

DTR Bureau of Engraving and Printing

For period covering October 1, 2021 to September 30, 2022

<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> 1859
	<b>2.</b> Enter total number of temporary employees	<b>2.</b> 49
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4.</b> 1908

<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	Rushelle Wilson	EEO/ADR Specialist
	Complaint Processing Program Manager	James Young	EEO/ADR Specialist
	Diversity & Inclusion Officer	Nancy Danganan	EEO/ADR Specialist
	Hispanic Program Manager (SEPM)	Rushelle Wilson	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)	Judy Caniban	Chief
	Reasonable Accommodation Program Manager	Lynette Taylor	EEO/ADR Specialist
	Reasonable Accommodation Program Manager	Paula Rathers	EEO/ADR Specialist
	Anti-Harassment Program Manager	Nancy Danganan	EEO/ADR Specialist
	ADR Program Manager	James Young	EEO/ADR Specialist
	Compliance Manager	James Young	EEO/ADR Specialist
Principal MD-715 Preparer	Rushelle Wilson	EEO/ADR Specialist	

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

**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, DC, and one in Fort Worth, Texas.

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

- i. Execution: To safely and timely deliver quality products to our stakeholders in a cost- effective and environmentally responsible manner.
- ii. Innovation: To create innovative designs, processes, and products that exceed stakeholders' expectations.
- iii. 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.

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## EXECUTIVE SUMMARY: WORKFORCE ANALYSES

## Introduction

This report covers the period from October 1, 2021 through September 30, 2022, and outlines BEP's Equal Employment Opportunity (EEO) program activities for fiscal year (FY) 2022. The report highlights BEP's accomplishments during FY 2022, and details FY 2023, planned activities and strategies towards a diverse, equitable, inclusive and accessible workforce.

## Workforce Analysis

As of September 30, 2022, the total workforce consisted of 1908 civilian employees: 1,859 (97.43 percent) permanent and 49 (2.57 percent) temporary employees. The total workforce represents an increase of 44 employees, a positive net change of 2.36 percent over FY 2021. Permanent employees increased by 38, a positive net change of 2.09 percent in FY 2022, while temporary employees increased by six, a positive net change of 13.95 percent over FY 2021.

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

In FY 2022, White males and Black males continued to be the two largest groups within BEP's workforce, followed by Black females, Hispanic males, and White females. Other groups (i.e., Hispanic females, Asian males, Asian females, Native Hawaiian Other Pacific Islander (NHOPI) females and males, American Indian/Alaskan Native (AIAN) females and males and Two or More Races), collectively, were less than eight percent of BEP's total workforce.

All male groups and Black females continue to have good participation at BEP when compared to their availability in the civilian labor force (CLF). The challenge BEP experienced was bringing Hispanic females and White females into the BEP workforce at the rate comparable to their availability in the CLF. Overall, BEP experienced a 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 2022, 21.86 percent (417 employees) self-identified as PWD, which exceeded the Federal goal of 12.0 percent and a 13.32 percent (49 employees) positive net change from FY 2021. On the other hand, 2.31 percent (44 employees) self-identified as persons with targeted disabilities (PWTD), which was above the Federal goal of 2.0 percent and negative net change of 2.22 percent (1 employee) from FY 2021. For the last three fiscal years, BEP has continued to meet or exceed 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. (See D2)

### b. Workforce Participation in Mission Critical Occupations

In FY 2022, 75.63 percent (1443 employees) of BEP workforce identified themselves as having no disabilities. There were 2.52 percent (48 employees) at BEP who chose not to identify if they have a disability. Although this is a small percentage of employees choosing not to identify, this is higher than what BEP reported in FY 2021, which was 1.57 percent (29 employees).

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 in the respective occupation CLF (OCLF). Black males are the only demographic group participating above the OCLF in all the major occupations. Hispanic females and White females are the demographic groups who have consistently been participating below OCLF in five (0083, 2210, 2606, 4406, 4454) of the six MCOs. White males have significant low participation in three (0083, 2210, and 6941); Hispanic males continue to participate low in two (2606 and 6941); Black females have lower participation than the respective OCLFs in two (2606 and 4406); Asian males are not participating at the rate comparable to their availability in the OCLF in three of the MCOs (2210, 4406 and 4454); Asian females were not present in two MCOs (4406 and 4454) despite their availability in the respective OCLF; NHOPI males and

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females, AIAN males and females, are either participating low or significantly absent in all of MCOs; however, note below that their availability in the OCLF was also significantly low or none at all.

c. New Hires by RNO and Gender

The diagram below shows that almost 80 percent of all hires in FY 2022 were males. In contrast, BEP onboarded females at a much lower rate, with Hispanic females and White females significantly below their availability in the CLF. Of all groups, White males and Black males were the two groups with the highest percentage of hires for the last three fiscal years. Although new hire rates for most other groups fluctuates between FY, there was a notable increase of Hispanic male new hires in FY 2022, which was quite the reverse with the Hispanic females where you can see below a significant decrease in FY 2022 when compared to FY 2020. The trend for the past five years has been most new hires were White followed by Black, while the least hired were AIAN, NHOPI, Asian and Hispanic.

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

In FY 2022, except for 6941, male new hires in all other MCOs, exceeded their respective OCLF. For female new hires, the reverse applied, that is, except for 6941 female new hires were below the OCLF in all other MCOs.

When comparing participation rates in the MCOs and new hires by MCO, it was evident that BEP experienced some challenges with hiring Hispanic females, White males, and White females not withstanding their availability in the OCLF, which potentially points towards the need to review BEP's outreach and recruitment efforts to determine if BEP is reaching the most diverse candidates, to include Hispanic females, White males and White females. Common across the new hires of the three groups was their low participation rates in 0083 and 2210. In addition, both Hispanic females and White females had low participation rates in 2606, 4406, and 4454; while White males also had a low participation rate in 6941.

e. New Hires by Disability

In FY 2022, out of 228 new hires, BEP gained 68 PWD and 5 PWT. At 29.82 percent PWD and 2.19 percent PWT, 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 PWT hires in occupational series 0083, 2606, 4406 and 4454. However, there was some success in two MCOs (2210 and 6941), since two PWT were onboarded. The number of hires in FY 2022, was comparable to the number of hires (one) in FY 2021. With the PWT, there were new hires in all six MCOs, with new hire rates exceeding 12 percent in four out of six MCOs.

g. Separations by RNO and Gender

A review of FY 2022 separations indicates that more than 70 percent of all separations in FY 2022 were males, with White males (40 percent) and Black males (19.39 percent) as the top two groups with the greatest number of separations. This trend holds true when reviewing the permanent workforce, where 78.27 percent were male separations and 65.03 percent were White males and Black males.

Furthermore, White males were separating at a higher rate (40 percent) than joining the BEP workforce (35.96 percent). The FY 2022 separation rate for White males was slightly below their separation rate (44.53 percent) in FY 2021. Conversely, in FY 2022 Black males joined the BEP workforce at a rate (22.37 percent) above their separation rate (19.39 percent), which was an improvement when compared to their separation rate (27.01 percent) in FY 2021.

Hispanic females, White females and Black females separated faster (2.42 percent, 10.91 percent and 15.76 percent, respectively) when compared to being selected into BEP positions (1.32 percent, 8.33 percent and 10.09 percent, respectively). All the other groups showed a positive trend since their separation rates were lower than their selection rates.

Of the 165 separations, retirement accounted for 52.12 percent (86) of separations in FY 2022, followed by 24.84 percent of other personnel actions (death [2], discharge [2] and transfer [38]). Resignation was the reason for 20.61 percent (30) of

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**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

separations, while about 2.42 percent (2) were removed. Ninety six percent (159) of the separations were permanent employees. The remaining 3.63 percent (6) were separations from the temporary workforce and coded as resignation (4), and other separation (transfer [2]).

h. Separations by Disability

An analysis of separations shows that 21.21 percent (35 employees) of those who separated were PWD, while 4.24 percent (7 employees) were PWTD. Comparing the new hire and separation rates shows that BEP was hiring PWDs at a faster rate when compared to the rate at which they left the BEP workforce. The reverse was true for PWTD employees, this group had a higher separation rate than new hire rate.

i. Senior Leadership and Pipeline

In FY 2022, White males have a robust presence at the Senior Executive Service (SES) level when compared to other groups, followed by White females. Black males, Black females, and Asian males also have participation at the SES level. No other groups were present. Males have a significantly higher participation rate when compared to females.

Hispanic males, White males, White females, Black males, Black females, and Asian females have good participation at the pipeline grade (GS 15 level). All groups, except NHOPI females, were present at the feeder grade (GS-14) for senior leadership grade levels.

**Applicant Flow Data**

In FY 2022, Treasury transitioned from Monster Analytics to USA Staffing for managing Treasury-wide and bureau-level Applicant Flow data; Treasury identified concerns with the accuracy of Applicant Flow data outlined below.

*Internal Process Improvements*

During the FY 2022 reporting period, Treasury identified a significant difference between Monster Analytics and USA Staffing impacting Treasury's ability to collect and track Applicant Flow data. Monster Analytics provided applicant flow data regardless of whether or not a certificate was audited; on the contrary, USA Staffing will only show applicant flow data if the hiring process is closed, and the certificates are marked as "audited." While auditing certificates is a required step in the hiring process, Treasury discovered that audits may not have been completed for all hires in FY 2022.

For example, in one specific occupational series, workforce data shows over 400 new hires, and yet USA Staffing has zero Applicant Flow data for that occupational series.

Treasury's Office of Civil Rights and Equal Employment Opportunity (OCRE) and Office of the Deputy Assistant Secretary for Human Resources/Chief Human Capital Officer (DASHR-CHCO) are working together to identify an action plan to resolve this deficiency, as identified in Part H of this report.

*Data Extraction and Integrity*

As a large, cabinet-level agency, Treasury receives hundreds of thousands of applications each year for positions within the bureaus. In previous years, using MD-715 tables built into the Monster Analytics portal, Treasury was able to efficiently and effectively pull accurate Applicant Flow data in a format that mirrored the Equal Employment Opportunity Commission's (EEOC) Applicant Flow data tables. Based on conversations with the USA Staffing team at the Office of Personnel Management (OPM), and Treasury's Enterprise Business Solutions (EBS), USA Staffing does not have the capability to produce data in an efficient and effective format, as required for data review and analysis. Therefore, Treasury's EEO Specialists and MD-715 Preparers are required to manually filter and reformat hundreds of thousands of raw application data, which increases the risk for error in data reporting.

OCRE is working with Treasury's Enterprise Data Management (EDM) team to develop a process for more efficient and accurate data transfer between USA Staffing and Treasury systems. Treasury is hopeful that the process will be in

**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

place prior to the end of FY 2023.

*Conclusion*

Based on the challenges identified and given Treasury's commitment to provide accurate and reliable data, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data for the FY 2023 report.

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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 2022. All policy statements<sup>3</sup> were made available on BEP's external and internal websites. BEP has made enhancements to both outward and inward-facing websites to make DEIA and complaint filing information more accessible. On the external site, [Office of Equal Opportunity and Diversity Management | Engraving & Printing \(bep.gov\)](#), the information can be easily found by using the search tool or on the landing page under Featured Resources & Services and under Policy.

Reasonable Accommodations Policy Statement, Diversity Policy, Equal Employment Opportunity Policy Statement, Alternative Dispute Resolution Policy Statement, Anti-Harassment Policy Statement, Sexual Harassment Policy Statement, Personal Assistant Services Policy Statement, Sexually Offensive/Unauthorized Material on BEP Property, and Responsibility for Timely Cooperating in the EEO Complaint Process.

BEP's Director designated the Deputy Director (Chief Administrative Officer) as BEP's Diversity and Inclusion Officer (DIO). The DIO provides strategic direction and oversight for the effective execution of BEP's DEIA initiatives.

The BEP Director endorsed all special observances reiterating his commitment to a diverse, respectful, and inclusive working environment and emphasized that having a diverse, respectful, and inclusive BEP/ace is an organizational imperative and a shared responsibility of all BEP employees.

The SET championed, promoted and were highly engaged during BEP's DEIA events to actively demonstrate their commitment to advance and practice DEIA.

The SET expanded the capacity of BEP's Anti-Harassment Program (AHP) to respond to reports of harassment by increasing the number of internal fact finders and authorizing the Office of Equal Opportunity and Diversity Management (OEODM) to utilize contractor services, if needed, for a more appropriate, thorough and timely fact finding into allegations of harassment.

BEP continued to support the Diversity and Inclusion (D&I) Council. In FY 2022, the DIO served as the Executive Champion for the D&I Council. The D&I 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 Generational Differences in the Workplace, Lunar New Year, Workplace Implicit Bias, and Mental Health Awareness.

Integration of EEO into the Agency's Strategic Mission:

The measures of success for this program element in FY 2022, include:

New Employee Orientation: BEP conducted biweekly new employee orientations per location (Washington, DC and Forth Worth, TX facilities) in FY 2022, delivering DEIA information and complaint filing procedures to a total of 165 new hires.

Furthermore, BEP established mandatory DEIA related training for supervisors and nonsupervisory employees. Both supervisors and non-supervisors 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)



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**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

In addition, non-supervisors' training platform included:

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

While the following were added to supervisors' training requirement:

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

BEP also revamped its New Supervisors Training and deployed the new module in August 2022. The agenda includes the topics below. The DIO also kicked off the training emphasizing the importance of following merit systems protection principles and incorporating DEIA principles in all that supervisors do.

- Recruitment and Placement
- Performance Management
- Developing Employees
- Dealing with Poor Performance and Misconduct
- Labor Relations
- Leave Administration
- Work-Life Flexibilities
- Diversity, Equity, Inclusion and Accessibility

To increase OEODM's capacity to effectively execute BEP's DEIA program requirements, the SET allocated additional manpower. OEODM onboarded BEP's Anti-Harassment Coordinator (AHC) and DEIA Specialist in FY 2022. OEODM was also able to backfill vacant positions responsible for managing Complaints, Alternative Dispute Resolution (ADR), and Affirmative Employment Program.

BEP offices engaged the OEODM Chief in discussions, planning, reviews and assessments of BEP's Strategic Plan, Human Capital Strategic Plan and other requirements that impact BEP employees or human resources issues. The 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.

OEODM presented the state of BEP's EEO Program to the BEP SET in February and March 2022. The presentation also included the different DEIA programs and White House Initiatives on DEIA.

BEP Office of Human Resources (OHR) established an FY 2022-2025 Outreach and Recruitment Plan, which highlighted BEP's continual efforts to recruit and retain employees in Mission/Major Occupations and areas of low participation.

Paid Internships. BEP established partnerships with minority-serving institutions that: (a) create pathways to careers for ethnically diverse high school and college students, including Asian American Native Hawaiian Pacific Islander (AANHPI), across the country and positions graduates to advance in their career; and (b) provide immersive internship and academic seminars to students from hundreds of colleges and university and young professionals from across the U.S. and more than 25 countries. In FY 2022, BEP onboarded five paid interns.

BEP participated in 15 diversity recruitment events, to include in-person outreach to Historically Black Colleges and Universities and Federal Asian Pacific American Council (FAPAC) events. BEP teams included managers and supervisors in addition to OHR and OEODM.

In FY 2022, OEODM established virtual office hour sessions to educate the workforce on topics specific to Diversity, Equity, Inclusion, and Accessibility.

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**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

- Ensuring Disability Inclusion through the Reasonable Accommodation Program – April 14, 2022
- DEIA from a Disability Perspective – April 28, 2022
- DEIA through Conflict Resolution – May 12, 2022
- Building a Culture of Inclusion – May 26, 2022
- Inclusion through Accessible Technology – June 30, 2022
- Equitable and Inclusive Workspace through Effective Anti-Harassment and Complaints Programs – July 14, 2022
- Accessibility through Reasonable Accommodation – July 28, 2022
- Advancing Diversity through Affirmative Employment and Affirmative Action Programs – August 11, 2022
- Inclusion through Personal Assistance Services and Job Accommodation Network – August 25, 2022
- Inclusion through Employee Resource Groups – September 8, 2022
- Leveraging Diverse Experiences from Veterans – September 22, 2022

Accountability and Program Management:

BEP's FY 2022, accomplishments in this program area are as follows:

All BEP employees continued to have a performance element in FY 2022, measuring their commitment to DEIA. Managers and supervisors were also held accountable with timely establishment of performance standards and completion of performance assessments.

The BEP SET and several Directorates collaborated to ensure an appropriate response to the Department of the Treasury, OCRE audit on the effectiveness and efficiency of BEP's Title VII and Rehabilitation and other DEIA-related programs, including accessibility reviews at both BEP facilities. BEP responded to pre- and post-audit document requests in a timely manner, and ensured appropriate logistical arrangements were in place.

OEODM and OHR coordinated BEP's responses to the Federal Equal Opportunity Recruitment Program (FEORP) and Disabled Veterans Affirmative Action Program (DVAAP).

Enhancement of Workplace Dispute Resolution Capability. BEP entered into an agreement with the Federal Mediation and Conciliation Services (FMCS) to provide effective ADR services, as well as training and coaching in conflict resolution techniques to the workforce. Having the full capacity to resolve conflicts promptly and effectively not only prevents disputes from escalating, but also encourages workplace collaboration, better working relationships, and higher productivity, resulting in a more inclusive work environment.

BEP's Anti-Harassment Program (AHP) Policy and Procedures clearly defines the following: a clear explanation of prohibited conduct, including bullying and harassment; the assurance of protection against retaliation; an effective and clearly described complaint process, including providing multiple reporting avenues and timeframes for processing harassment reports; the protection of confidentiality to the greatest extent possible; an efficient and effective fact-finding process; and the assurance that BEP will take immediate and appropriate corrective action when it determines that harassment has occurred. BEP also established a Sexual Harassment Hotline (phone and email address). The AHP Policy and Procedures and Hotline were widely disseminated to the BEP workforce. Of note is affirmation from the Equal Employment Opportunity Commission (EEOC) by letter dated October 4, 2022, finding BEP Anti-Harassment Policy fully compliant with EEOC's requirements.

Proactive Prevention

BEP's OEODM and OHR continued to work on partnerships by meeting to discuss and conduct analysis in the areas of outreach and recruitment, workforce development, and performance awards. Meetings were held on September 6 and 29, 2022.

OEODM, OHR and the Office of Chief Counsel (OCC) established an ADR team to provide management officials with appropriate tools to ensure full engagement during ADR for a positive outcome. The Offices of Security (OS), Environment, Health, and Safety (OEHS), OHR, and OCC, in conjunction with the Chief Financial Officer (CFO) and Chief Information Officer (CIO) Directorates provide support to OEODM during reasonable accommodation processing.

OEODM conducted regular reviews of BEP's workforce demographics and participation of PWD and PWTB to determine triggers and address accordingly with appropriate partners, including OHR and BEP managers and supervisors.

**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

Established a structure and guide for managers and supervisors, groups, organizations, Offices and Directorates for diversity dialogues and discussion.

Posted DEIA-related topics in BEP blogs and BEP News to promote and secure buy-in from all employees.

Efficiency

In FY 2022, BEP processed a total of 17 reasonable accommodations requests with average processing of 11 days, which is within BEP's standard processing of 20 days.

All 28 (100 percent) reasonable accommodation requests completed pre-complaint counseling in FY 2022 and were processed in a timely manner, which was significantly higher than the Government-wide rate of 94 percent.

In FY 2022 BEP processed 100% of Anti-Harassment inquiries within the 60-day timeframe.

BEP's 100 percent ADR Offer rate in FY 2022 was above the Government-wide rate of 87 percent. BEP's ADR acceptance rate was 71 percent, higher than Treasury's standard of 60 percent and the Government-wide rate of 54 percent.

Responsiveness

Timely submission of BEP's FY 2022 462 Report October 21, 2022.

Timely submission of BEP's FY 2021 Management Directive (MD) 715 Report May 19, 2022.

**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

Outreach and Recruitment

Develop and strengthen strategic partnerships with colleges and universities to create a ready source from which to recruit qualified students and graduates for entry-level and other career opportunities at BEP.

Establish and maintain partnerships with minorities, women, and other diverse associations to help develop and maintain a pipeline of diverse candidates for employment in BEP's mission-critical positions.

Partner with vocational and trade schools to highlight BEP's modern, cutting-edge technologies, strong culture and pride in the product we produce, and supporting BEP's mission.

Explore and exploit appropriate social media platforms as a source to recruit prospective candidates and another way to promote BEP. Enhance online presence and adapt brand to engage and attract digital talent through marketing materials, post testimonials from employees at varying career levels and occupations, and/or create blogs/newsletters.

Institute an online and written survey to distribute during outreach and recruitment events to determine interests, background, and experiences of those who demonstrated interest in employment at BEP, capturing how they become aware of opportunities at BEP.

Retention Strategy

Improve the collection of voluntarily self-reported demographic data to help BEP in its effort to take an evidence-based approach to reducing potential barriers in hiring, promotion, professional development, and retention practices.

Establish additional manpower resource to focus on maintaining safer workspaces within BEP through effective training, education, and strategic discussions.

Train supervisors and management officials on the requirements and processes for providing inclusive and accessible workspaces.

Include accessibility requirements as one of BEP's strategic action items in BEP's Strategic Plan. Track compliance and report on status.

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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			10/01/2021 10/1/2021
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
 Measures		Yes	No	N/A	

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, 11(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://www.bep.gov/media/1131/download?inline">https://www.bep.gov/media/1131/download?inline</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 BEP, and on internal and external websites and Office of Equal Opportunity and Diversity Management (OEODM) virtual office hours.
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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 BEP, internal and external websites, and OEODM virtual office hours.</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 BEP, internal and external websites and OEODM virtual office hours.</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 Reasonable Accommodation Program through required annual training, new employee orientation, informational posters about the program in common areas and breakrooms throughout BEP, internal and external websites and OEODM virtual office hours.</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, No FEAR Act training, informational posters about the program in common areas and breakrooms throughout the Bureau, and available information about the program on the internal and external websites.

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		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	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			BEP established an equal employment opportunity performance standard, "Fairness" to measure an employee's accomplishments in this area and recognizes superior accomplishments through performance awards. Examples: "In everything that Employee does, they exemplify diversity, inclusion, equity and accessibility. Their contributions to the D&I Council and Special Emphasis Program are unprecedented."
	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

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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.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		BEP Director has designated the Deputy Director (Chief Administrative Officer) as the Diversity Inclusion Officer (DIO) and placed the EEO Chief, OEODM under the DIO's direct supervision to align with the Department of the Treasury's current organizational structure of the Department's EEO Programs. The EEO Director has direct access to the BEP Director, who actively engages in BEP's efforts to ex
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		Based on EEOC Notice of Compliance letter dated October 4, 2022, the EEOC found that the BEP's reporting structure is in compliant with regulations and guidance.
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			February 9, 2022
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 Equal Employment Opportunity (OCRE) 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 OCRE 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. Diversity, Equity, Inclusion and Accessibility (DEIA) principles are also incorporated under BEP Strategic Objective VIII: Build Workforce of Today and Tomorrow.

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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			
	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			
	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			

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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
 Measures		Yes	No	N/A	
	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				

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			

 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	
	B.6. The agency involves managers in the implementation of its EEO program.				

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

 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.			N/A	
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	Agency does not have subcomponents and/or field offices.
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	Agency does not have subcomponents and/or field offices.
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	Agency does not have subcomponents and/or field offices.

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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.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			In addition, the EEO Director does not make decisions pertaining to the adjudication of complaints. BEP OEODM only processes informal complaints. Decisions to accept or dismiss complaint and determination whether there is discrimination or not through the issuance of Final Agency Decisions are made at the Treasury OCRE level.
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			

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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			
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			https://www.bep.gov/media/1091/download?inline

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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.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	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			OEODM partnered with the Office of Human Resources (OHR) to develop three working groups, Outreach and Recruitment, Workforce Development, and Employee Relations Performance and Awards. The three groups met as follows: Outreach and Recruitment – August 18, 2022, Workforce Development – August 18, 2022, Employee Relations, Performance, and Awards – August 18, 2022.

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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

OEODM partnered with the Office of Human Resources (OHR) to develop three working groups, Outreach and Recruitment, Workforce Development, and Employee Relations Performance and Awards. The three groups met as follows: Outreach and Recruitment – August 18, 2022, Workforce Development – August 18, 2022, Employee Relations, Performance, and Awards – August 18, 2022.

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

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C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X			BEP OHR issues an annual Recruitment, Outreach, and Hiring Plan (plan) that has an objective to institute and maintain enterprise-wide deliberate, efficient and effective approaches and practices that will enable the BEP to continue to recruit and retain a diverse and highly competent civilian workforce, develop and deploy capabilities that reduce vacancy gaps in MCO's to promote efficiency.
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			
 <b>Compliance Indicator</b>	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	<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.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 2022, there were no findings 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 FY 2022, there were no findings of discrimination or settlement in which a finding was likely.

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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
	Measures		Yes	No	N/A	
		C.6. The EEO office advises managers/supervisors on EEO matters.				
		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			At least, 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.				
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			

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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.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	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, anti-harassment program data, Federal Employee Viewpoint Survey and employees' feedback directly to OEODM.
 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	
	D.3. The agency establishes appropriate action plans to remove identified barriers.				
	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			

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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.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	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://www.bep.gov/sites/default/files/documents/Affirmative%20Action%20Plan%20-%202021.pdf">https://www.bep.gov/sites/default/files/documents/Affirmative%20Action%20Plan%20-%202021.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 OCRE 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 OCRE 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 OCRE 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 OCRE 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 OCRE is responsible for all aspects of the formal complaint process.
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 OCRE 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	BEP does not utilize contractors to process EEO complaints.
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			

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E.1.1. 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			Treasury's OCRE is responsible for all aspects of the formal complaint and post complaint administrative processes and upload requirements.
	<b>Compliance Indicator</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>				
E.2. The agency has a neutral EEO process.		Yes	No	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			There is a firewall between the EEO complaints process and the agency's representatives.
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 OCRE 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 OCRE 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			There is a firewall between the EEO complaints process and the agency's representatives.
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 OCRE is responsible for all aspects of the formal complaint process.



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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	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
		Yes	No	N/A	
 Measures	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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 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 for complaints information, reasonable accommodation data, and anti-harassment program data, to assess, 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			EEO Director or designee attends quarterly meetings with other Treasury bureaus and Equal Employment Opportunity Commission Directors meeting to share and discuss best practices that BEP can leverage to improve the effectiveness of its EEO Program. EEO Director or designee is an active participant in Interagency ADR working group and Office of Personnel DEIA working group.
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.	Yes	No	N/A	
	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			
 <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
 <b>Measures</b>		Yes	No	N/A	
	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Yes	No	N/A	
	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 OCRE 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 OCRE 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	All required documents are provided to the EEOC timely.

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
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)]	F.3. The agency reports to EEOC its program efforts and accomplishments.	X			This is posted to the Treasury website by OCRE 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 OCRE at <a href="https://home.treasury.gov/footer/no-fear-act">https://home.treasury.gov/footer/no-fear-act</a>

Essential Element:  Other

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Plan to Attain Essential Elements

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Plan to Eliminate Identified Barriers

PART I1

<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) In FY 2022, Hispanic females and White females continue to have low participation in the overall BEP workforce when compared to the Civilian Labor Force (CLF). (b) In FY 2022, Hispanic females and White females were below the Occupational CLF (OCLF) in five of the six mission-critical and major occupations. (c) In FY 2022, Hispanic males and White males were below the OCLF in three of the six mission-critical and major occupations. Asian males were below the OCLF in four of the six mission-critical and major occupations.	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Hispanic or Latino Males Hispanic or Latino Females White Males White Females Asian Males	
<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> Outreach and Recruitment	<b>Description of Policy, Procedure, or Practice</b> While we can conclusively identify triggers that suggest potential barriers in outreach and recruitment and retention specific to Hispanic females and White females, BEP cannot pinpoint specific barriers without conducting a more thorough analysis necessary to understand the conditions affecting full participation by both groups in the BEP workforce. FY 2022 efforts to identify barriers will continue into FY 2023.

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.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief of Office of Human Resources	Karnelis Godette	Yes

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Plan to Eliminate Identified Barriers

Responsible Official(s)

Title	Name	Standards Address The Plan?
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		
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		

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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	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		
10/01/2022	BEP has adjusted the planned activities for FY 2023, to align with BEP's Diversity, Equity, Inclusion, and Accessibility Implementation Plan, Operational Activities for FY 2023 and FY 2023 Human Capital Operating Plan. (See attached)	Yes	09/30/2023	

Report of Accomplishments

Fiscal Year	Accomplishments
2022	<p>OHR and OEODM Partnership</p> <p>BEP's OHR and OEODM 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 regularly meetings held on:</p> <ol style="list-style-type: none"> <li>1. Outreach and Recruitment:               <ol style="list-style-type: none"> <li>a. September 6, 2022</li> <li>b. September 29, 2022</li> </ol> </li> <li>2. Workforce Development:               <ol style="list-style-type: none"> <li>a. September 6, 2022</li> </ol> </li> <li>3. Employee Relations, Performance, and Awards:               <ol style="list-style-type: none"> <li>a. September 6, 2022</li> </ol> </li> </ol>
2022	<p>Outreach and Recruitment</p> <ol style="list-style-type: none"> <li>1. In FY 2022, OHR held Recruitment, Hiring, and Outreach touchpoint sessions for the Directorates with BEP's mission critical occupation. The focus of the sessions was to provide status of hiring and recruitment efforts, discuss metrics, and the plan for FY 2022 and FY 2023 hiring needs.</li> </ol> <p>Sessions were held on:</p> <ol style="list-style-type: none"> <li>a. March 3, 2022 (0083-Police Officers)</li> <li>b. March 16, 2022 (2606, 4406, 4454, 6941- Manufacturing Positions)</li> <li>c. March 17, 2022 (2210 – Stem Positions)</li> </ol> <ol style="list-style-type: none"> <li>2. OHR established an FY 2022-2025 Outreach and Recruitment plan, which highlighted BEP's continual efforts to recruitment, and retain employees in Mission/Major Occupations and areas of low participation</li> <li>3. Participation of five hiring managers during the FAPAC and HBCU hiring events.</li> </ol>

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Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year	Accomplishments
2022	<p>Outreach and Recruitment Events</p> <ul style="list-style-type: none"> <li>a. November 4, 2021, Veterans and Military Virtual Career Day/Veterans Administration Employment Commission</li> <li>b. November 9, 2021, Chippewa Valley Technical College, Tribal students</li> <li>c. November 16, 2021, Bender Career Fair, STEM veterans, college students, recent grads</li> <li>d. March 15, 2022, Recruit Military, Veterans and PWD/PWTD</li> <li>e. March 29, 2022, Hispanic/Latino Professional Association (HLPAA)</li> <li>f. April 6, 2022, Reliant Hiring Solutions, Veterans and Law Enforcement</li> <li>g. April 13, 2022, Bender Career Fair, STEM veterans, college students, recent grads</li> <li>h. May 24, 2022, Recruit Military, Veterans and PWD/PWTD</li> <li>i. June 23, 2022, Diversity Career Group</li> <li>j. July 15, 2022, Reliant Hiring Solutions, Veterans and Law Enforcement</li> <li>k. August 11, 2022, Reliant Hiring Solutions, Veterans and Law Enforcement</li> <li>l. August 16, 2022, Recruit Military, Veterans and PWD/PWTD</li> <li>m. September 20, 2022, Recruit Military, Veterans and Law Enforcement</li> <li>n. September 22, 2022, Historically Black Colleges and University (HBCU) Conference</li> <li>o. September 23, 2022, Federal Asian Pacific American Council (FAPAC)</li> <li>p. September 27, 2022, Recruit Military, Veterans and PWD/PWTD</li> </ul>
2022	<p>Internships</p> <p>In FY 2022, BEP used the established agreement with Hispanic Association of Colleges and Universities (HACU), INROADS, and The Washington Center to onboard five paid interns. The interns were assigned to Divisions within BEP to include the Office of Equal Opportunity and Diversity Management, and the Office of Critical Infrastructure and Information Technology Security assisting with the preparation of Directorate briefings, enhancing OEOMD's internal and external webpage, developing customer satisfaction surveys, develop cybersecurity communication briefings, conduct phishing exercises and generate reports, and conducting risk assessments.</p> <p>At the conclusion on the internships, students briefed the Chief Information Officer on their internship experience. The interns also provided meaningful feedback that BEP can use when hiring interns in the future. This will be of focus to BEP in FY 2023 to include an expanded program to offer more students work at BEP.</p>
2022	<p>Apprenticeship</p> <p>Selections</p> <ul style="list-style-type: none"> <li>a. FY 2019: 7</li> <li>b. FY 2020: 5</li> <li>c. FY 2021: 2</li> <li>d. FY 2022: 3</li> </ul>

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2022	<p>Virtual Office Hours Sessions</p> <p>OEODM established virtual office hour sessions to educate the workforce on topics specific to Diversity, Equity, Inclusion, and Accessibility. Sessions and topics:</p> <ul style="list-style-type: none"><li>a. Ensuring Disability Inclusion through the Reasonable Accommodation Program – April 14, 2022</li><li>b. DEIA from a Disability Perspective- April 28, 2022</li><li>c. DEIA through Conflict Resolution – May 12, 2022</li><li>d. Building a Culture of Inclusion – May 26, 2022</li><li>e. Inclusion through Accessible Technology – June 30, 2022</li><li>f. Equitable and Inclusive Workspace through Effective Anti-Harassment and Complaints Programs – July 14, 2022</li><li>g. Accessibility through Reasonable Accommodation – July 28, 2022</li><li>h. Advancing Diversity through Affirmative Employment and Affirmative Action Programs – August 11, 2022</li><li>i. Inclusion through Personal Assistance Services and Job Accommodation Network – August 25, 2022</li><li>j. Inclusion through Employee Resource Groups – September 8, 2022</li><li>k. Leveraging Diverse Experiences from Veterans – September 22, 2022</li></ul>



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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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	<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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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 |

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

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

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

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

In FY 2022, specific data regarding PWTD/PWD goals was included in Directorate briefings and recruitment, hiring, and outreach touchpoint sessions. This information is also included in the recruitment and outreach plan for the Bureau of Engraving and Printing (BEP).

**Section II: Model Disability Program**

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

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

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

Answer Yes

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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	0	0	6	Judith DiazMyers Acting Chief Judith.DiazMyers@bep.gov
Processing applications from PWD and PWTD	0	0	0	Karnelis Godette Chief karnelis.Godette@bep.gov
Architectural Barriers Act Compliance	0	0	1	Daniel Carver Chief Daniel.Carver@bep.gov
Section 508 Compliance	0	0	2	Sharily Cook Manager Sharilyn.Cook@bep.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	0	Karnelis Godette Chief Karnelis.Godette@bep.gov
Processing reasonable accommodation requests from applicants and employees	0	0	6	Judith DiazMyers Acting Chief Judith.DiazMyers@bep.gov

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

Answer Yes

During FY 2022, the OEODM staff responsible for processing and managing the disability program at BEP received sufficient training, which consisted of the Equal Employment Opportunity Commission’s (EEOC) Disability Program Manager and other just-in-time training. In addition, OEODM provided staff with access to CyberFeds for research purposes on appropriate processing and managing of the Disability Program.

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

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

Answer Yes

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

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

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

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

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

OEODM and the Office of Human Resources (OHR) collaboratively manage an internal Schedule A repository to track, maintain, and identify qualified Schedule A applications that BEP receives. BEP also partnered with the Department of the Treasury (Treasury) and Monster Government Services to create a customized job search tool that provides veterans services such as, a federal resume tutorial, a military skills translator, and a resume to job match capability. BEP has established an outreach and recruitment team as indicated within the Diversity and Inclusion Strategic Implementation Plan. In FY 2022, BEP conducted 11 outreach specific to veterans, which was another potential source for PWTD and PWD. The paramount objective of the Team is to plan, identify, and implement changes that will improve opportunities for all groups within the workforce, including PWTD and PWD.

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

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

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

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

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

Answer Yes

BEP OHR mandates a Strategic Consult for all hiring officials prior to recruitment, whereby hiring flexibilities and authorities (including Schedule A and Veterans appointments) are encouraged and discussed. In addition, Treasury also required all Treasury employees to complete mandatory VEOA and VRA training.

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

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

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

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

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

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

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

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

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

- a. Qualified Applicants for MCO (PWD) Answer N/A  
b. Qualified Applicants for MCO (PWTD) Answer N/A

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

- a. Promotions for MCO (PWD) Answer N/A  
b. Promotions for MCO (PWTD) Answer N/A

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

## Section 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.

BEP offers career development opportunities to all employees via non-competitive details and promotions. The career development opportunities are marketed through internal communications and external sources.

### B. CAREER DEVELOPMENT OPPORTUNITES

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



Below is a list of the various career development programs BEP provides to its employees: New Leaders Program (NLP). The NLP targets GS 7-11 employees (or equivalent) and is designed to develop future public service leaders. The program includes leadership self-assessments, experiential learning, and individual development opportunities integrated into a competency-based learning approach. Executive Leadership Program (ELP). The ELP is designed for GS 12-13 (or equivalent) employees seeking to support their organization in meeting its mission and goals. The program focuses specifically on the competency of "leading people" through developmental activities and experiences. Executive Potential Program (EPP). The EPP is a competency-based leadership program that prepares high-potential GS 14-15 employees (or equivalent) to lead effectively at senior levels in the federal government. The curriculum is focused on "leading change" and transforming senior managers into change leaders. Career Development (CADE) Program. The CADE Program provides upward mobility via defined career training and opportunities that allow the selection and training of disabled veterans (and other employees) GS-11 (or equivalent) and below, whose positions offer limited promotion potential, for placement into positions in other occupational series for which they would not otherwise be qualified. Electro-Machinist & Mechanical-Machinist Trainee Program. This program is advertised as a four-year trainee program to journeyman Electro-Machinist. This position is located in the Electro-Machine Shop, Office of Security Printing. The incumbent participates in a four-year training program with BEP including formal, laboratory, and "on-the-job" training. The incumbent is normally assigned to maintain/support all currency printing/processing equipment, including temporary and permanent modifications and installations required to maintain production goals. The incumbent works with journeymen and other peers, while participating in "on-the-job" training. Apprenticeship: BEP provides technical apprenticeship programs, which combine on-the-job and classroom training with mentoring opportunities to help employees learn the practical and theoretical aspects of highly skilled occupations. The application process for each apprenticeship varies depending on the job series of the position. Positions requiring artistic ability, such as Engraver or Designer positions utilize a two-phase evaluation consisting of an application/questionnaire review and an assessment of the applicant's artwork. Other positions such as Platemakers and Siderographers require an application and questionnaire review. Senior Executive Service Candidate Development Program: Senior leaders at BEP are provided training and development opportunities that are aligned with OPM and Center for Leadership Development (CLD), including Federal Executive Institute (FEI), Leadership Education and Development Certificate Program (LEAD), Senior Executive Assessment Program, and Department of the Treasury Leadership Development Program (SES) (2017, 2021). These training and development opportunities meet the succession planning needs of BEP and provide employees with training and developmental activities that prepare them for future positions as senior executives at BEP and the Federal Government. BEP provides senior leaders access to training development courses that employ OPM-designed curriculum aligned with Executive Core Qualifications (ECQs) and an opportunity to realistically assess their performance on ECQs as well as overall readiness for senior executive positions within the Federal Government. Treasury Executive Institute (TEI): TEI is a shared service and strategic partner of BEP that provides cutting-edge and convenient learning and development programs in an interagency setting to equip and transform BEP leaders for greater impact. All programs and services are aligned to ECQs and fundamental leadership competencies. There is no selection process for individual TEI courses. For most courses, employees will just need to submit the Standard Form 182 (SF-182) in the Integrated Talent Management System (ITM). SF-182s are available in ITM and are required for all external learning activities (i.e., non-Treasury or non-ITM courses). Supervisor approval is required. Certified Coaching Cadre: BEP provides coaching instruction through the Federal Internal Coaching Training Program (FICTP), a rigorous, seven-month program that is certified by the International Coach Federation to

provide professional-level coach training. The program fosters a coaching culture by empowering leaders at all levels to practice self-reflection, creativity in problem solving, accountability, and candid and respectful communication. The aim is to cultivate an environment of continuous learning, individual and organizational performance excellence by promoting positive leadership practices. Through this program, selected participants acquire a thorough understanding of the philosophical, historical, and ethical foundations of professional coaching and how they are applied within the Federal context. This course is offered on an annual basis, though participation is limited. Once BEP announces a call for nominations, employees interested in participating in this program must apply and are competitively selected. Onsite Leadership Development Workshops: These workshops provide leaders at all levels with critical skills needed to maintain and improve their leadership skills and effectiveness. There is no competitive selection process. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required. Technical Development Programs: There is no competitive selection process. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required. College Course. Funding of college level Training. There is no competitive selection process. The employee submits an SF-182, Form 1707, and completes a Continued Service Agreement (CSA), if needed. Supervisor approval is required.

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

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

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

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

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

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

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

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

### C. AWARDS

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

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

PWTD fell below the benchmark awards groups below. Award Type Inclusion rate Award percentage Time Off Hours 11-20 2.27 1.85 Cash Awards: 500 and under 15.91 2.98 Cash Awards: 1000- 1999 9.09 3.10 Cash Awards: 2000 - 2999 59.09 2.04 Cash Awards: 3000 - 3999 13.64 3.00

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

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

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

Not applicable.

### D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. SES

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. New Hires to SES (PWD) Answer No

b. New Hires to GS-15 (PWD) Answer No

c. New Hires to GS-14 (PWD) Answer No

d. New Hires to GS-13 (PWD)

Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. New Hires to SES (PWTD)

Answer No

b. New Hires to GS-15 (PWTD)

Answer No

c. New Hires to GS-14 (PWTD)

Answer No

d. New Hires to GS-13 (PWTD)

Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. Executives

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

b. Managers

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

c. Supervisors

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. Executives

i. Qualified Internal Applicants (PWTD)

Answer No

ii. Internal Selections (PWTD)

Answer No

b. Managers

i. Qualified Internal Applicants (PWTD)

Answer No

ii. Internal Selections (PWTD)

Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. New Hires for Executives (PWD) Answer No

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

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

a. New Hires for Executives (PWTD) Answer No

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

Treasury and the bureaus do not have accurate Applicant Flow data required to submit a response to this question. Given Treasury's commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2022 submission. OCRE is hopeful that efforts made in FY 2023 will provide Treasury the opportunity to submit accurate Applicant Flow data and Part J responses for the FY 2023 report.

**Section 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

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

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

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

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

No triggers exist involving the separation rate of PWD or PWTB.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

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

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

Internet address: Accessibility Statement | Engraving & Printing (bep.gov) How to file a complaint: For information about filing a complaint against BEP under the Architectural Barriers Act, contact the Office of Equal Opportunity and Diversity Management (OEODM) at (202) 874- 3460 or TTY at (202) 874-4931 or by email at OEODM@bep.gov. An ABA complaint can be filed online using the online complaint form: [https://cts.access-board.gov/formsiq/form.do?form\\_name=ABA%20Complaint%20Form%20-%20Facility%20Information](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.

Accessibility of Facility In FY 2022, the Office of Civil Rights and Equal Employment Opportunity (OCRE) audit team identified a few restrooms requiring modification to meet ADA requirements. Most of these (paper towel holders, door force, grab bars) have been corrected with few others scheduled to be addressed through renovations of locker rooms, restrooms, and hallways in FY 2023 part of the WCF's Capital Investment program. Accessibility of Technology BEP plans to award a contract for DEIA IT consulting services in the second quarter of FY 2023 to evaluate the current IT accessibility policies and practices and provide recommendations and a roadmap for future improvements.

## C. REASONABLE ACCOMMODATION PROGRAM

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

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

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

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

Overall, BEP has an effective Disability Program, supported by various policies, procedures, and practices, as evidenced by timely processing of requests for accommodations. Throughout FY 2022, BEP provided reasonable accommodations guidance via training courses, virtual office hours, and postings on its internal and external websites. Mandatory reasonable accommodations training was provided to all employees. In FY 2022, BEP continued to leverage appropriate stakeholders, to include OHR, OCC, and other relevant partners, such as the CIO Directorate, if accommodation requested pertained to IT, or the Office of Facilities Support (OFS), if the requests were for office equipment, as members of the Reasonable Accommodation (RA) Team to ensure timely and effective processing of the RA requests, especially when requests were complex. BEP has a dedicated reasonable accommodation budget that is readily and easily accessible, when needed. Other BEP organizations such as the CIO Directorate, OFS, and Office of Security (OS) have also utilized their budget to fund accommodation requests that were specific to their programs. BEP also has multiple sources providing interpreting services. Furthermore, BEP continued to use the RA tracker established by Treasury's OCRE, to track timeliness of processing and types of requests as well as monitor RA data for trends.

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

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

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

BEP has an established PAS policy and procedures, and a PAS contract that can be utilized when a PAS request is received. In FY 2022, the agency did not receive any PAS requests.

## **Section 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 No

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

Answer No

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

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

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

Answer No

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

Answer No

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

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## **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 No

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

Answer N/A

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - 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**

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Establish a PWD and PWTD Hiring and Awareness Campaign that will include: <ul style="list-style-type: none"> <li>•Reiterate BEP's responsibility to meet the 2 percent and 12percent goal of hiring PWTD and PWD, respectively.</li> <li>•Provide appropriate managers and supervisors with quarterly status of PWD and PWTD hires, participation for awareness and inclusion in outreach and recruitment decisions</li> <li>•Just in time training on hiring flexibilities, to include Schedule A, WRP, VRA and VEOA.</li> <li>•Engage appropriate managers and supervisors in barrier analysis efforts.</li> </ul>	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 - 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**

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

## 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**

**Fiscal Year**

**Accomplishments**

- b. June 8, 2021
- c. July 13, 2021
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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>	Analysis of the B7 tables show a trigger in new hires and internal selections of PWD and PWTD in the Police Officer (0083) mission critical occupation, and in the Bulk Money Handling (6941) mission critical occupation.					
Provide a brief narrative describing the condition at issue.						
How was the condition recognized as a potential barrier?						
<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>	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>				
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Participation in MCO	Analysis of the B7 tables show a trigger in new hires and internal selections of PWD and PWTD in the Police Officer (0083) mission critical occupation, and in the Bulk Money Handling (6941) mission critical occupation.				
<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>	
10/01/2022	09/30/0023	Yes			To determine, what if any, barriers preventing PWD and PWTD from fully participating in the BEP workforce, specifically in the 0083, and 6941 MCO.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
OEODM, Chief		Judy Caniban		Yes		
Office of Human Resources, Chief		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 policies, practices and procedures 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 status of BEP and specific directorate information on PWD and PWTD hires and workforce composition to ensure the information is considered when making outreach and hiring decisions.			Yes		

**Planned Activities Toward Completion of Objective**

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Establish a PWD and PWTB Hiring and Awareness Campaign that will include <ul style="list-style-type: none"> <li>• Re-educating managers and supervisors on BEP's responsibility to meet the 2 percent and 12 percent goal of hiring PWTB and PWD, respectively.</li> <li>• Provide appropriate managers and supervisors with quarterly status of PWD and PWTB hires, participation for awareness and inclusion in outreach and recruitment decisions</li> <li>• Just in time training on hiring flexibilities, to include Schedule A, WRP, VRA and VEOA.</li> <li>• Engage appropriate managers and supervisors in barrier analysis efforts.</li> </ul>	Yes		

**Report of Accomplishments**

Fiscal Year	Accomplishments
2022	Collaboration Site BEP established an internal collaboration site on its Intranet site to provide BEP employees and contractors a single location to obtain information on Accessibility. The site covers general information, services that are provided and resources for more information.

## Report of Accomplishments

Fiscal Year	Accomplishments
2022	<p>continued....</p> <p>5. Career Development (CADE) Program. The CADE Program provides career opportunities for current employees who are in positions (or an occupational series) that limits upward mobility or disallows employees, at no fault of their own to reach full potential. This developmental process allows BEP to fully utilize its employees' capabilities. Career counseling is a mandatory first step for any employee who wishes to participate in any developmental activities of the CADE Program.</p> <p>a. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"><li>• FY 2020: N/A</li><li>• FY 2021: N/A</li><li>• FY 2022: N/A</li></ul> <p>b. Method of Dissemination Announcement for the programs was posted via BEP news and posted internally on bulletin boards.</p> <p>c. Eligibility and Area of Consideration</p> <ul style="list-style-type: none"><li>• Be presently employed at a GS-11 level or below (or equivalent pay grade);</li><li>• Be presently at the Full Performance Level (FPL) of current job series;</li><li>• Have a minimum of 90 days of full-time continuous service at BEP;</li><li>• Meet applicable OPM and BEP qualifications that are specified in the CADE vacancy announcement for CADE Entry Level Position;</li><li>• Be currently performing at a fully successful level or better; and</li><li>• Permanent employees must have successfully completed probation period, if applicable.</li></ul> <p>Employees are not eligible for the CADE Program if they received:</p> <ul style="list-style-type: none"><li>• Disciplinary action (reprimand or higher) or an adverse action in the last fiscal year; and</li><li>• A Performance Improvement Plan (PIP) in the last fiscal year.</li></ul> <p>d. Actions after Selections Made</p> <ul style="list-style-type: none"><li>• Supervisor and participant will develop Individual Development Plan (IDP);</li><li>• Supervisor(s) evaluates participant's progress;</li><li>• Connects with Mentors;</li><li>• Quarterly Meetings with CE Program Manager;</li><li>• CE tracks participants progress; and</li><li>• Promotions can be earned up to the targeted level position.</li></ul> <p>e. Feedback</p> <ul style="list-style-type: none"><li>• ITM tracks all training requirements;</li><li>• Participants provide feedback at least twice (mid- and end-point) during the program;</li><li>• At the completion of a training course, the ITM system sends an automatic request for employee to confirm their enrollment and to input feedback; and</li><li>• End of the year surveys were provided to participants and stakeholders.</li></ul> <p>f. Additional Information</p> <ul style="list-style-type: none"><li>• OHR will share master training plan with OEODM; and</li><li>• Candidates' respective offices provide the funding.</li></ul> <p>6. Apprenticeship: BEP provides technical apprenticeship programs, which combine on-the-job and classroom training with mentoring opportunities to help employees learn the practical and theoretical aspects of highly skilled occupations. The application process for each apprenticeship varies depending on the job series of the position. Positions requiring artistic ability, such as Engraver or Designer positions utilize a two-phase evaluation consisting of an application/questionnaire review and an assessment of the applicant's artwork. Other positions such as Platemakers and Siderographers require an application and questionnaire review.</p> <p>a. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"><li>• FY 2020: 2</li></ul>

**Report of Accomplishments**

Fiscal Year	Accomplishments
	<ul style="list-style-type: none"> <li>• FY 2021: 2</li> <li>• FY 2022: 3</li> </ul> <p>b. Selection Process Best qualified applicants are referred to the selecting official and may be requested to participate in an interview.</p> <p>c. Method of dissemination</p> <ul style="list-style-type: none"> <li>• Job announcements are posted on USAJOBS. Commercial/external hiring sites (i.e., LinkedIn, Indeed, Monster, Handshake, etc.) are often used to attract public candidates and they are linked to the USAJOBS announcement; and</li> <li>• Additionally, jobs are posted on external job boards (colleges, trade schools, field-specific associations, etc.) that are specific to the job field being recruited.</li> </ul> <p>7. Onsite Leadership Development Workshops: There is no competitive selection process. These workshops provide leaders at all levels with critical skills needed to maintain and/or improve their leadership skills and effectiveness. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required.</p> <p>8. Technical Development Programs: There is no competitive selection process. Employees submit an SF-182 via ITM as required for desired training. Supervisor approval required.</p> <p>9. College Course. Funding of College-Level Training. There is no competitive selection process. The employee submits an SF-182, Form 1707, and completes a CSA, if needed. Supervisor approval is required.</p> <p>a. Approval for the last three fiscal years</p> <ul style="list-style-type: none"> <li>• FY 2020: 12</li> <li>• FY 2021: 18</li> <li>• FY 2022: 10</li> </ul> <p>All supervisor-approved submissions were approved and funded for respective course(s).</p>
2022	<p>Western Currency Facility (WCF)</p> <p>WCF enhanced the documentation process for Reasonable Accommodation relating to prescription shoe inserts and orthotics. With the opening of the newly constructed WCF Expansion Project we also conducted preventive maintenance and replaced compromised parts to ensure our emergency evacuation chairs are sufficient and in good working conditions. We upgraded the golf carts in support of emergency evacuation for mobility-impaired personnel during emergency evacuations and to protect riders from weather conditions.</p>



## Report of Accomplishments

Fiscal Year	Accomplishments
2022	<p>Developmental and Professional Programs</p> <p>1. Development Program. BEP has utilized the Graduate School USA for leadership development opportunities.</p> <p>a. Three tracks: No limit on the number accepted into each track</p> <ul style="list-style-type: none"><li>• GS 7-11 (6 months); New Leader Program (NLP);</li><li>• GS 12-13 (9 months); Executive Leadership Program (ELP); and</li><li>• GS 14-15 (12 months) Executive Potential Program (EPP).</li></ul> <p>b. Eligibility: Each program follows standard Applicant Submission Checklists to include standard Eligibility Requirements, and a Competency Assessment.</p> <ul style="list-style-type: none"><li>• Permanent BEP employee;</li><li>• Rating of a “fully successful” or higher on their most recent Performance Appraisal;</li><li>• No conduct or performance issues within the past two years; and</li><li>• Required to sign a Continued Service Agreement (CSA) compliant with BEP CSA policy.</li></ul> <p>In addition:</p> <ul style="list-style-type: none"><li>• DCF and WCF employees may apply, including people with disabilities;</li><li>• Open to all who meet the grade requirement for each respective program;</li><li>• Open to both GS and other pay plan equivalent employees; and</li><li>• Supervisor must endorse application.</li></ul> <p>c. Selections for the last three fiscal years:</p> <ul style="list-style-type: none"><li>• FY 2020: N/A</li><li>• FY 2021: N/A</li><li>• FY 2022: N/A</li></ul> <p>d. Method of Dissemination</p> <ul style="list-style-type: none"><li>• Announcements for the program are posted through the Office of External Affairs (OEX); and on the In\$ite Discussion Forum;</li><li>• Center of Excellence (CE) is the Program Office responsible for managing and tracking; held weekly info sessions pre-COVID.</li></ul> <p>e. Selection Process</p> <ul style="list-style-type: none"><li>• CE staff decides who will be members of the selection panel;</li><li>• Panel consist of individuals from different offices within BEP; and</li><li>• Selecting officials are at least one grade above the grade of the candidates.</li></ul> <p>f. Funding</p> <ul style="list-style-type: none"><li>• BEP funded program;</li><li>• BEP pays for costs for training approved by both BEP management and CE prior to the start of training; and</li><li>• BEP may pay all or part of the tuition costs for officially authorized training.</li></ul> <p>g. After selection action</p> <ul style="list-style-type: none"><li>• CE staff member meets with supervisor of the selectee and ensures all program requirements are met and employee is on track toward completing the program.</li><li>• CE does an after-action report with feedback from participants and stakeholders.</li><li>• CE provides feedback to applicants not selected. They review the process and discuss the applicant’s package and areas requiring improvement.</li><li>• Participants are required to complete pre- and post-program requirements.</li><li>• Utilizes Graduate Satisfaction Survey and Supervisor Post- Program Evaluation.</li></ul> <p>h. Managing Expectations</p> <p>Applications include a Statement of Understanding and Agreement, to include pre- and post-program obligations. The LDP announcement states in Frequently Asked Questions “this is a developmental program and is not tied to promotion or pay increases.”</p> <p>2. Supervisory Training: This is a training requirement assigned to all new BEP supervisors, GS-15 and below. BEP is currently in compliance with the 5 CFR 412.202 and Office of Personnel Management (OPM) one-year training requirement for all new or new-to-BEP supervisors. The training provides comprehensive</p>

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training and resources for new supervisors through multiple media, including a supervisory "first aid kit," tailored online courses, and in-person (virtual) content.

a. The online New Supervisor Training procedures are applied consistently to all new supervisors; training requirements are assigned immediately upon the Entry on Duty date, as well as the recurring Refresher trainings are assigned after the first-year training is completed.

Modules

- Module I – Integrated Talent Management System (ITM) Classes (completed in first year):
  - Facing Challenges as a First-Time Manager
  - Accountable Leadership
  - How to Manage Difficult Conversations
  - Planning an Effective Performance Appraisal
  - Fostering Mentoring Relationships
  - Taking the Lead with Workplace Motivation and Engagement
  - Detecting and Dealing with Performance Problems
- Module II – Virtual two day course; a BEP-led face-to-face course that addresses above and beyond the 5 CFR 412.202 and OPM-mandated topics (completed in first year):
  - Expectations for Managers and Supervisors from BEP's Senior Leadership Perspective
  - Recruitment and Placement
  - Performance Management
  - Leave Administration
  - Developing Employees
  - Work-Life Flexibilities
  - Dealing with Misconduct and Poor Performance
  - Labor Relations
  - Diversity, Equity Inclusion and Accessibility
- Module III – ITMS Classes Refresher Training (completed at least every three years after first year training is completed per 5 CFR 412.202). At least one class per each of the topics below is assigned:
  - Coaching and Mentoring
  - Conducting Employee Performance Plans
  - Improving Employee Performance
  - Dealing with Unacceptable Performance

b. BEP revamped and deployed a virtual New Supervisor Training in August 2022. The program covers the following areas:

- Recruitment and Placement
- Performance Management
- Developing Employees
- Dealing with Poor Performance and Misconduct
- Labor Relations
- Leave Administration
- Work Life Flexibilities
- Diversity, Equity, Inclusion and Accessibility (DEIA)

Furthermore, the Deputy Director (Chief Administrative Officer) and Diversity and Inclusion Officer (DIO) kicked off the training by emphasizing supervisory and managerial responsibilities and expectations.

3. Senior Executive Service Candidate Development Program:

Senior leaders at BEP are provided training and development opportunities that are aligned with OPM and Center for Leadership Development (CLD), including Federal Executive Institute (FEI), Leadership Education and Development Certificate Program (LEAD), Senior Executive Assessment Program, and Department of the Treasury Leadership Development Program (SES) (2017, 2021). These training and development opportunities meet the succession planning needs of BEP and provide employees with training and developmental activities that prepare them for future positions as senior executives at BEP and the Federal Government. BEP provides senior leaders access to training and development courses that employ OPM-

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	<p>designed curriculum aligned with Executive Core Qualifications (ECQs) and an opportunity to realistically assess their performance on ECQs as well as overall readiness for senior executive positions within the Federal Government.</p> <p>4. Certified Coaching Cadre: BEP provides coaching instruction through the Federal Internal Coaching Training Program (FICTP), a rigorous, seven-month program that is certified by the International Coach Federation to provide professional-level coach training. The program fosters a coaching culture by empowering leaders at all levels to practice self-reflection, creativity in problem solving, accountability, and candid and respectful communication. The aim is to cultivate an environment of continuous learning, individual and organizational performance excellence by promoting positive leadership practices. Through this program, selected participants acquire a thorough understanding of the philosophical, historical, and ethical foundations of professional coaching and how they are applied within the Federal context. This course is offered on an annual basis, though participation is limited.</p> <p>Once BEP announces a call for nominations, employees interested in participating in this program must apply and are competitively selected. Selections for the last three fiscal years: FY 2020: 1 FY 2021: No selection FY 2022: No selection</p>

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

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

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

Participation rate for PWD has gradually increased over the last five years; from 14.64 percent in FY 2017 to 21.86 percent in FY 2022. Participation rate for PWTD slightly increased over the last five years; from 1.75 percent in FY 2017 to 2.31 percent in FY 2022.

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

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