

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 exists in the GS-11 to SES cluster. The permanent work force consisted of 11.03% PWD which fell below the EEOC's established 12% goal.

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

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

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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	562	62	11.03	15	2.67
Grades GS-1 to GS-10	31	7	22.58	0	0.00

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

During FY 2023, the servicing HRD and EEOD met on regular basis to provide guidance to BOEM's managers and recruiters on the EEOC's established goals. Employees, supervisors, and managers were made aware of the numerical goals during briefings, disability, and MD-715 trainings. HR and EEO will continue their collaborative efforts to finalize FY24, goals to provide guidance to management.

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 servicing EEOD, did not have a full time Disability Program Manager throughout FY23. However, at the end of the reporting period a DPM was identified.

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	
Architectural Barriers Act Compliance	0	1	0	Rhonda Owens EEO Complaints Manager
Special Emphasis Program for PWD and PWTB	0	1	0	Kenyatta Dilosa Affirmative Employment Program Manager
Processing applications from PWD and PWTB	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
Processing reasonable accommodation requests from applicants and employees	14	0	0	Laura Kidwell Supervisor, HR Specialist
Section 508 Compliance	0	0	1	Robert Garcia Enterprise Web Manager

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

Throughout FY 2023, the servicing EEOD did not have a fulltime Disability Program Manager. However, at the end of the reporting period a DPM was identified. The servicing EEOD, Human Resources Office and Bureaus around the Department of the Interior hosted several webinars throughout the year. Topics included 508 Compliance and Reasonable Accommodation, Accessible Documents, Accessible Meetings, and several ASL sessions. The Reasonable Accommodation Policy was issued October 24, 2022.

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 FY23, BOEM provided sufficient funding and other resources to successfully implement the disability program. The servicing EEOD has a reasonable accommodation coordinator.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and 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, the servicing HRD, 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./ The SHRO 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, SHRO 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 SHRO Office utilized hiring paths through USA JOBS to help make positions more easily identifiable./ These announcements are easily identified for individuals with targeted disabilities that are eligible for the appointment./ They have also provided guidance to our staffing specialists to always ensure they are using the correct/applicable hiring paths in every announcement./ Additionally, SHRO utilized the Schedule A hiring authority whenever possible and feasible to reach PWD and PWTDD. Utilization of the WRP Program has helped to employ individuals with targeted disabilities.

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.

SHRO requires candidates to submit the proper documentation./ Instructions for how to do this are included in our vacancy announcements. Such documentation is used to verify that the individual being hired is indeed a person with an intellectual disability, severe physical disability, or psychiatric disability. This documentation must be provided to the hiring agency before an individual can be hired. Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or

agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. They then review the documentation and place the individuals on the appropriate certificates to send to the hiring managers.

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

Yes, SHRO continues holds information sessions, conducts individual recruitment consultations with the hiring managers and HR Specialists, as well as provides 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 is committed to hiring a diverse and inclusive workforce that reflects America’s population and draws on all segments of society. To date, 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, SHRO utilizes the Workforce Recruitment Program (WRP)./ 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.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	34	20.59	0.00	8.82	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)	14	28.57	14.29
0343 MANAGEMENT AND PROGRAM ANALYST	9	33.33	11.11
0401 GEN NATURAL RESOURCES MGT & BIO SCIENCES	7	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 ensures there are developmental opportunities available for PWD and PWTD to improve their skills and increase their opportunities for advancement. All managers and supervisors are encouraged to promote the career development of all employees, including PWD and PWTD. BOEM’s programs are open to all eligible employees. The programs remain in compliance with 508 standards. BOEM provides accommodations to PWD as needed.

B. CAREER DEVELOPMENT OPPORTUNITES

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

BOEM’s Aspiring to Leadership Program is a five-month development program designed for BOEM employees in GS 9-13 positions who are interested in a leadership role. The program explores the difference between being an individual contributor and a leader. Focusing on increasing awareness of personal leadership style, reinforcing strengths, and building a set of practical skills that prepare participants for future leadership roles. The program is comprised of three one-week, in-person core sessions, intersession webinars, and coaching (which is optional). Each session gives participants the opportunity to address competencies at either a basic or intermediate proficiency level and practice what they are learning through interactive activities.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0%	0%	0%	0%
Fellowship Programs	0	0	0%	0%	0%	0%
Mentoring 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%
Other Career Development Programs	24	24	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

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

C. AWARDS

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

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

Triggers existed in the following time off awards categories for PWD and PWTD when participation was less than persons without disabilities (PWOD): 1-10 hours – The rate of PWTD 7.69% was less than PWOD 8.04% 11-20 hours – The rate of PWD was 6.06% which was less than PWOD 9.16%. Triggers existed in the following cash awards categories for PWD and PWTD when participation was less than persons without disabilities (PWOD): \$500 & under – PWD at 13.64% was less than the PWOD at 16.60%. \$1,000 - \$1,999 – A trigger existed when PWD 21.21% was less than PWOD 25.38%. A trigger existed for PWTD 7.69% was less than PWOD 25.38%. \$4,000 – 4,999 – A trigger existed for PWD 10.61% was less than PWOD 13.36%. A trigger also existed for PWTD 7.69% which was less than PWOD 13.36%. \$5,000 or more – Triggers existed for PWD 15.15% and PWTD 23.08% when they were less than PWOD 23.28%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	52	11.59	7.74	6.67	12.96
Time-Off Awards 1 - 10 Hours: Total Hours	414	92.75	61.51	53.33	103.70
Time-Off Awards 1 - 10 Hours: Average Hours	7.96	11.59	1.66	53.33	0.00
Time-Off Awards 11 - 20 hours: Awards Given	52	5.80	9.41	0.00	7.41
Time-Off Awards 11 - 20 Hours: Total Hours	810	86.96	148.54	0.00	111.11
Time-Off Awards 11 - 20 Hours: Average Hours	15.58	21.74	3.30	0.00	27.78
Time-Off Awards 21 - 30 hours: Awards Given	30	7.25	4.39	0.00	9.26
Time-Off Awards 21 - 30 Hours: Total Hours	720	173.91	105.44	0.00	222.22
Time-Off Awards 21 - 30 Hours: Average Hours	24	34.78	5.02	0.00	44.44
Time-Off Awards 31 - 40 hours: Awards Given	22	4.35	3.56	6.67	3.70
Time-Off Awards 31 - 40 Hours: Total Hours	880	173.91	142.26	266.67	148.15
Time-Off Awards 31 - 40 Hours: Average Hours	40	57.97	8.37	266.67	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	39	7.25	6.28	6.67	7.41
Cash Awards: \$501 - \$999: Total Amount	28691	5540.58	4659.00	4000.00	5968.52
Cash Awards: \$501 - \$999: Average Amount	735.67	1108.12	155.30	4000.00	304.81
Cash Awards: \$1000 - \$1999: Awards Given	147	20.29	26.15	6.67	24.07
Cash Awards: \$1000 - \$1999: Total Amount	199147	29628.99	35126.15	6666.67	36007.41
Cash Awards: \$1000 - \$1999: Average Amount	1354.74	2116.36	281.01	6666.67	852.39

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Awards Given	107	21.74	17.15	26.67	20.37
Cash Awards: \$2000 - \$2999: Total Amount	257973	52027.54	40951.46	56466.67	50794.44
Cash Awards: \$2000 - \$2999: Average Amount	2410.96	3468.51	499.41	14116.67	510.69
Cash Awards: \$3000 - \$3999: Awards Given	74	14.49	12.55	20.00	12.96
Cash Awards: \$3000 - \$3999: Total Amount	252639	50966.67	42680.13	66880.00	46546.30
Cash Awards: \$3000 - \$3999: Average Amount	3414.04	5096.67	711.33	22293.33	319.81
Cash Awards: \$4000 - \$4999: Awards Given	77	10.14	14.02	6.67	11.11
Cash Awards: \$4000 - \$4999: Total Amount	341425	44455.07	62241.21	31466.67	48062.96
Cash Awards: \$4000 - \$4999: Average Amount	4434.09	6350.72	928.97	31466.67	-625.93
Cash Awards: \$5000 or more: Awards Given	132	14.49	24.69	20.00	12.96
Cash Awards: \$5000 or more: Total Amount	1266642	205600.00	229875.31	282106.67	184348.15
Cash Awards: \$5000 or more: Average Amount	9595.77	20560.00	1948.10	94035.53	150.13

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 Yes

A trigger existed in the Quality Step Increase category for PWTD 7.69% which was less than PWOD 16.60%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	8	4.35	1.05	6.67	3.70

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 No

b. Other Types of Recognition (PWTD) Answer No

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

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

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 (PWTB) Answer No
- ii. Internal Selections (PWTB) Answer No

c. Supervisors

- i. Qualified Internal Applicants (PWTB) Answer No
- ii. Internal Selections (PWTB) 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 PWTB 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 (PWTB) Answer No
- b. New Hires for Managers (PWTB) Answer No
- c. New Hires for Supervisors (PWTB) 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 No

b. Involuntary Separations (PWD)

Answer No

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	13	0.00	2.44
Permanent Workforce: Retirement	12	1.45	2.06
Permanent Workforce: Other Separations	29	4.35	4.88
Permanent Workforce: Total Separations	54	5.80	9.38

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

A trigger existed for PWTD 7.69% in the other separations category when the rate exceeded that of PWOD 5.26%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	13	0.00	2.21
Permanent Workforce: Retirement	12	0.00	2.04
Permanent Workforce: Other Separations	29	6.67	4.77
Permanent Workforce: Total Separations	54	6.67	9.03

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.

PWTD 7.69% in other categories left the agency at a higher rate than PWOD 5.26%. Of the total separations in the permanent workforce (54) during FY23, there were 6 exit survey responses. Following are the reasons described for leaving BOEM: Lack of recognition (1), pay (1), retirement (1), location and commute (2), workload (1) and lack of training (1).

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.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 ensured that all documents are 508 Compliant prior to distribution BOEM wide. The Department of the Interior has jurisdiction over improved accessibility of facilities. The Reasonable Accommodation policy was issued October 24, 2022. The servicing EEOD, Disability Program Manager (DPM) participated in the DOI Accessibility Working Group (AWG). A group comprised of subject matter experts, bureau leaders, and internal disability advocates to collaborate on disability and accessibility issues shared across DOI. The AWG serves as a collective change agent that identified barriers and proposes solutions to the DOI DEIA Council. The barriers and solutions were cross-cutting – meaning they had a broad impact on all bureaus, preferably for both the public and employees. The servicing EEOD plans to review field offices and components with onsite – agendas.

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.)

The average processing time from receipt of request to decision was 14.2 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 14 days, on average, from the date that documentation supporting the employee's request is received by the supervisor. Supervisors and employees were 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 follow the same process as requests for reasonable accommodations and include 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.

BOEM had no findings of discrimination in FY23.

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.

BOEM had no findings of discrimination in FY23.

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

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

BOEM is reassessing its program and planned activities to address gaps in the disability program. Any past planned activities were not a result of a barrier analysis, thus is not feasible. Planning to begin in FY25.

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

N/A

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.

N/A