qualified PWD. Based on the data available in Data Insight, there were 9 selections made, of which 2 were PWD. 6941: There were a total of 127 external applicants, 15.75% (20) were PWD, 60.% (12) of applicants were qualified PWD. Based on the data available in Data Insight, there were 13 selections made, of which 1 PWD was selected. New Hires PWTD: 0083: There were a total of 100 external applicants. Of the 100 external applicants, 3% (3) were PWTD applicants. Of the three PWTD applicants, 33.33% (1) PWTD was found qualified. Based on the data available in Data Insight, there were 24 selections made, of which one PWTD was selected. 2210: There were a total of 565 external applicants. Of the 565 external applicants, 9.73% (55) were PWTD applicants. Of the 55 PWTD applicants, 60% (33) were found qualified. Based on the data available in Data Insight, there were 9 selections made, no PWTD were selected. 6941: There were a total of 127 external applicants. Of the 127 external applicants, 10.24% (13) were PWTD applicants. Of the 13 PWTD applicants, 61.54% (8) were determined to be qualified. Based on the data available in Data Insight, there were 13 selections made, no PWTD were selected.

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

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

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

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

- |                             |        |     |
|-----------------------------|--------|-----|
| a. Promotions for MCO (PWD) | Answer | Yes |
|-----------------------------|--------|-----|

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

#### **Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities**

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

##### **A. ADVANCEMENT PROGRAM PLAN**

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

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

##### **B. CAREER DEVELOPMENT OPPORTUNITIES**

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

Below is a list of the various career development programs the BEP provides to its employees: New Leaders Program (NLP). The NLP targets GS 7-11 employees (or equivalent) and is designed to develop future public service leaders. The program includes leadership self-assessments, experiential learning, and individual development opportunities integrated into a competency-based learning approach. Executive Leadership Program (ELP). The ELP is designed for GS 12-13 (or equivalent) employees seeking to support their organization in meeting its mission and goals. The program focuses specifically on the competency of "leading people" through developmental activities and experiences. Executive Potential Program (EPP). The EPP is a competency-based leadership program that prepares high-potential GS 14-15 employees (or equivalent) to lead effectively at senior levels in the federal government. The curriculum is focused on "leading change" and transforming senior managers into change leaders. Career Development (CADE) Program. The CADE Program provides upward mobility via defined career training and opportunities that allow the selection and training of disabled veterans (and other employees) GS-11 (or equivalent) and below, whose positions offer limited promotion potential, for placement into positions in other occupational series for which they would not otherwise be qualified. Electro-Machinist & Mechanical-Machinist Trainee Program. This program is advertised as a four-year trainee program to journeyman Electro-Machinist. This position is located in the Electro-Machine Shop, Office of Security Printing. The incumbent participates in a four year training program with the Bureau of Engraving and Printing including formal, laboratory, and "on-the-job" training. The incumbent is normally assigned to maintain/support all currency printing/processing equipment, including temporary and permanent modifications and installations required to maintain production goals. The incumbent works with journeymen and other peers, while participating in "on-the-job" training.

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

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

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

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

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

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

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

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

## C. AWARDS

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

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

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

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

- a. Pay Increases (PWD) Answer Yes
- b. Pay Increases (PWTD) Answer Yes

Quality Step Increase (QSI) The inclusion rate for PWD (0.62%) and PWTD (0.00%) for quality step increase was slightly below the inclusion rate for employees with no disability (1.48%). Performance Based Pay Increase There were no performance based pay increases in FY 2020 for PWD, PWTD, or employees with no disabilities.

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

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

Not applicable.

## D. PROMOTIONS

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

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

b. Grade GS-15

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

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

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

a. SES

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

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

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

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

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

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

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

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

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

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

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

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

a. Executives

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

b. Managers

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

c. Supervisors

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

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

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

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

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

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

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

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

**Section V: 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 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer No

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

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

a. Voluntary Separations (PWD)

Answer Yes

b. Involuntary Separations (PWD)

Answer Yes

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

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

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer Yes

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

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

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

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

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

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

Internet address: <https://moneyfactory.gov/accessibilitystatement.html> How to file a complaint: For information about filing a complaint against the BEP under the Architectural Barriers Act, contact the Office of Equal Opportunity and Diversity Management (OEODM) at (202) 874-3460 or TTY at (202) 874-4931 or by email at [OEODM@bep.gov](mailto: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](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](mailto:enforce@access-board.gov); 2) Fax to (202) 272- 0081 3) Mail to: Compliance and Enforcement U.S. Access Board 1331 F Street, N.W., Suite 1000 Washington, DC 20004-1111

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

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

### C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

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

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

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

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

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

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

### **Section VI: EEO Complaint and Findings Data**

#### **A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

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

Answer Yes

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

Answer No

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

Not applicable.

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

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

Answer No

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

Answer Yes

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

Not applicable.

### **Section VII: Identification and Removal of Barriers**

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

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

Answer Yes

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

Answer Yes

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	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 PWTDD 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 PWTDD, 2.02 percent (4) of total new hires were PWTDD and 1.46 percent (2) of total separations PWTDD. In FY2021 we are closing this trigger. Data from FY2021 showed that this is no longer a trigger.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>				
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
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 PWTDD in the BEP workforce.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Chief, Office of Human Resources		Karnelis Godette		Yes		
Chief, Office of Equal Opportunity and Diversity Management		Judy M. Caniban		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2021	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 PWTDD from fully participating in the BEP workforce. Review will include major and mission-critical occupations outreach and recruitment PPP.			Yes		09/30/2021

**Planned Activities Toward Completion of Objective**

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
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 PWTB 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	Accomplishments
2020	<p>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 PWTB 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 PWTB 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 PWTB at 2.30 percent) are higher than the government-wide goal of 12 percent for PWD and 2 percent for PWTB.</p>
2020	<p>Training:</p> <p>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.</p>
2020	<p>Reasonable Accommodation:</p> <ul style="list-style-type: none"> <li>•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.</li> <li>•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.</li> <li>•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.</li> <li>•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.</li> <li>•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.</li> </ul>

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2020	<p>Partnerships:</p> <ul style="list-style-type: none"><li>•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.</li><li>•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.</li><li>•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.</li><li>•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.</li></ul>

## Report of Accomplishments

Fiscal Year	Accomplishments
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><b>Training:</b> 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><b>Workforce Resurvey:</b> 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><b>Reasonable Accommodation:</b> 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"><li>1) Outreach and Recruitment;</li><li>2) Workforce Development; and</li><li>3) Employee Relations, Performance and Awards.</li></ol> <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"><li>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.</li><li>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.</li></ol> <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"><li>1) Outreach and Recruitment:<ol style="list-style-type: none"><li>a. April 20, 2021</li><li>b. May 25, 2021</li><li>c. June 23, 2021</li><li>d. July 22, 2021</li><li>e. September 21, 2021</li></ol></li><li>2) Workforce Development:<ol style="list-style-type: none"><li>a. March 16, 2021</li></ol></li></ol>



**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
	<p>b. June 8, 2021 c. July 13, 2021 d. September 14, 2021</p> <p>3)Employee Relations, Performance, and Awards: a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021</p> <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>

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B9					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  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.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>				
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
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.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Chief		Judy Caniban		Yes		
Chief, Office of Human Resources		Karnelis Godette		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Review awards policy, practice and/or procedure to determine the potential barriers to PWD and PWTD receiving awards comparable to employees without disabilities.			Yes		
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	Accomplishments
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><b>Training:</b> 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><b>Workforce Resurvey:</b> 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><b>Reasonable Accommodation:</b> 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"><li>1) Outreach and Recruitment;</li><li>2) Workforce Development; and</li><li>3) Employee Relations, Performance and Awards.</li></ol> <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"><li>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.</li><li>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.</li></ol> <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"><li>1) Outreach and Recruitment:<ol style="list-style-type: none"><li>a. April 20, 2021</li><li>b. May 25, 2021</li><li>c. June 23, 2021</li><li>d. July 22, 2021</li><li>e. September 21, 2021</li></ol></li><li>2) Workforce Development:<ol style="list-style-type: none"><li>a. March 16, 2021</li></ol></li></ol>

**Report of Accomplishments**

**Fiscal Year**

**Accomplishments**

- b. June 8, 2021
- c. July 13, 2021
- d. September 14, 2021

3)Employee Relations, Performance, and Awards:

- a. May 11, 2021
- b. June 15, 2021
- c. July 20, 2021
- d. September 21, 2021

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 PWTB from fully participating in the BEP workforce.

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

**Planned Activities Toward Completion of Objective**

<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Establish a PWD and PWTD Hiring and Awareness Campaign that will include:  •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	Accomplishments
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><b>Training:</b> 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><b>Workforce Resurvey:</b> 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><b>Reasonable Accommodation:</b> 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"><li>1) Outreach and Recruitment;</li><li>2) Workforce Development; and</li><li>3) Employee Relations, Performance and Awards.</li></ol> <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"><li>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.</li><li>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.</li></ol> <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"><li>1) Outreach and Recruitment:<ol style="list-style-type: none"><li>a. April 20, 2021</li><li>b. May 25, 2021</li><li>c. June 23, 2021</li><li>d. July 22, 2021</li><li>e. September 21, 2021</li></ol></li><li>2) Workforce Development:<ol style="list-style-type: none"><li>a. March 16, 2021</li></ol></li></ol>

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
	<p>b. June 8, 2021 c. July 13, 2021 d. September 14, 2021</p> <p>3)Employee Relations, Performance, and Awards: a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021</p> <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 PWTB from fully participating in the BEP workforce.</p>



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

**Planned Activities Toward Completion of Objective**

<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	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		

## Report of Accomplishments

Fiscal Year	Accomplishments
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><b>Training:</b> 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><b>Workforce Resurvey:</b> 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><b>Reasonable Accommodation:</b> 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"><li>1) Outreach and Recruitment;</li><li>2) Workforce Development; and</li><li>3) Employee Relations, Performance and Awards.</li></ol> <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"><li>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.</li><li>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.</li></ol> <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"><li>1) Outreach and Recruitment:<ol style="list-style-type: none"><li>a. April 20, 2021</li><li>b. May 25, 2021</li><li>c. June 23, 2021</li><li>d. July 22, 2021</li><li>e. September 21, 2021</li></ol></li><li>2) Workforce Development:<ol style="list-style-type: none"><li>a. March 16, 2021</li></ol></li></ol>

**Report of Accomplishments**

**Fiscal Year**

**Accomplishments**

- b. June 8, 2021
- c. July 13, 2021
- d. September 14, 2021

3)Employee Relations, Performance, and Awards:

- a. May 11, 2021
- b. June 15, 2021
- c. July 20, 2021
- d. September 21, 2021

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 PWTB from fully participating in the BEP workforce.

<b>Source of the Trigger:</b>	Other					
<b>Specific Workforce Data Table:</b>	Career Development					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	No PWD or PWTD applied or was selected for any of the career development programs.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
09/30/2020	09/30/2023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in career development programs.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
Chief		Judy Caniban		Yes		
Chief, Office of Human Resources		Karnelis Godette		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Develop a tracking system to collect following information for barrier analysis purposes: applicants, interviewed and selected for professional and developmental assignments, and training.			Yes		
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	Accomplishments
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><b>Training:</b> 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><b>Workforce Resurvey:</b> 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><b>Reasonable Accommodation:</b> 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"><li>1) Outreach and Recruitment;</li><li>2) Workforce Development; and</li><li>3) Employee Relations, Performance and Awards.</li></ol> <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"><li>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.</li><li>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.</li></ol> <p>Except for August, teams met once a month starting in March:</p> <ol style="list-style-type: none"><li>1) Outreach and Recruitment:<ol style="list-style-type: none"><li>a. April 20, 2021</li><li>b. May 25, 2021</li><li>c. June 23, 2021</li><li>d. July 22, 2021</li><li>e. September 21, 2021</li></ol></li><li>2) Workforce Development:<ol style="list-style-type: none"><li>a. March 16, 2021</li></ol></li></ol>

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
	<p>b. June 8, 2021 c. July 13, 2021 d. September 14, 2021</p> <p>3)Employee Relations, Performance, and Awards: a. May 11, 2021 b. June 15, 2021 c. July 20, 2021 d. September 21, 2021</p> <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>

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

As reported above, in FY2021, we completed the planned activity to establish a working group tasked to review policy, practice, and procedures outreach and recruitment, workforce development, employee recognition awards, promotions and other employment actions to determine if there are potential barriers that potentially prevent PWD and PWTD from fully participating in the BEP workforce to include major and mission-critical occupations.

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

Outreach and Recruitment Events a. November 10, 2021 Bender Career Fair, STEM veterans, college students, recent grads b. November 12, 2021, Trinity Washington University c. February 17, 2021, Transition Assistance Program d. February 23, 2021, University of Texas Arlington e. February 25, 2021, Howard University f. March 3, 2021, North Eastern University g. March 23, 2021, Bender Career Fair, STEM veterans, college students, recent grads h. April 20, 2021, Reliant Hiring, Law Enforcement i. April 27, 2021, Recruit Military, Veterans and PWD/PWTD j. May 6, 2021, Recruit Military, Veterans and PWD/PWTD k. May 11, 2021, USAG Bebelux, Veterans and PWD/PWTD l. July 20, 2021, Bender Career Fair, STEM veterans, college students, recent grads m. July 27, 2021, Reliant Hiring n. September 14, 2021, Recruit Military o. September 14, 2021, Hispanic/Latino Professional Association Results of BEP's participation: a. Five (5) Schedule A conversions b. Two (2) potential selections. c. Selecting official met and received resumes from these two individuals at the career fair: •Veterans Recruitment Appointment; •Offer was extended after verification that the two were eligible; Decision to participate a. For law enforcement events, BEP police officers attend. If it is a general career fair, it will be determined on how many can attend and what positions are open at the time, or soon to be recruited. b. BEP tries to cover events at Minority Servicing Institutions (MSI), events that target veterans and/or people with disabilities, and education institutes that focus on Science, Technology, Engineering and Math (STEM) degrees. c. Determining participation depends on cost, date, and personnel to attend and if it fits BEP's current needs. d. During the pandemic, consideration was also given on the type of platform, whether it is offered in person or virtual. BEP tries to cover as many diverse hiring events as possible even if the extent that BEP representatives can do is to market BEP and provide information about BEP's mission and potential vacancies. Collection of Resumes a. BEP representatives collect resumes and save them in a resume repository on BEP Employee Services Division (ESD) SharePoint. b. OHR can give managers access so they can view what is available and determine if there are potential candidates for vacant positions in their areas. The HR Specialist can provide support by reviewing the resumes before forwarding to the manager to determine qualification or skills. Results a. Selected 8 for VRA and 1 for Schedule A. b. Pending background investigation. Challenges a. Electronic system to collect information on selected candidates from the career fairs. At present, ESD is still manually collecting this information. b. Ability to collect Race National Origin (RNO), Gender and disability for a more in-depth barrier analysis, assessment of return of investment (ROI) attending these career fairs or determination if BEP needs to adjust the outreach attendance. c. Monster Analytics, the HR system currently used by BEP OHR, cannot loop in Schedule A applicants. d. Other than Handshake, BEP does not have any professional partnerships with external organizations. e. There is no official process in place and designated members of the team other than the HR Specialist. f. Need for a more strategic outreach approach involving appropriate stakeholder to include hiring managers, OHR and OEODM to discuss specific organization's recruitment needs or requirements. g. Opportunities and/or capability for managers to participate outreach events to get more exposure into what is available in the labor force. BEP recognizes the need to continue working with strategic partners to establish and implement a strategic plan to recruit and retain PWD and PWTD in the BEP workforce.

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.

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