

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

A trigger existed in the GS-11 to SES cluster for PWD at 10.11% (56) which fell below the 12% benchmark.

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

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

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

Grade Level Cluster(GS or Alternate Pay Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	36	7	19.44	0	0.00
Grades GS-11 to SES	554	56	10.11	12	2.17

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

During FY 2022, HR and EEO met on a regular basis to provide guidance to managers and recruiters on the EEOC's established goals. Supervisors and managers were made aware of the numerical goals during briefings, disability training session, and MD-715 training sessions.

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 No

In FY 2022, BOEM did not have a full time Disability Program Manager. BOEM plans to build more capacity in this area once they have selected and onboarded a Diversity and Inclusion Officer.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	17	0	0	Laura Kidwell Supervisor HR Specialist
Answering questions from the public about hiring authorities that take disability into account	17	0	0	Laura Kidwell Supervisor HR Specialist
Section 508 Compliance	0	0	1	Robert Garcia Web Manager, Enterprise
Architectural Barriers Act Compliance	0	1	0	Rhonda Owens EEO Complaints Manager
Special Emphasis Program for PWD and PWTD	0	1	0	Kenyatta Dilosa, Management Initiatives Program Manager Equal Employment Opportunity Division kenyatta.dilosa@bsee.gov
Processing reasonable accommodation requests from applicants and employees	14	0	0	Laura Kidwell Supervisor HR Specialist laura.kidwell@bsee.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 No

In FY 2022, BOEM did not have a fulltime Disability Program Manager. BOEM plans to build more capacity in this area once they have selected and onboarded a Diversity and Inclusion Officer and can start hiring other specialists and support staff under the future Office of Diversity, Inclusion and Civil Rights. BOEM provided training to include: 508 Compliance, ASL training, The Drive Behind Accessibility Efforts, The View from a Vantagepoint, and Hearing & Non-Hearing Culture: Sign Language Introduction. Several BOEM employees participated in the DOI Accessibility Working Group, and the article on the Reasonable Accommodation policy. The issuance of the policy is planned for FY 2023.

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

In FY 22, BOEM provided sufficient funding and other resources to successfully implement the disability program. BOEM shared a reasonable accommodation coordinator within BSEE HRD. BOEM planned to build more capacity in this area once they have selected and onboarded a Diversity and Inclusion Officer.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	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.		
Objective	To establish procedures for processing and posting request for Personal Assistance Services (PAS) on its public website.		
Target Date	Dec 30, 2023		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Dec 30, 2023		EEO to work the BOEM Office of Communications (OOC) to establish procedures and location of PAS.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	The DOI worked to update the Reasonable Accommodation policy which will include processes and PAS.	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Servicing Human Resource Office (SHRO) continued to utilize the following programs and resources during the fiscal year. WRP Program: The Workforce Recruitment Program (WRP) is a recruitment and referral program managed by the Department of Labor and the Department of Defense. The WRP helps federal employers hire people with disabilities for temporary or permanent jobs through access to a database of more than 2,000 college students, graduate students, and recent graduates with disabilities representing all majors, who are eligible under Schedule A hiring authority. The database is updated annually with new candidates and the WRP is recognized by OPM as a model strategy regarding the recruitment and hiring of people with disabilities. Diversity Hiring Initiative: BOEM is committed to hiring a diverse and inclusive workforce that reflects America’s population and draws on all segments of society. To date, BSEE has reached out to 32 colleges and universities to develop strategic partnerships to maximize our ability to recruit from a diverse and broad spectrum of potential candidates. This outreach also includes outreach to Veteran and Disability Organizations to broaden partnerships with them. • Hiring Paths: Through the use of career paths, through USA JOBS, announcements are easily identified for individuals with targeted disabilities that are eligible for the appointment. We have also provided guidance to our staffing specialists to always ensure they are using the correct/applicable hiring paths in every announcement. Additional/Misc: Prior to announcing positions, HR consults with the Hiring Managers on non-competitive eligibilities, which include persons with disabilities.

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 PWTDD for positions in the permanent workforce

The Servicing Human Resources Office utilized hiring paths through USA JOBS to help make positions more easily identifiable. Additionally, the SHRO utilized the Schedule A hiring authority whenever possible and feasible to reach PWD and PWTD. Utilization of the WRP Program helped to employ individuals with targeted disabilities.

- 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.

The Servicing Human Resources Office (SHRO) utilized hiring paths through USA JOBS to help make positions more easily identifiable. These announcements were easily identified for individuals with targeted disabilities that were eligible for the appointment. Guidance was provided to the staffing specialists to always ensure they were using the correct /applicable hiring paths in every announcement. Additionally, the SHRO utilized the Schedule A hiring authority whenever possible and feasible to reach PWD and PWTD. Utilization of the WRP Program helped to employ individuals with targeted disabilities.

- 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

Yes, the SHRO continued to hold information sessions, conduct individual recruitment consultations with the hiring managers and HR Specialists, as well as provided one-on-one discussions with management on the use of this hiring authority.

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.

The SHRO was committed to hiring a diverse and inclusive workforce that reflects America’s population and draws on all segments of society. To date, the SHRO has reached out to 32 colleges and universities to develop strategic partnerships to maximize our ability to recruit from a diverse and broad spectrum of potential candidates. This outreach also includes outreach to Veteran and Disability Organizations to broaden partnerships with them. Additionally, the SHRO utilized the Workforce Recruitment Program (WRP). The WRP helped federal employers hire people with disabilities for temporary or permanent jobs through access to a database of more than 2,000 college students, graduate students, and recent graduates with disabilities representing all majors, who were eligible under Schedule A hiring authority. The database was updated annually with new candidates and the WRP is recognized by OPM as a model strategy regarding the recruitment and hiring of people with disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce

	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	19	5.26	0.00	5.26	0.00

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 No
- b. New Hires for MCO (PWTD) Answer No

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISCELLANEOUS ADMIN & PROGRAM(0301)	7	0.00	0.00
0343 MANAGEMENT AND PROGRAM ANALYST	6	16.67	16.67
0401 GEN NATURAL RESOURCES MGT & BIO SCIENCES	4	0.00	0.00
0881 PETROLEUM ENGINEER	0	0.00	0.00
1313 GEOPHYSICS	1	0.00	0.00
1350 GEOLOGY	1	0.00	0.00

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

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

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 No
- b. Promotions for MCO (PWTD) Answer No

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

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

A. ADVANCEMENT PROGRAM PLAN

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

BOEM ensured there were developmental opportunities available for PWD and PWTD to improve their skills and increase their opportunities for advancement. All managers and supervisors were encouraged to promote the career development of all employees, including PWD and PWTD. A new brochure on BOEM careers provided useful information on the broad range of positions required to address the nation’s energy, economic and environmental needs --from administrative and financial management positions to scientific, policy and public engagement roles and more. It also identified a range of benefits to help people advance their education and career, including internships, job shadowing, Federal student loan assistance, and hiring programs for Veterans and People with Disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

N/A

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 (%)
Fellowship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Other Career Development 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 N/A
- b. Selections (PWD) Answer N/A

This information was not tracked during FY22.

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 N/A
- b. Selections (PWTD) Answer N/A

This information was not tracked during FY22.

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 No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	63	7.94	10.98	8.33	7.84
Time-Off Awards 1 - 10 Hours: Total Hours	498	57.14	87.40	66.67	54.90
Time-Off Awards 1 - 10 Hours: Average Hours	7.9	11.43	1.62	66.67	-1.57
Time-Off Awards 11 - 20 hours: Awards Given	54	6.35	8.94	0.00	7.84
Time-Off Awards 11 - 20 Hours: Total Hours	886	98.41	147.97	0.00	121.57
Time-Off Awards 11 - 20 Hours: Average Hours	16.41	24.60	3.36	0.00	30.39
Time-Off Awards 21 - 30 hours: Awards Given	22	9.52	2.24	8.33	9.80
Time-Off Awards 21 - 30 Hours: Total Hours	528	228.57	53.66	200.00	235.29
Time-Off Awards 21 - 30 Hours: Average Hours	24	38.10	4.88	200.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	25	4.76	4.27	8.33	3.92
Time-Off Awards 31 - 40 Hours: Total Hours	992	177.78	170.73	333.33	141.18
Time-Off Awards 31 - 40 Hours: Average Hours	39.68	59.25	8.13	333.33	-5.24
Time-Off Awards 41 or more Hours: Awards Given	2	1.59	0.20	0.00	1.96
Time-Off Awards 41 or more Hours: Total Hours	96	76.19	9.76	0.00	94.12
Time-Off Awards 41 or more Hours: Average Hours	48	76.19	9.76	0.00	94.12

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	49	7.94	7.72	8.33	7.84
Cash Awards: \$501 - \$999: Total Amount	33901	5947.62	5240.04	6666.67	5778.43
Cash Awards: \$501 - \$999: Average Amount	691.86	1189.52	137.90	6666.67	-99.22

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$1000 - \$1999: Awards Given	156	17.46	28.25	8.33	19.61
Cash Awards: \$1000 - \$1999: Total Amount	198942	25039.68	35460.37	15000.00	27401.96
Cash Awards: \$1000 - \$1999: Average Amount	1275.27	2276.33	255.11	15000.00	-717.47
Cash Awards: \$2000 - \$2999: Awards Given	122	19.05	21.34	8.33	21.57
Cash Awards: \$2000 - \$2999: Total Amount	297500	43239.68	52316.06	16666.67	49492.16
Cash Awards: \$2000 - \$2999: Average Amount	2438.52	3603.30	498.25	16666.67	529.57
Cash Awards: \$3000 - \$3999: Awards Given	58	6.35	10.77	16.67	3.92
Cash Awards: \$3000 - \$3999: Total Amount	202184	21044.44	37643.29	57333.33	12505.88
Cash Awards: \$3000 - \$3999: Average Amount	3485.93	5261.11	710.25	28666.67	-246.08
Cash Awards: \$4000 - \$4999: Awards Given	66	12.70	11.18	8.33	13.73
Cash Awards: \$4000 - \$4999: Total Amount	295660	56938.10	50184.35	38800.00	61205.88
Cash Awards: \$4000 - \$4999: Average Amount	4479.7	7117.27	912.44	38800.00	-337.49
Cash Awards: \$5000 or more: Awards Given	131	19.05	23.37	25.00	17.65
Cash Awards: \$5000 or more: Total Amount	1079373	269247.62	180165.04	509708.33	212668.63
Cash Awards: \$5000 or more: Average Amount	8239.49	22437.30	1566.65	169902.75	-12260.45

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	8	4.76	1.02	8.33	3.92

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

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

Although there were 6 internal promotions to the GS-15 grade level, there were zero PWD. There were 11 internal promotions to the GS-14 grade level. However, there were zero PWD. There were 5 selections to the GS-13 grade level. However, there were zero PWD.

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

a. SES

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer 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

Although there were 6 internal promotions to the GS-15 grade level, there were zero PWTD. There were 11 internal promotions to the GS-14 grade level. However, there were zero PWTD. There were 5 selections to the GS-13 grade level. However, there were zero PWTD.

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

a. New Hires to SES (PWD)

Answer No

b. New Hires to GS-15 (PWD)

Answer No

c. New Hires to GS-14 (PWD)

Answer No

d. New Hires to GS-13 (PWD)

Answer No

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

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

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

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

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

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

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

a. Voluntary Separations (PWD) Answer Yes

b. Involuntary Separations (PWD) Answer Yes

Using the inclusion rate, triggers existed for PWD in the following categories: The percentage of PWD separated by resignation 1.56% (1) was higher than the percentage of Pw/oD 1.31% (7). The percentage of PWD separated due to retirement 4.69% (3) which was higher than the Pw/oD 3.74% (20) The percentage of PWD separated by other separations 3.13% (2) was higher than the Pw/oD 1.31% (7).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.37
Permanent Workforce: Resignation	8	1.56	1.31
Permanent Workforce: Retirement	23	4.69	3.74
Permanent Workforce: Other Separations	9	3.13	1.31
Permanent Workforce: Total Separations	42	9.38	6.73

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

a. Voluntary Separations (PWTD) Answer Yes

b. Involuntary Separations (PWTD) Answer Yes

Using the inclusion rate, triggers existed for PWTD in the following categories: The rate of PWTD separated by retirement 16.67% (2) exceeded the number of Pw/oD 3.58% (20). PWTD 16.67% (2) in the other separation category left the agency at a higher rate than Pw/oD 1.19% (7).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.34
Permanent Workforce: Resignation	8	0.00	1.36
Permanent Workforce: Retirement	23	16.67	3.58
Permanent Workforce: Other Separations	9	16.67	1.19
Permanent Workforce: Total Separations	42	33.33	6.47

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

Of the total separations in the permanent workforce (42) during FY 2022, there were 8 exit survey responses, 12.5% employees left

the agency due to pay; 75% due to retirement; 12.5% due to workload; 12.5% for lack of promotion/career advancement opportunity. Other data sources provided that more than 50% of permanent employees left due to retirement.

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.

<https://www.boem.gov/about-boem/accessibility-policy>

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

<https://www.boem.gov/about-boem/accessibility-policy> <https://www.doi.gov/accessibility>

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.

BOEM strived to ensure that all documents that were to be published on its public website were made 508 Compliant. The Department of the Interior had jurisdiction over improved accessibility of facilities and planned to issue the new Reasonable Accommodation policy in FY 2023.

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.)

11.2 days

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

Employees received a decision on a RA request within 11.2 days, on average, from the date that documentation supporting request was received by supervisor. Supervisors and employees regularly offered training on requesting, supporting and assessing RA requests.

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.

Requests for PAS followed the same process as requests for reasonable accommodations and included timely processing of approved services, conducting training for managers and supervisors, and monitoring requests to identify trends.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

During FY 22, there were no findings of discrimination.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B4					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	In cluster GS-11 to SES; the participation of PWD and PWTD is lower in higher grade levels.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	None identified.		None identified..			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
12/01/2022	09/30/2028	Yes			Increase participation of PWD and PWTD employees at senior grade levels.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
BOEM Senior Leaders, EEO Officer, Human Resources Staff, Human Capital Staff		Various Personnel		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2028	Provide mandatory disability and reasonable accommodation training to supervisors and managers.			Yes		
09/30/2028	Hire Disability Program Manager.			No		
09/30/2028	Increase PWD and PWTD employees at senior grade levels in the BOEM workforce.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	None. This was a new plan initiated in FY22.

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	PWD and PWTD voluntarily and involuntarily separated at a higher rate than persons without disabilities.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	None identified.		None identified.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
12/01/2022	09/30/2028	Yes			Increase retention rates for PWD and PWTD.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Senior Leaders, EEO Staff, HR Staff, Human Capital		Various Personnel		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2028	Hire Disability Program Manager.			No		
09/30/2028	Utilize ERG's to improve PWD and PWTD employment experiences.			Yes		
09/30/2028	Increase communication on the reasonable accommodation processes and resources available.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	None. this was a new plan initiated in FY22.

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

This was a new plan and was initiated in FY22.

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

This was a new plan and was initiated in FY22.

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.

This was a new plan and was initiated in FY22.