

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 |

PWD Permanent Workforce Statistics FY20: 10.57% (942 Total Permanent Employees) FY20 GS-1 to GS-10: 13.73% (428 Total Permanent Employees) FY20 GS-11 to SES: 8.62% (465 Total Permanent Employees)

*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 |

PWD Permanent Workforce Statistics FY20 Total Workforce (PWD): 3% (267 Permanent Employees) FY20 GS-1 to GS-10 (PWD): 3.78% (118 Permanent Employees) FY20 GS-11 to SES (PWD): 2.48% (134 Permanent Employees)

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	3114	428	13.74	119	3.82
Grades GS-11 to SES	5413	466	8.61	134	2.48

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

1. DOI issued a memorandum (Hiring Goals for People with Disabilities) dated 10/24/2019. 2. During FY20, BLM utilized the Department of Labor (DOL) Workforce Recruitment Program (WRP) to recruit and hire Schedule A applicants via the Schedule A Hiring Authority. 3. During FY20, BLM also utilized the Bender List to recruit employees with disabilities.

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

During FY20, the Agency (BLM) did not have a current full-time Disability Program Manager. BLM has designated collateral-duty points of contacts (POCs), who are accountable for the disability program responsibilities.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	12	0	0	Vacant on a national level. However, each state/center has HR staff who
Answering questions from the public about hiring authorities that take disability into account	12	0	0	Vacant on a national level. However, each state/center has HR staff who can hiring disability authorities
Processing reasonable accommodation requests from applicants and employees	13	0	0	Kevin Graham, Lead Human Resources Specialist (ER/LR), Business Management And State ER/LR POCs
Section 508 Compliance	1	0	0	Brianna Huerta, National 508 Program Manager/National Forms Manager
Architectural Barriers Act Compliance	1	0	0	Stephen Cole, Architect scole@blm.gov
Special Emphasis Program for PWD and PWTD	0	0	0	Vacant

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

Critical disability program management positions were vacant during FY20. BLM provided reasonable accommodation (RA) training in FY18, FY19, and FY20. All supervisors and managers were also required to complete the online RA training program that was developed and released during FY20.

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

BLM state and center offices are responsible for and provided sufficient funding for reasonable accommodation requests.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	Explore options to increase budget and staffing to move the Agency toward regular barrier analysis, field audits, quality administration of SEP and development of effective tracking systems and/or methods for data collection.		
Target Date	Mar 31, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2021		Develop and submit proposal to fill the National Disability Employment Program Manager position.
	Sep 30, 2021		Recruit and fill Complaints Manager position
	Sep 30, 2021		Recruit and fill AEP Manager position
	Sep 30, 2021		Recruit and fill PCR Manager position
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	During the reporting period the Civil Rights Director position was vacant, activities for this goal is targeted for FY21.	

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Address the conflict between PB-18-01 dated March 23, 2018 and the DOI, EEO Complaints Processing Handbook dated January 2021, specific to the notification process for allegations of harassment.		
Target Date	Mar 31, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Mar 30, 2021		In collaboration with Business Management & Administration, BLM HQ-OCR will issue direction to Human Capital Community and EEO Manager’s informing them of their obligation to report allegations of harassment via the Personnel Bulletin 18-01 procedure; and within one (1) business day report the harassment allegation to the Bureau/Office servicing Human Resources Office and BLM Harassment Prevention Coordinator.
	Mar 30, 2021	March 11, 2021	Implement quarterly meetings with EEO and ER/LR.
	Dec 31, 2021		Collaborate with ER/LR to develop an internal process/form and put tracking mechanism in place to track all Reasonable Accommodation requests.
	Dec 31, 2021		Business Management & Administration and OCR will collaboratively review PB-18-01 policy and provide recommended updates to the Department.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	During the reporting period the EEO Director position was vacant, activities for this goal is targeted for FY21.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Increase coordination between EEO and HR programs to accomplish timely data access, effective implementation of Affirmative Action plan for Individuals with Disabilities.		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2021		Present the requirement to complete an AA plan for IWD to the Human Capital Council (HCC)
	Dec 31, 2021		Collaborate further with HR and the HCC on addressing the employment life cycle of IWD which may include Ideas for planned activities, focus groups, and surveys
	Mar 31, 2022		Develop Bureau-wide outreach and recruitment plan for IWD.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	During the reporting period the EEO Director position was vacant, activities for this goal is targeted for FY21.	

Brief Description of Program Deficiency	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		
Objective	Address the conflict between PB-18-01 dated March 23, 2018 and the DOI, EEO Complaints Processing Handbook dated January 2021, specific to the notification process for allegations of harassment.		
Target Date	Mar 31, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Mar 30, 2021	March 11, 2021	Implement quarterly meetings with EEO and ER/LR.
	Mar 30, 2021		In collaboration with Business Management & Administration, BLM HQ-OCR will issue direction to Human Capital Community and EEO Manager's informing them of their obligation to report allegations of harassment via the Personnel Bulletin 18-01 procedure; and within one (1) business day report the harassment allegation to the Bureau/Office servicing Human Resources Office and BLM Harassment Prevention Coordinator.
	Dec 31, 2021		Collaborate with ER/LR to develop an internal process/form and put tracking mechanism in place to track all Reasonable Accommodation requests.
	Dec 31, 2021		Business Management & Administration and OCR will collaboratively review PB-18-01 policy and provide recommended updates to the Department.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	During the reporting period the EEO Director position was vacant, activities for this goal is targeted for FY21.	

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 PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The BLM Office of Recruitment and Retention Programs assigns a program manager to meet with hiring officials and discuss Schedule A hiring options; they also perform outreach efforts and work with companies that have individuals with disabilities that are ready to enter the workforce. Vacancy announcements posted on USAJobs indicate individuals eligible for an appointment under the special appointment authority (Schedule A for People with Disabilities or Veterans who are 30% or more disabled for example) may apply. Many states participate in career fairs or outreach to individuals with disabilities: • BLM Utah EEO Staff participates in the State of Utah Office of Rehabilitation's twice yearly "WorkAbility" Career Exploration and Job Fair for Individuals with Disabilities and share information on BLM Careers, how to navigate USA Jobs, and Schedule A Appointment Authority for individuals with severe disabilities. • BLM California routes Job Opportunity Announcements (JOA) through Disability Job Boards and venues such as Honor a Hero, Hire a Vet at Travis Air Force Base (AFB), Work for Warriors, Peace Corps, AmeriCorps, and University Disability Services Centers. • Several BLM locations partner with State organizations that service individuals with disabilities to share job opportunities.

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 shared with disability coordinators and other organizations as appropriate to increase outreach efforts to individuals

with disabilities prior to or at the time vacancies are advertised. Vacancy announcements also include information for applicants that can be considered under special hiring authorities (e.g., Schedule A or 30% or more disabled veterans).

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 and/or the Department of Vocational Rehabilitation or other approved authority validating the applicants' eligibility for Schedule A hire. Applicants with eligibility as a 30% or more disabled veteran must provide their DD-214 documenting their eligibility. Applicants meeting minimum qualifications for the position are referred to the selecting official for non-competitive consideration.

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

Answer Yes

Supervisors are required to take Veterans Employment training which discusses various veteran hiring authorities, including 30% or more disabled veterans. Additionally, the Department of Interior has prepared a Hiring 101 Handbook which provides information and resources on various hiring authorities including Schedule A for individuals with disabilities and 30% or more disabled veterans. These hiring authorities are also discussed with hiring managers during the recruitment process.

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.

BLM continued recruitment/outreach efforts that included the use of special hiring authorities and engagement with Disability Affinity groups that promote equitable employment of this target demographic. HQ-710 designated an individual who is responsible for assisting the organization to meet its recruitment and retention goals for individuals with disabilities. The Program Coordinator coordinates with the field to support recruitment and outreach efforts and serves as a resource to provide additional information on special hiring authorities for individuals with disabilities. States and centers also work with local organizations (State Departments that service individuals with disabilities, veteran's organizations, etc.) to increase outreach efforts.

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

PWD Workforce Statistics New Hires (PWD): 16.35% (154 total permanent employees) PWTD Workforce Statistics New Hires (PWTD): 16.48% (44 total permanent employees)

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	1961	3.06	3.52	0.92	0.46

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

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

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

Information regarding applicant flow data was limited during FY20 due to the implementation of a new tracking system.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0025PARK RANGER	0	0.00	0.00	0.00	0.00
0028ENVIRONMEN PROTECTION SPECIALIST	0	0.00	0.00	0.00	0.00
0201HUMAN RESOURCES MANAGEMENT	0	0.00	0.00	0.00	0.00
0203HUMAN RESOURCES ASSISTANT	0	0.00	0.00	0.00	0.00
0340PROGRAM MANAGEMENT	0	0.00	0.00	0.00	0.00
0401GENERAL NATURAL RESOURCES MGT & BIO SCIENCES	0	0.00	0.00	0.00	0.00
0455PARK RANGER TECHNICIAN	0	0.00	0.00	0.00	0.00
0460FORESTRY	0	0.00	0.00	0.00	0.00
0462FORESTRY TECHNICIAN	0	0.00	0.00	0.00	0.00
0482FISH BIOLOGY	0	0.00	0.00	0.00	0.00
0486WILDLIFE BIOLOGY	0	0.00	0.00	0.00	0.00
0801GENERAL ENGINEERING	0	0.00	0.00	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0802PETROLEUM ENGINEERING TECHNICIAN	0	0.00	0.00	0.00	0.00
0810CIVIL ENGINEERING	0	0.00	0.00	0.00	0.00
0880MINING ENGINEERING	0	0.00	0.00	0.00	0.00
0881PETROLEUM ENGINEERING	0	0.00	0.00	0.00	0.00
0965LAND LAW EXAMINING	0	0.00	0.00	0.00	0.00
1102CONTRACTING	0	0.00	0.00	0.00	0.00
1105PURCHASING	0	0.00	0.00	0.00	0.00
1170REALTY	0	0.00	0.00	0.00	0.00
1301GENERAL PHYSICAL SCIENCE	0	0.00	0.00	0.00	0.00
1315HYDROLOGY	0	0.00	0.00	0.00	0.00
1350GEOLOGY	0	0.00	0.00	0.00	0.00
1811CRIMINAL INVESTIGATING	0	0.00	0.00	0.00	0.00
2210INFORMATION TECHNOLOGY MANAGEMENT	0	0.00	0.00	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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

Information regarding applicant flow data was limited during FY20 due to the implementation of a new tracking system.

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

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

Information regarding applicant flow data was limited during FY20 due to the implementation of a new tracking system.

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.

Managers and supervisors are required to have Individual Development Plans (IDPs) and employees are highly encouraged to have one in place. IDPs include formal and informal training and mentoring programs, career development opportunities, details to promotions, and similar programs that address advancement.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DOI has a Senior Executive Service (SES) candidate development program. BLM has two Career Development Programs: “Leadership Academy” and “Emerging Leaders.”

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 (%)
Coaching Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Mentoring Programs	0	166	0	0	0	0
Training Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

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

a. Applicants (PWD) Answer No

b. Selections (PWD) Answer No

This information was not tracked during FY20.

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 (PWTB) Answer No
- b. Selections (PWTB) Answer No

This information was not tracked during FY20.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB) Answer No
- b. Awards, Bonuses, & Incentives (PWTB) Answer No

N/A

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	142	1.59	1.63	2.62	1.19
Time-Off Awards 1 - 10 Hours: Total Hours	1011	9.98	11.84	14.23	8.30
Time-Off Awards 1 - 10 Hours: Average Hours	7.12	0.67	0.10	2.03	0.12
Time-Off Awards 11 - 20 hours: Awards Given	153	1.70	1.72	0.75	2.07
Time-Off Awards 11 - 20 Hours: Total Hours	2522	27.60	28.45	11.99	33.78
Time-Off Awards 11 - 20 Hours: Average Hours	16.48	1.73	0.22	5.99	0.04
Time-Off Awards 21 - 30 hours: Awards Given	131	1.27	1.48	1.12	1.33
Time-Off Awards 21 - 30 Hours: Total Hours	3221	31.10	36.39	26.97	32.74
Time-Off Awards 21 - 30 Hours: Average Hours	24.59	2.59	0.33	8.99	0.06
Time-Off Awards 31 - 40 hours: Awards Given	211	2.76	2.29	3.37	2.52
Time-Off Awards 31 - 40 Hours: Total Hours	7830	104.25	84.65	125.47	95.85
Time-Off Awards 31 - 40 Hours: Average Hours	37.11	4.01	0.50	13.94	0.08
Time-Off Awards 41 or more Hours: Awards Given	3	0.11	0.03	0.00	0.15
Time-Off Awards 41 or more Hours: Total Hours	152	5.10	1.41	0.00	7.11
Time-Off Awards 41 or more Hours: Average Hours	50.67	5.10	0.71	0.00	7.11

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	2113	25.05	23.53	25.84	24.74
Cash Awards: \$501 - \$999: Total Amount	1671173	19796.92	18592.41	20508.61	19515.41

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Average Amount	790.9	83.89	10.72	297.22	-0.50
Cash Awards: \$1000 - \$1999: Awards Given	3754	36.84	43.09	34.83	37.63
Cash Awards: \$1000 - \$1999: Total Amount	5020310	48889.60	57825.07	46850.19	49696.30
Cash Awards: \$1000 - \$1999: Average Amount	1337.32	140.89	18.20	503.76	-2.64
Cash Awards: \$2000 - \$2999: Awards Given	1120	10.30	13.26	9.74	10.52
Cash Awards: \$2000 - \$2999: Total Amount	2571844	23410.62	30494.10	22318.73	23842.52
Cash Awards: \$2000 - \$2999: Average Amount	2296.29	241.35	31.18	858.41	-2.74
Cash Awards: \$3000 - \$3999: Awards Given	320	3.61	3.67	3.00	3.85
Cash Awards: \$3000 - \$3999: Total Amount	1037499	11668.58	11926.63	9828.84	12396.30
Cash Awards: \$3000 - \$3999: Average Amount	3242.18	343.19	44.01	1228.61	-7.04
Cash Awards: \$4000 - \$4999: Awards Given	105	1.06	1.25	0.75	1.19
Cash Awards: \$4000 - \$4999: Total Amount	460172	4763.69	5454.49	3370.41	5314.81
Cash Awards: \$4000 - \$4999: Average Amount	4382.59	476.37	59.29	1685.21	-1.79
Cash Awards: \$5000 or more: Awards Given	114	0.53	1.37	0.37	0.59
Cash Awards: \$5000 or more: Total Amount	874521	8285.35	10064.56	2228.46	10681.19
Cash Awards: \$5000 or more: Average Amount	7671.24	1657.07	99.65	2228.46	1431.05

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

N/A

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	13	0.11	0.15	0.00	0.15

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

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

N/A

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

N/A

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

During FY20, one (1) internal GS-15 selection took place (Table B-7 PWD).

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

N/A

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

N/A

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

N/A

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

B8 Table / PWD Workforce Statistics: External Selections of Supervisors (PWD): 3 External Selections of Managers (PWD): 2

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

N/A

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 N/A

During FY20, thirty conversions took place. It cannot be determined whether the agency converted all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service due to insufficient data. This information was not tracked on the national level or by all state offices (all but three states submitted a report). However, all BLM centers (National Operations Center and BLM Fire and Aviation) and all state offices that submitted a report confirmed they converted all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service.

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

B1-1 Table/PWD Workforce Statistics Removals (PWD): 4 (16.67%) Resignations (PWD): 19 (10.73%) Other Separations (PWD): 51 (11.54%)

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	24	0.38	0.21
Permanent Workforce: Resignation	177	1.80	1.66
Permanent Workforce: Retirement	331	3.59	3.08
Permanent Workforce: Other Separations	442	4.82	4.11
Permanent Workforce: Total Separations	974	10.59	9.05

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Table B-1-1/PWTD Workforce Statistics Removals (PWTD): 2 (8.33%) Resignations (PWTD): 3 (1.69%)

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	24	0.69	0.21
Permanent Workforce: Resignation	177	1.03	1.69
Permanent Workforce: Retirement	331	4.14	3.10
Permanent Workforce: Other Separations	442	5.86	4.13
Permanent Workforce: Total Separations	974	11.72	9.14

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

The completion of exit interviews/surveys is voluntary and employee participation in these interview/surveys is low.

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.

• Reasonable Accommodation Policy Link: <https://www.doi.gov/sites/doi.gov/files/migrated/pmb/eo/directives/upload/CRD-2014-02.pdf> • A link to the above policy is listed on the BLM Public Site: <https://www.blm.gov/info/officeof-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.

• Public Civil Rights Complaint (PCR) Process Link: <https://www.doi.gov/pmb/eo/Public-Civil-Rights> • A link to the above PCR Complaint procedure is listed on the BLM Public Site: <https://www.blm.gov/info/office-of-civil-rights/public-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.

• The internal BLM Accessibility SharePoint was re-created to increase its usability. Dozens of training resources and Section 508 testing materials were added. • The BLM web team was trained to check for PDF compliance before uploading documents. This training has led to a significant decline in the posting of non-compliant content on our most prominent public-facing site. • A semi-annual newsletter was developed and issued to help inform BLM employees about Section 508 law, policies, and available resources at the BLM. The first newsletter increased the traffic to the BLM Section 508 SharePoint site. • Monthly meetings were implemented by the National 508 Coordinator providing opportunity to meet with all Section 508 Coordinators for each state. Meetings are used to discuss ongoing issues, review policy, provide training and brainstorm areas of improvement.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

During FY20, the average timeframe for processing initial requests for reasonable accommodations was approximately 30 days due to the pandemic and various challenges with obtaining medical documentation and working from home.

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. Work force training regarding the reasonable accommodation process is provided on a reoccurring basis to both supervisors and non-supervisory personnel. All supervisors and managers were required to complete training on the reasonable accommodation process in FY20 through DOI Talent.

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.

All supervisors and managers were required to complete training on the reasonable accommodation process in FY20 through DOI Talent. This training included information on Personal Assistance Services.

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 Yes

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

Answer Yes

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.

There were two (2) disability discrimination findings involving harassment/hostile work environment. • Finding 1. Corrective Actions o Violation Notice was posted at all required locations on 2/4/2020. o Four (4) hours of training was provided to all managers and supervisors at the specified locations concerning the law on sex and age discrimination and goals behind creating and maintaining a work environment free of discriminatory harassment and ridicule on 1/23/2020. o Finding did not include a requirement for consideration of disciplinary action. • Finding 2. Corrective Actions o Four (4) hours of training was provided to all managers with supervisory authority or Human Resources (HR) responsibility in the office concerning disability discrimination, including reasonable accommodation of disabilities and the interactive process on 12/19/2019. o BLM conducted a review its anti-discrimination policies and procedures that relate to disability discrimination and ensured that there is a policy and procedure in place with respect to requests for reasonable accommodations. § BLM has an up-to-date EEO Policy, which covers disability discrimination, which was reviewed and updated in August 2019. § Services Policy and Procedures, in place to which the BLM adheres. These policies and procedures speak directly to disability. discrimination, reasonable accommodation, and the interactive process o BLM Deputy Director for Operations disseminated to all Agency employees the anti-discrimination policies and procedures that relate to disability discrimination, reasonable accommodations, and the interactive process on 8/11/2020. o Violation Notice was posted at the required locations 7/7/2020.

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 Yes

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

Answer Yes

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

Same as above, Section VI, A3.

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 Yes

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

Answer Yes

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

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?	Number of Findings and Settlements involving Reasonable Accommodations					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities					
Barrier Analysis Process Completed?:	Y					
Barrier(s) Identified?:	Y					
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			
	Application of the RA Process		Application of Reasonable Accommodation Process is not consistent.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
01/30/2021	12/30/2022	Yes			Collaborate with the RA Program Manager to increase outreach and training to supervisors and managers on the RA process, affirmative duties, and the complaints activity.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
BLM OCR Civil Rights Director, EEO Managers and Staff, and Human Resources Office Staff		EEO and HR		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Develop and administer Reasonable Accommodation training			Yes		09/30/2020
06/30/2020	The Agency plans to develop strategies to improve reasonable accommodation processes and policies.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	Developed and administered Reasonable Accommodation training

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?	The percentage of PWD and PWTD involuntary separations do not exceed that of 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		
	Separations		Due to the underrepresentation of PWD and PWTD employees, any losses in these two categories are cause for concern.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2020	12/30/2021	Yes			Review with Branch HR the justification for the involuntary separations. Determine if there are any trends specific to these separations
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Branch Human Resources (HQ-710) and BLM Selective Placement Coordinators		HR		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2022	Hire a Persons with Disabilities Coordinator			Yes	
Report of Accomplishments					
Fiscal Year	Accomplishment				

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

NA

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

NA

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.

NA