

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), Equal Employment Opportunity Commission (EEOC) regulations (29 C.F.R. § 1614.203(e)) and Management Directive (MD) 715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD 715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X

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 (PWD)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X

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

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 and 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.

	Yes	X		No	

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	0			
Answering questions from the public about hiring authorities that take disability into account	0			
Processing reasonable accommodation requests from applicants and employees	0			
Section 508 Compliance	0			
Architectural Barriers Act (ABA) Compliance	0			
Special Emphasis Program for PWD and PWTD	0			

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.

	Yes	X	No	
Training about Reasonable Accommodation was provided across the State during FY 2018 and 2019.				

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*.

	Yes	X	No	

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 Applicants with Disabilities.

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

The BLM Office of Recruitment and Retention Programs assigned a program manager to meet with hiring officials and discuss Schedule A hiring options. They also provided guidance on outreach efforts with the goal to increase participation of individuals 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 PWTD for positions in the permanent workforce.

Vacancies are sent to all disability coordinators prior to or at the time vacancies are. Special advertised program hires included Schedule A hire through the Department of Vocational Rehabilitation and disabled veterans through the Department of Veteran Affairs Retraining Program.

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.

Applicants are required to provide a letter from their physician, the Department of Vocational Rehabilitation, or other approved authority validating the applicants' eligibility for Schedule A hire.

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.

	Yes	No	
No specific training was identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

This plan needs to be developed and implemented.

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)	Yes		No	X
b. New Hires for Permanent Workforce (PWTD)	Yes		No	X

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.

a. New Hires for MCO (PWD)	Yes		No	X
b. New Hires for MCO (PWTD)	Yes		No	X

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.

a. Qualified Applicants for MCO (PWD)	Yes		No	x
b. Qualified Applicants for MCO (PWTD)	Yes		No	x

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.

a. Promotions for MCO (PWD)	Yes		No	x
b. Promotions for MCO (PWTD)	Yes		No	x

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.

B. Career Development Opportunities

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

Our plan is under development and is included as an action item in Section VII. One supervisory employee participated in the year-long BLM Leadership Academy Program designed to develop managers interested in expanding their leadership competencies as they prepare to achieve higher levels of responsibility within the organization. In addition, one employee participated the BLM Emerging Leaders program. This is a one-year training program sponsored by the NTC to develop employees interested in becoming the next generation of leaders for the BLM. The program is designed and organized around the OPM's Executive Core Qualifications and 28 leadership competencies. Most states developed mentoring program that established a developmental partnership between pairs of employees to further their personal and professional growth and enhance their engagement in the workplace.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD 715 report, which is due on February 28, 2020.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	Not tracked in FY19	Not tracked in FY19				
Fellowship Programs	Not tracked in FY19	Not tracked in FY19				
Mentoring Programs	Not tracked in FY19	Not tracked in FY19				
Coaching Programs	Not tracked in FY19	Not tracked in FY19				
Training Programs	Not tracked in FY19	Not tracked in FY19				
Detail Programs	Not tracked in FY19	Not tracked in FY19				
Other Career Development Programs	Not tracked in FY19	Not tracked in FY19				

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.

a. Applicants (PWD)	Yes		No	x
b. Selections (PWD)	Yes		No	x

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	Yes		No	x
b. Selections (PWTD)	Yes		No	x

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, and Incentives (PWD)	Yes		No	x
b. Awards, Bonuses, and Incentives (PWTD)	Yes		No	x

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)	Yes		No	x
b. Pay Increases (PWTD)	Yes		No	x

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)	Yes		No	x
b. Other Types of Recognition (PWTD)	Yes		No	x

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.

a. SES	i. Qualified Internal Applicants (PWD)	Yes		No	x
	ii. Internal Selections (PWD)	Yes		No	x
b. Grade GS-15	i. Qualified Internal Applicants (PWD)	Yes		No	x
	ii. Internal Selections (PWD)	Yes		No	x
c. Grade GS-14	i. Qualified Internal Applicants (PWD)	Yes		No	x
	ii. Internal Selections (PWD)	Yes		No	x
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes		No	x
	ii. Internal Selections (PWD)	Yes		No	x

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.

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

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.

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

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.

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

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.

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

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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.

a. Executives	i. Qualified Internal Applicants (PWTD)	Yes		No	x
	ii. Internal Selections (PWTD)	Yes		No	x
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes		No	x
	ii. Internal Selections (PWTD)	Yes		No	x
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes		No	x
	ii. Internal Selections (PWTD)	Yes		No	x

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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.

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

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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.

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

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Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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.

	Yes		No	x
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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)	Yes		No	x
b. Involuntary Separations (PWD)	Yes		No	x

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)	Yes		No	x
b. Involuntary Separations (PWTD)	Yes		No	x

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*.

N/A

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.blm.gov/info/office-of-civil-rights>

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.blm.gov/info/office-of-civil-rights>

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.

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 time frame for processing initial requests for reasonable accommodations during the reporting period was 25 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.

Managers/Supervisors work closely with employees during the reasonable accommodation process to ensure the interactive process achieves the best results for the employee as well as the work unit. Accommodations are processed quickly and in place at the earliest opportunity. Workforce training regarding the reasonable accommodation process is provided on a reoccurring basis to both supervisors and non-supervisory personnel.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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.

The Department of the Interior Personnel Bulletin 17-18, Personnel Assistance Services policy, was issued on January 18, 2018. This Personnel Bulletin outlines the Department of the Interior's procedures for the administration and management of Personal Assistance Services (PAS) as directed by the Final Rule for Equal Employment Opportunity Commission (EEOC) 29 CFR Part 1614, Affirmative Action for Individuals with Disabilities in Federal Employment.

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?

	Yes		No	x
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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?

	Yes		No	x
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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.

This data was not collected for the FY19 report. The BLM will provide this information for the FY20 report.

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?

	Yes		No		N/A	x
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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?

	Yes		No		N/A	x
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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.

This data was not collected for the FY19 report. The BLM will provide this information for the FY20 report.

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?

	Yes	x	No	
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2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

	Yes	x	No	
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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.

Trigger 1	Low participation rate of PWTD in the GS-11 to SES range.
Barrier(s)	Further data analysis needed to identify potential barriers.
Objective(s)	Complete further data analysis.

Responsible Official(s)		Performance Standards Address the Plan?		
Disability Program Manager		Yes		
Target Date	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date	Completion Date
09/30/2021	Conduct data analysis on applicant flow and EEO complaint data to identify trends.	Yes		
09/30/2021	Conduct data analysis on exit interviews for PWT.D.	Yes		
Fiscal Year		Accomplishments		

Trigger 1	Low participation rate of PWD and PWT.D in supervisory positions.			
Barrier(s)	Further data analysis needed to identify potential barriers.			
Objective(s)	Complete further data analysis.			
Responsible Official(s)		Performance Standards Address the Plan?		
Disability Program Manager & Human Resources		Yes		
Target Date	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date	Completion Date
09/30/2021	Conduct data analysis on applicant flow and EEO complaint data to identify trends.	Yes		
09/30/2021	Conduct data analysis on exit interviews for PWD and PWT.D.	Yes		

09/30/2021	Coordinate with HR Employee Relations to collect additional data.	Yes		
Fiscal Year	Accomplishments			
Trigger 1	Low participation rate of PWD in the GS-11 to SES range.			
Barrier(s)	Further data analysis needed to identify potential barriers.			
Objective(s)	Complete further data analysis.			
Responsible Official(s)		Performance Standards Address the Plan?		
Disability Program Manager & Human Resources		Yes		
Target Date	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date	Completion Date
09/30/2021	Conduct data analysis on applicant flow and EEO complaint data to identify trends.			
09/30/2021	Conduct data analysis on exit interviews for PWD.			
Fiscal Year	Accomplishments			

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

Staffing turnover resulted in a pause in planned activities.

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

Staffing turnover resulted in a pause in planned activities.

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.

EEO Director building team assets and increasing staffing resources.