

MD-715 – Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their 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
 - b. Cluster GS-11 to SES (PWD) Yes No

The BLM's permanent workforce disability participation rates are:

- Peoples with Disability (PWD) **11.52%** (below the federal goal of 12%)
- Peoples with Targeted Disability (PWTD) 3.04% (above the 2.0% federal goal)

PWD representation in the GS-1 to GS-10 cluster is 13.32 % (406 employees) which is 1.32% above the 12% benchmark. No triggers involving PWD at the GS-1 to GS-10 grade level cluster exist.

In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2022, PWD represent 10.39% (579 employees) of the cluster, an increase from FY 2021 and FY 2020's PWD representation of 9.27% (508 employees) and 8.62% (465 employees) respectively.

Trigger: A total of 10.39% (579 employees) are situated in the GS-11 to SES grade distribution falling 1.61% below the benchmark of 12%. The numerical disparity represents a trigger.

Source: Table B4GSP

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

No trigger exists. Currently representation for PWTD in the GS-1 to GS-10 cluster is 3.61% (110 employees). A total of 2.64% (147 employees) are situated in the GS-11 to SES grade distribution. Both grade level clusters exceed the 2% benchmark.

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

State and Center EEO managers brief their leadership during the State of the Agency briefing on the 12% federal goal for PWD and the 2% federal goal for PWTD and advise where there are deficiencies within each state.

The BLM Office of Civil Rights provides workforce demographic reports for all senior leaders which outline workforce representation by race/national origin, sex, and disability status. These snapshots include the numeric count and federal hiring goal percentages for individuals with reportable and targeted disabilities.

Deputy Director, Operations, Office of Civil Rights Director, and Assistant Director of Business Management & Administration Directorate met with all State/Center Executive Leadership to review and provide feedback on their IDEA plans for their respective State/Center to include plans on addressing underrepresentation of PWD and PWTD. This was a continuation upon direction from the Office of the Director in FY21 requiring all BLM States/Centers to designate/hire specific staff to conduct strategic outreach and recruitment towards increasing the diversity of the BLM workforce.

In FY22, the Inclusion, Diversity, Equity, and Accessibility (IDEA) Team, established by the BLM Business Management & Administration Directorate and the Office of Civil Rights partnership continues to meet regularly to address implementation of the strategic plan approved by the Deputy Director, Operations, in FY21. An Implementation plan was finalized during the reporting period and outlines actions by quarter for the BLM to complete in the areas or outreach and recruitment, training, career development opportunities, workplace inclusion, and leadership accountability in all aspects of IDEA.

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.

Yes **No X**

In FY 2022, the BLM onboarded a Special Placement Program Coordinator with the Business Management & Administration Directorate. The BLM has designated collateral-duty points of contacts (POCs), who are accountable for the disability program responsibilities.

The agency will fill funded vacant positions including Employee Relations Specialists, Diversity Officer, Equity Program Manager and Equity Program Specialist. Additionally, the agency will further explore opportunity to allocate an FTE for a full-time Disability Employment Program Manager.

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	X			State/Center Staffing Specialists process applications for PWD/PWTD under their local Human Resources Office.
Answering questions from the public about hiring authorities that take disability into account	X			Karen Irons, National Program Coordinator for Veterans & Individuals with Disabilities-- Selective Placement Program Coordinator (SPPC), HQ-712, kirons@blm.gov .

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				Staffing Specialists across BLM from each State/Center Human Resources office.
Processing reasonable accommodation requests from applicants and employees	X			Kevin Graham, Lead Human Resources Specialist (ER/LR), HQ-711 kgraham@blm.gov ER/LR Specialist across BLM from each State/Center Human Resources office.
Section 508 Compliance	1		25	Brianna Huerta, National 508 Program Manager/National Forms Manager, National Operations Center (NOC), bhuerta@blm.gov Collateral Duty 508 Coordinators Across BLM
Architectural Barriers Act Compliance	1			Stephen Cole, Architect, NOC, scole@blm.gov
Special Emphasis Program for PWD and PWTB			1	Charles Lasley, Public Civil Rights Specialist, clasley@blm.gov

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

During FY 2022 the National Selective Placement Program Coordinator completed the training and certification to be a Workforce Recruitment Program (WRP) recruiter.

Human Resources Specialists within BLM are responsible for processing applications and for answering questions from the public. They receive training on various hiring authorities, eligibility requirements and proper documentation through basic staffing training and monthly community of practice meetings.

Employee Relations Specialists receive training in basic employee relations, various webinar trainings through various groups on case law, employee rights, reasonable accommodations, monthly community of practice meeting and other informal training sessions.

Civil Rights Staff receive training annually on the protections afforded to PWD, reasonable accommodations, targeted disabilities, and attend monthly community of practice meetings.

During FY22, the BLM Office of Civil Rights continued its partnership with the BLM Employee Relations/Labor Relations National Program Lead to develop and provide a Reasonable Accommodations Training (two individual sessions, one designed specifically for non-supervisory employees and another for managers and supervisors) BLM-wide. Each session was offered once during the reporting period and is planned to reoccur on an annual basis. 395 employees attended the session for non-supervisory employees, and 347 employees attended the session for managers and supervisors. Employee/Labor Relations staff attended.

Currently the Special Placement Coordinator is using Agency Talent Portal (ATP) to create campaigns to invite and drive Schedule A, Disabled Veteran applicants to apply for BLM jobs posted on USAJobs. In effort to expand the use of the ATP, during FY 2023 Human Resources Officers and HR professionals will receive training for ATP. This will expand the capacity and is expected to increase the number of campaigns created that will invite and drive Schedule A, Disabled Veteran applicants to apply for BLM jobs posted on USAJobs.

During FY 2023, the Agency will provide Schedule A training.

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

The BLM successfully funded and onboarded a Special Placement Program Coordinator with the Office of Human Capital during the FY 2022 reporting period.

The BLM Office of Civil Rights, Public Civil Right Specialist served as the Disability Program Manager during FY 2022.

Separate budgets for Diversity & Inclusion/EEO, Special Emphasis, and Diversity Change Agent, and/or reasonable accommodations programs continue to be funded throughout FY 2022. Further, there is sufficient funding available for providing reasonable accommodations.

The Agency will consider expanding the use of Selective Placement Program Coordinators with servicing Human Resources Offices (SHRO) across BLM.

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 Division of HR Policy and Programs (HQ-710) office collaborates with Bureau hiring officials to discuss hiring options for individuals with disabilities; HQ-710 will also perform outreach efforts and work with organizations that have applicants ready to enter the workforce, for example information about the Workforce Recruitment Program (WRP) was shared across BLM.

The agency Selective Placement Program Coordinator completed the training and certification to be a WRP recruiter. The WRP database was searched, and students and recent graduates (with disabilities) were invited to apply for positions that were open in USAJOBS.

The DOD SkillBridge program was also introduced to the agency. This program provides an opportunity for active-duty service members (including disabled service members) to gain valuable civilian work experience with DOI during their last 180 days of service. SkillBridge connects service members with DOI components in real-world job experiences. SkillBridge is a great opportunity for transitioning service members to build their resumes, explore employment interests, develop job skills, and gain valuable federal government work experience that will help them prepare for their adjustment to the workplace.

Vacancy announcements are posted on USAJOBS indicate individuals eligible for an appointment under the special appointment authority (Schedule A for Persons with Disabilities or Veterans who are 30% or more disabled) may apply.

- Several BLM locations partner with State organizations that service individuals with disabilities to share job opportunities.
- Some BLM state/centers have been attending in-person and virtual career fairs specifically catering to individuals with disabilities, developed partnerships with Veteran serving organizations, local Departments of Rehabilitations, and Tribal Affairs Vocational Rehabilitation Agencies, conduct information interviews with recent graduates with disabilities through the Workforce Recruitment Program, and solicit resumes for VRA and Schedule A eligible candidates for vacancies prior to posting announcements on USAJobs.

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- EEO and HR Offices have established and maintained a continuous partnership with veterans' groups and Department of Rehabilitation. These partnerships have resulted in referrals for non-competitive hiring.

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.

During FY 2022 BLM hired 62 Schedule A hires and converted 27 employees on Schedule A appointments to permanent career conditional appointments.

Recruitment actions in USA Staffing and vacancies in USAJobs are searched by the disability program coordinator to increase outreach efforts to individuals with disabilities prior to or at the time variances 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.

When applicants apply to BLM announcements open to individuals eligible under the Schedule A hiring authority, they 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.

The agency is currently working on setting up an applicant supply file for Schedule A applicants.

The BLM continues to comply with the Department's DEIA requirement to include EEO and Reasonable Accommodation information and policies in all vacancy announcements posted both internally and externally.

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 **X** No N/A

Supervisors are required, annually, to take Veterans Employment training which discusses various veteran hiring authorities, including 30% or more disabled veterans.

The bureau held virtual training sessions for hiring managers on reasonable accommodations throughout the fiscal year.

Staffing Specialists discuss Schedule A and Veteran’s hiring authorities during their prerecruitment consultation with hiring officials, and the use of said hiring authorities is encouraged by EEO when consulted for strategic outreach efforts.

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. Many State/Center offices across BLM have included information about Schedule A and 30% or more disabled hiring authorities and outreach resources as part of their Outreach and Recruitment Diversity Strategic Plans.

The agency recognizes the need for additional training specific to Schedule A hiring authority and will provide training in FY 2023.

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 BLM continued recruitment and outreach efforts that included the use of special hiring authorities and engagement with disability groups that promote equitable employment for this target demographic.

HQ-710 has a Program Coordinator 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. SHROs 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) | Yes X | No |
| b. New Hires for Permanent Workforce (PWTd) | Yes | No X |

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PWD Workforce Statistics

New Hires FY20 (PWD): 16.35% (154 permanent employees)

New Hires FY21 (PWD): 13.05% (134 permanent employees)

New Hires FY22 (PWD): 11.40% (131 permanent employees)

The percentage of new hires for PWD during FY 2022 falls slightly below the federal goal of 12%, the numerical disparity represents a trigger. Overall gains for the disability categories are below their permanent workforce inclusion rates. For FY22 employees who identify within the general disability category represent 11.52% (1037 employees) of the total permanent workforce and represent 11.40% (131 employees) of new hires. Part I objectives to improve outreach efforts are established to increase awareness around the use of Special Hiring Authorities to increase participation rates for PWD and PWTD.

PWTD Workforce Statistics

New Hires FY20 (PWTD): 16.48% (44 permanent employees)

New Hires FY21 (PWTD): 2.82% (29 permanent employees)

New Hires FY22 (PWTD): 3.22% (37 permanent employees)

The percentage of new hires for PWTD during FY 2022 exceeds the federal goal of 2%. Overall gains for the Targeted Disability categories are above their benchmark workforce inclusion rates. In FY22 employees who identified within the Targeted Disability category represented 3.04% (274 employees) and represented 3.22% (37 employees) of the new hires in FY22. No trigger.

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	N/A X
b. New Hires for MCO (PWTD)	Yes	No	N/A X

Qualified applicant pool data was limited/not available during FY 2022. Using the federal goal as a benchmark below is a list of MCO’s that fall below the federal goal benchmarks, as follows:

Below the federal goal benchmark (12%) for PWD:

- Environmental Protection Specialist/0028 - 10%
- Program Management/0340 – 6.97%
- Gen Natural Resources Mgmt & Bio Sciences/0401 – 6.94%
- Range Technician/0455 – 10.74%
- Forestry/0460 – 6.54%
- Forestry Technician/0462 – 2.34%
- Fish Biology/0482 – 1.96%
- Wildlife Biology/0486 – 7.94%
- General Engineering/0801 – 0.00%
- Civil Engineering/0810 - 6.25%
- Petroleum Engineering/0881 – 8.64%
- Purchasing/1105 – 0.00%
- General Physical Science/1301 – 5.56%
- Hydrology/1315 – 3.17%

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Criminal Investigating/1811 – 5.26%

Below the federal goal benchmark (2%) for PWTB:

Program Management/0340 – 1.99%

Forestry/0460 – 0.65%

Forestry Technician/0462 – 0.75%

Fish Biology/0482 – 0.00%

Wildlife Biology/0486 – 1.40%

General Engineering/0801 – 0.00%

Civil Engineering/0810 – 0.89%

Petroleum Engineering/0881 – 0.00%

Purchasing/1105 – 0.00%

Hydrology/1315 – 0.00%

Criminal Investigating/1811 – 0.00%

Source: B6P tables

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTB 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 X	No 0
b. Qualified Applicants for MCO (PWTB)	Yes X	No 0

Below the relevant applicant pool (RAP) benchmark for PWD:

Human Resources Assistance/203 – 20.69% compared to 22% RAP

Program Management/0340 – 6.97% compared to 7.56% RAP

Forestry Technician/0462 – 2.34% compared to 2.69% RAP

Fish Biology/0482 – 1.96% compared to 3.51% RAP

Petroleum Engineering Tech/0802 – 14.74% compared to 16.32% RAP

Civil Engineering/0810 - 6.25% compared to 7.48% RAP

Contracting/1102 – 17.04% compared to 18.18% RAP

Hydrology/1315 – 3.17% compared to 3.33% RAP

Geology/1350- 14.71% compared to 15.76% RAP

Criminal Investigating/1811 – 5.26% compared to 8.22% RAP

Below the relevant applicant pool benchmark for PWTB:

Human Resources Management/0201 – 6.15% compared to 6.51% RAP

Human Resources Assistance/203 – 5.17% compared to 6% RAP

Wildlife Biology/0486 – 1.40% compared to 1.83% RAP

Petroleum Engineering Tech/0802 – 5.79% compared to 6.32% RAP

Civil Engineering/0810 – 0.89% compared to 1.87% RAP

Realty/1170 – 3.21% compared to 3.55% RAP

Information Technology Management/2210 – 3.07% compared to 3.36% RAP

*No data for 0801, 1105 Series

Source: B6P

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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 0 No 0

b. Promotions for MCO (PWTD) Yes 0 No 0

Qualified applicant pool data was limited/not available during FY 2022.

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.

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.

The BLM, Division of Training and Employee Development located at the National Training Center (NTC) Emerging Leaders and Leadership Academy training programs' criteria, curriculum, and application process was revamped to increase opportunities for participation to a greater range of employees, including individuals with disabilities. Additionally, the Division of Training and Employee Development now employs a tracking system to monitor the demographics of participants in its career advancement/leadership training programs to include race, gender, disability status, veteran status, and age group to better inform barrier analysis in this area. The BLM Office of Civil Rights provided input and insight as these changes/improvements were underway.

Leadership Academy

Applicant Demographics: Individuals with disabilities (including those with targeted disabilities) application rates increased in FY 2021 and FY 2022 compared to FY 2019 application rates. Individuals with disabilities (including targeted disabilities) applied for the Leadership Academy at rates above their representation in the grade levels eligible for the program for at least two out of the three years.

Demographics by Eligibility: No individuals with disabilities were determined ineligible for the program.

Selectee Demographics: The net selection rate of individuals with disabilities increased significantly over the three-year period.

Emerging Leaders

Applicant Demographics: There has been notable increase in application rates of individuals with targeted disabilities for the ELP, with application rates above their representation in the workforce for two out of the three years. Individuals who identified as having a disability applied at rates higher than their representation in the workforce for two out of the three years.

Demographics by Eligibility: 37.5% of individuals with targeted disabilities were determined ineligible, significantly above their applicant rate of 7.2%. 35.7% of individuals with disabilities that applied for ELP were determined eligible but not selected for the program. This is at a rate significantly higher than their applicant rate of 12.6%. It is recommended that applicants who were determined ineligible be surveyed to possibly identify any barriers that may exist in the ELP application process.

Selectee Demographics: Individuals who identified as having a disability applied for the ELP at rates higher than their representation in the workforce in FY 2019 and FY 2022; Additionally, they were selected at rates higher than their representation in the workforce in all three years. Individuals with targeted disabilities applied for and were selected for the ELP at rates higher than their representation in the workforce for two out of the three years.

The Division of Training and Employee Development now requires managers/supervisors who do not approve/endorse individuals for participation in leadership training programs to provide an in-depth write up and feedback to the individual, so they have a clear understanding of what areas they need to meet/improve in in order to participate in the future.

The BLM is in process of developing a communications plan that ensures all groups within the workforce, including individuals with disabilities, are aware of opportunities for career advancement and growth as well as encouraging all to apply.

The BLM Office of Civil Rights and many state/center EEO offices are working collaboratively with HR to ensure tracking of Schedule A hiring and the number of employees converted to career employees after the two-year probationary period. BLM hired 62 Schedule A hires and converted 27 employees on Schedule A appointments to permanent career conditional appointments. If an employee hired under Schedule A authority was not converted to career status after the two-year probationary period, then HR and EEO will investigate the reasons why.

B. CAREER DEVELOPMENT OPPORTUNITIES

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 offers detail opportunities and temporary promotions across the agency. Additionally, there are two Career Development Programs: “Leadership Academy” and “Emerging Leaders” and employees are encouraged to apply/participate. Some individual states, including Arizona/New Mexico and Oregon/Washington, offer a mentorship program. The Departments DOI Career Connections webpage also provides additional resources for upward mobility.

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	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	Not tracked during FY22	OR/WA: 17 AZ/NM: 19 Mentors and 19 Mentees selected.	Not tracked during FY22	OR/WA: 3	Not tracked during FY22	Not tracked during FY22
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22
Detail Programs	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22	Not tracked during FY22
Other Career Development Programs	LA: 43 EL: 111	LA: 34 EL: 35	LA: 6 EL:14	LA: 6 EL: 4	LA: 2 EL: 8	LA: 2 EL: 2

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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.

- Applicants (PWD) Yes 0 No **X**
- Selections (PWD) Yes **X** No X

Leadership Academy

Applicant Demographics: Individuals with disabilities (including those with targeted disabilities) application rates increased in FY 2021 and FY 2022 compared to FY 2019 application rates. Individuals with disabilities (including targeted disabilities) applied for the Leadership Academy at rates above their representation in the grade levels eligible for the program for at least two out of the three years.

Demographics by Eligibility: No individuals with disabilities were determined ineligible for the program.

Selectee Demographics: The net selection rate of individuals with disabilities increased significantly over the three-year period.

Emerging Leaders

Applicant Demographics: There has been notable increase in application rates of individuals with targeted disabilities for the ELP, with application rates above their representation in the workforce for two out of the three years. Individuals who identified as having a disability applied at rates higher than their representation in the workforce for two out of the three years.

Demographics by Eligibility: 35.7% of individuals with disabilities that applied for ELP were determined eligible but not selected for the program. This is at a rate significantly higher than their applicant rate of 12.6%. It is recommended that applicants who were determined ineligible be surveyed to possibly identify any barriers that may exist in the ELP application process.

Selectee Demographics: Individuals who identified as having a disability applied for the ELP at rates higher than their representation in the workforce in FY 2019 and FY 2022; Additionally, they were selected at rates higher than their representation in the workforce in all three years. Individuals with targeted disabilities applied for and were selected for the ELP at rates higher than their representation in the workforce for two out of the three years.

4. Do triggers exist for PWTB 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 (PWTB) | Yes X | No 0 |
| b. Selections (PWTB) | Yes X | No 0 |

Leadership Academy

Applicant Demographics: Overall, application rates increased in FY 2021 and FY 2022 compared to FY 2019. Individuals with disabilities (including targeted disabilities) applied for the Leadership Academy at rates above their representation in the grade levels eligible for the program for at least two out of the three years.

Demographics by Eligibility: No individuals with disabilities were determined ineligible for the program.

Selectee Demographics: The net selection rate of individuals with disabilities increased significantly over the three-year period.

Emerging Leaders

Applicant Demographics: There has been notable increase in application rates of individuals with targeted disabilities for the ELP, with application rates above their representation in the workforce for two out of the three years.

Demographics by Eligibility: 37.5% of individuals with targeted disabilities were determined ineligible, significantly above their applicant rate of 7.2%. It is recommended that applicants who were determined ineligible be surveyed to possibly identify any barriers that may exist in the ELP application process.

Selectee Demographics: Individuals who identified as having a disability applied for the ELP at rates higher than their representation in the workforce in FY 2019 and FY 2022; Additionally, they were selected at rates higher than their representation in the workforce in all three years. Individuals with targeted disabilities applied for and were selected for the ELP at rates higher than their representation in the workforce for two out of the three years.

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) | Yes X | No 0 |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes X | No 0 |

Time-Off Awards 1-10 hours: PWD 1.24% and PWTD 1.06% compared to 1.68% inclusion rate benchmark results in trigger for both.

Time-Off Awards 21-30 hours: PWTD 1.41% compared to 1.60% inclusion rate benchmark results in a trigger.

Time-Off Awards 41 or more hours: PWTD 0% compared to 0.04% inclusion rate benchmark results in a trigger.

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Cash Awards \$2000 to \$2999: PWD 21.43% and PWTD 21.55% compared to 21.90% inclusion rate benchmark results in a trigger.

Cash Awards \$3000 to \$3999: PWD 6.76% and PWTD 7.42% compared to 8.88% inclusion rate benchmark results in a trigger.

Cash Awards \$4000 to \$4999: PWD 1.62% and PWTD 2.12% compared to 2.86% inclusion rate benchmark results in a trigger.

Cash Awards \$5000 or more: PWD 9.81% and PWTD 8.48% compared to 23.72% inclusion rate benchmark results in a trigger.

Source: Table B9-2

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 X | No |
| b. Pay Increases (PWTD) | Yes X | No |

QSI: PWD 1.81% and PWTD 1.06% compared to 2.30% inclusion rate benchmark results in a trigger.

Performance based has triggers for both PWD and PWTD at .10% for PWD and 0.00% for PWTD compared to 0.19% inclusion rate benchmark.

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 | N/A |
| b. Other Types of Recognition (PWTD) Yes | No X | N/A |

No other employee recognition programs evaluated.

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.

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Note: No Qualified Internal Applicants data is available for FY2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

a. SES			
a. Qualified Internal Applicants (PWD)	Yes	0	No 0
b. Internal Selections (PWD)	Yes	0	No 0
b. Grade GS-15			
a. Qualified Internal Applicants (PWD)	Yes	0	No 0
b. Internal Selections (PWD)	Yes	0	No 0
c. Grade GS-14			
a. Qualified Internal Applicants (PWD)	Yes	0	No 0
b. Internal Selections (PWD)	Yes	0	No 0
d. Grade GS-13			
a. Qualified Internal Applicants (PWD)	Yes	0	No 0
b. Internal Selections (PWD)	Yes	0	No 0

Source: Table B7

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.

Note: No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

a. SES			
a. Qualified Internal Applicants (PWTD)	Yes	0	No 0
b. Internal Selections (PWTD)	Yes	0	No 0
b. Grade GS-15			
a. Qualified Internal Applicants (PWTD)	Yes	0	No 0
b. Internal Selections (PWTD)	Yes	0	No 0

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- c. Grade GS-14
 - a. Qualified Internal Applicants (PWTD) Yes 0 No 0
 - b. Internal Selections (PWTD) Yes 0 No 0
- d. Grade GS-13
 - a. Qualified Internal Applicants (PWTD) Yes 0 No 0
 - b. Internal Selections (PWTD) Yes 0 No 0

Source: Table B7

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.

Note: No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

- a. New Hires to SES (PWD) Yes 0 No 0
- b. New Hires to GS-15 (PWD) Yes 0 No 0
- c. New Hires to GS-14 (PWD) Yes 0 No 0
- d. New Hires to GS-13 (PWD) Yes 0 No 0

Source: Table B7

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.

Note: No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers

- a. New Hires to SES (PWTD) Yes 0 No 0
- b. New Hires to GS-15 (PWTD) Yes 0 No 0
- c. New Hires to GS-14 (PWTD) Yes 0 No 0
- d. New Hires to GS-13 (PWTD) Yes 0 No 0

Source: Table B7

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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.

Note: No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

a. Executives

ii. Qualified Internal Applicants (PWD)	Yes 0	No 0
iii. Internal Selections (PWD)	Yes 0	No 0

b. Managers

i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0

c. Supervisors

i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0

During FY 2022 BLM employed 21 SES employees, 19 with no disability, 2 PWD. There are 81 GS-15 employees, 66 with no disability, 7 elect not to identify, 8 PWD and 1 PWTD.
No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

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 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

b. Managers

i. Qualified Internal Applicants (PWTD)	Yes 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

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- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Yes 0 No 0
 - ii. Internal Selections (PWTD) Yes 0 No 0

During FY 2022 BLM employed 21 SES employees, 19 with no disability, 2 PWD.

There are 81 GS-15 employees, 66 with no disability, 7 elect not to identify, 8 PWD and 1 PWTD.

No Qualified Internal Applicants data is available for FY 2022. Only internal selection data is available. Further data collection and analysis is required to identify potential triggers.

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 0 No 0
- b. New Hires for Managers (PWD) Yes 0 No 0
- c. New Hires for Supervisors (PWD) Yes 0 No 0

No Qualified Applicant Pool data is available for FY 2022.

Source Table B8

Snapshot of PWD Workforce Statistics for Executives, Managers and Supervisors, as follows:

Total Workforce includes 1,364 Management

94 Total Executives

21 Total ES-00

73 Total GS-15

Internal Competitive Selections:

Total of 67 Internal Selections in FY 2022 from a relevant applicant pool of 1,722.

Internal Selections:

8 (11.94%) PWD out of a relevant applicant pool of 176 (10.22%)

New Hires:

Total 22 New Hires External Selections in FY 2022, includes 1 PWD.

Career Development Program for Supervisors:

There were 641 Supervisors in Career Development Programs in FY 2022

- 47 (7.33%) were PWD

Internal Competitive Promotions:

There were 76 Internal Selections in FY 2022

- 4 (5.26%) were PWD

New Hires (External Selections):

There were 29 External Selections in FY 2022

- 2 (6.90%) were PWD

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 0	No 0
b. New Hires for Managers (PWTD)	Yes 0	No 0
c. New Hires for Supervisors (PWTD)	Yes 0	No 0

No Qualified Applicant Pool data is available for FY 2022.

Source Table B8

Snapshot of PWTD Workforce Statistics for Executives, Managers and Supervisors, as follows:

Total Workforce includes 1,364 Management

94 Total Executives

21 Total ES-00

73 Total GS-15

Total Management PWTD:

37 (2.71%) Total Managers (PWTD)

1 (1.06%) Total Executives (PWTD)

0 (0.00%) Total ES-00 (PWTD)

1 (1.37%) Total GS-15 (PWTD)

Managers in Career Development Program:

Total of 629 Managers in Career Development Programs in FY 2022

212 at the GS-14

417 at the GS-13

Managers in Career Development Programs (PWTD):

18 (2.86%) Total PWTD

A. 5 (2.36%) GS-14

B. 13 (3.12%) GS-13

Internal Selections:

Total of 67 Internal Selections in FY 2022 from a relevant applicant pool of 1,722

Internal Selections (PWTD):

1 (1.49%) PWTD out of a relevant applicant pool of 53 (3.08%)

New Hires:

Total 22 New Hires External Selections in FY 2022

There were no New Hires of PWTD in FY22

Career Development Program for Supervisors:

There were 641 Supervisors in Career Development Programs in FY 2022

- **18 (2.81%) were PWTD**

Internal Competitive Promotions:

There were 76 Internal Selections in FY 2022

- **1 (1.72%) were PWTD**

New Hires (External Selections):

There were 29 External Selections in FY 2022

2 (6.90%) were PWTD

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 X **No**

During FY 2022 the National Special Placement Program Manager reported that BLM hired 62 Schedule A hires and converted 27 employees on Schedule A appointments to permanent career conditional appointments. There were 1,149 permanent new hires, and of those, 62 were hired using the Schedule A hiring authority.

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

Source B1-2 Permanent Workforce

Removals (PWD): 7 (0.67%) exceeds the inclusion rate 0.19% benchmark.
Resignations (PWD): 35 (3.33%) exceeds inclusion rate 3.29% benchmark.
Retirements (PWD): 41 (3.90%) exceeds inclusion rate 4.0% benchmark.
Other Separations (PWD): 48 (4.57%) exceeds inclusion rate 4.18% benchmark.

Due to the overall separation rates being above their respective inclusion rates in these categories, the data identifies a potential barrier to equal employment and is crucial to continual assessment of both strategic outreach and internal inclusion practices that impact diversity inclusion and disability employment.

Without the consistent use of Exit Interviews, there is no mechanism in place to determine why PWD are leaving the organization. Highly recommend the use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWD are leaving. Further analysis into the removals of PWD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWD in performing their duties. No definitive barrier identified; however, triggers indicate that barriers may exist.

Need to conduct analysis on “Other Separations”, which may be transfers to other agencies or removals. Recommend further discussion with HR, as well as Exit Interview data, in order to determine whether a trigger exists.

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.

c. Voluntary Separations (PWTD)	Yes X	No
d. Involuntary Separations (PWTD)	Yes X	No

Source B1-2 Permanent Workforce

Removals (PWTD): 4 (1.41%) exceeds the inclusion rate 0.19% benchmark.

Resignations (PWTD): 10 (3.53%) exceeds inclusion rate 3.29% benchmark.

Retirements (PWTD): 14 (4.95%) exceeds inclusion rate 4.0% benchmark.

Other Separations (PWTD): 16 (5.65%) exceeds inclusion rate 4.18% benchmark

Due to the overall separation rates being above their respective inclusion rates in these categories, the data identifies a potential barrier to equal employment and is crucial to continual assessment of both strategic outreach and internal inclusion practices that impact diversity inclusion and disability employment.

Without the consistent use of Exit Interviews, there is no mechanism in place to determine why PWTD are leaving the organization. Highly recommend the use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWTD are leaving. Further analysis into the removals of PWTD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWTD in performing their duties. No definitive barrier identified; however, triggers indicate that barriers may exist.

Need to conduct analysis on “Other Separations”, which may be transfers to other agencies or removals. Recommend further discussion with HR, as well as Exit Interview data, in order to determine whether a trigger exists.

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

Of the 155 exit interviews for FY 2022, 26 people had a disability and of those, 6 people had a targeted disability. Exit interview data does not breakout the reasons for leaving by disability; therefore, the specific reasons for the 26 PWD that left the agency is not clear and requires further analysis.

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.

<http://www.blm.gov/info/office-of-civil-rights/public-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.

<http://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.

During FY 2022 National Section 508 Coordinator and two additional employees worked with a GIS private company, ESRI to develop software requirements that would export a more accessible PDF document. ESRI gathered our requirements and feedback to incorporate into a new version of ArcGIS Pro. These enhancements will save the BLM countless hours in making our maps 508 compliant. As maps are often the most popular BLM documents, this will be a significant improvement to the accessibility of our publicly posted documents.

National Section 508 Coordinator facilitated the issuance of DOI Digital Week that focused on accessibility. In particular, facilitated the ESRI training on producing 508 compliant maps using the ESRI software mentioned above.

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.)

Excluding COVID-19 Vaccine Mandate RAs and requests withdrawn by the employee, BLM processed 39.8% of RA requests timely during FY 2022.

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. All supervisors and managers were required to complete training on the reasonable accommodation process in FY 2022 through DOI Talent. Additionally, the BLM Office of Civil Rights continued its partnership with the BLM Employee Relations/Labor Relations National Program Lead to develop and provide a Reasonable Accommodations Training (two individual sessions, one designed specifically for non-supervisory employees and another for managers and supervisors) BLM-wide. Each session was offered once during the reporting period and is planned to reoccur on an annual basis. 395 employees attended the session for non-supervisory employees, and 347 employees attended the session for managers and supervisors. Employee/Labor Relations staff attended.

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.

All Supervisors and managers were required to complete training on the reasonable accommodation process in FY 2022 through DOI Talent. This training included information on Personal Assistance Services.

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 **X** No N/A

Calculations* are as follows:

BLM: 60.71%

of all formals claiming harassment: 28

PWD formals claiming harassment: 17 (10 Physical/7 Mental) = **60.71%**

* Source: BLM FY22 462 Report

Government-wide Average: 43.22% (as of FY 2019)

* Source: EEOC Annual Report of the Federal Work Force FY 2019 (2109 Annual Report Complaints Table)

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** N/A

BLM: During FY22, there was 1 Finding and 33 settlements*.

The one (1) finding of discrimination for BLM was for failure to accommodate an individual with a physical disability.

48.5% (16 of 33) of BLM settlements were for complaints alleging harassment; 56.3% (9 of 16) of those alleged harassment based on disability (5 Physical/4 Mental)

* Source: BLM FY22 462 Report Tool

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.

N/A – There were no findings of discrimination alleging harassment based on disability status during the last fiscal year.
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B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Yes **X** No N/A

Calculations* are as follows:

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BLM: 17.9%

of all formals claiming failure to provide RA: 7 of 39

PWD formals claiming failure to provide RA: 7 (7 Physical/0 Mental) = **17.9%**

* Source: BLM FY21 462 Reporting Tool

Government-wide Average: 13.9%

* Source: EEOC Annual Report of the Federal Work Force FY 2019 (2109 Annual Report Complaints Table)

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 X No N/A

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.

Monetary Corrective Actions:						
Corrective Action Type	Fiscal Year	Complaint Type	Date Due	Date Completed	Comments	Amount
Compensatory Damages	TBD	Formal	06/30/2022	TBD	IN PROCESS – Awaiting Compensatory Damages FAD	\$TBD
Attorney's Fees and Costs	TBD	Formal	06/30/2022	TBD	IN PROCESS – Awaiting Compensatory Damages FAD	\$TBD
Total:						\$TBD
Non-Monetary Corrective Actions:						
Corrective Action Type	Fiscal Year	Complaint Type	Date Due	Date Completed	Comments	
Training	2022	Formal	N/A	N/A	N/A – RMO no longer with the Agency	
Notice Posting	2022	Formal	03/08/2022	04/27/2022	Posting remains until 4/27/2023	
Leave Restored	TBD	Formal	TBD	TBD	Awaiting Compensatory Damages FAD	
Disciplinary Action for RMO	N/A	Formal	N/A	N/A	N/A – RMO no longer with the Agency	
Supplemental Investigation	2022	Formal	03/08/2022	03/02/2022	Forwarded to Department for Compensatory Damages FAD	

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 0

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

Yes X No 0 N/A 0

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(s)	<p>BLM's permanent workforce disability participation rates are:</p> <ul style="list-style-type: none"> • Peoples with Disability (PWD) 11.52% (below the federal goal of 12%) • Peoples with Targeted Disability (PWTD) 3.04% (above the 2.0% federal goal) <p>Trigger: Representation within the general disability category remains slightly below the 12% federal goal.</p> <p>Targeted outreach to disability employment organizations and affinity groups remains a critical component to our Agency's overall strategic outreach goals and initiatives. In addition, the Bureau must continue to promote the importance of self-identification for purposes of maintaining accurate demographic data, developing outreach strategies, and identifying potential barrier to equal employment opportunity. An instructional bulletin was issued to all BLM employees, on October 25, 2021, advising employees of the opportunity to update their Race, Ethnicity and Disability codes within the personnel system and shared periodically throughout the fiscal year.</p> <p>Targeted Disability category is above the federal goal of 2%.</p> <p>Trigger: Although the PWTD current representation is above the federal goal, there has been a slight decrease in participation from FY21 (3.15%). This is also true for the PWD category, since FY21 (11.70%) there has been a slight decrease in participation. Involuntary removals are also above participation rates for both categories, 13.71% for PWD (55 of 401 involuntary employee losses) and 4.99% for PWTD (20 of 401 involuntary employee losses).</p>
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In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2022, PWD represent 10.39% (579 employees) of the cluster, an increase from FY 2021 and FY 2020's PWD representation of 9.27% (508 employees) and 8.62% (465 employees) respectively.

Trigger: A total of 10.39% (579 employees) are situated in the GS-11 to SES grade distribution falling 1.61% below the benchmark of 12%. The numerical disparity represents a trigger.

PWD Workforce Statistics

New Hires FY20 (PWD): 16.35% (154 permanent employees)

New Hires FY21 (PWD): 13.05% (134 permanent employees)

New Hires FY22 (PWD): 11.40% (131 permanent employees)

Trigger: The percentage of new hires for PWD during FY 2022 falls slightly below the federal goal of 12%, the numerical disparity represents a trigger. Overall gains for the disability categories are below their permanent workforce inclusion rates. For FY22 employees who identify within the general disability category represent 11.52% (1037 employees) of the total permanent workforce and represent 11.40% (131 employees) of new hires. Part I objectives to improve outreach efforts are established to increase awareness around the use of Special Hiring Authorities to increase participation rates for PWD and PWTD.

Trigger: Using the relevant applicant pool as the benchmark, triggers do exist for PWD and/or PWTD among the qualified internal applicants for the following mission-critical occupations (MCO) at the BLM, as follows:

Below the relevant applicant pool (RAP) benchmark for PWD:

Human Resources Assistance/203 – 20.69% compared to 22% RAP

Program Management/0340 – 6.97% compared to 7.56% RAP

Forestry Technician/0462 – 2.34% compared to 2.69% RAP

Fish Biology/0482 – 1.96% compared to 3.51% RAP

Petroleum Engineering Tech/0802 – 14.74% compared to 16.32% RAP

Civil Engineering/0810 - 6.25% compared to 7.48% RAP

Contracting/1102 – 17.04% compared to 18.18% RAP

Hydrology/1315 – 3.17% compared to 3.33% RAP

Geology/1350- 14.71% compared to 15.76% RAP

Criminal Investigating/1811 – 5.26% compared to 8.22% RAP

Below the relevant applicant pool benchmark for PWTD:

Human Resources Management/0201 – 6.15% compared to 6.51% RAP

Human Resources Assistance/203 – 5.17% compared to 6% RAP

Wildlife Biology/0486 – 1.40% compared to 1.83% RAP

Petroleum Engineering Tech/0802 – 5.79% compared to 6.32% RAP

Civil Engineering/0810 – 0.89% compared to 1.87% RAP

Realty/1170 – 3.21% compared to 3.55% RAP

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	<p>Information Technology Management/2210 – 3.07% compared to 3.36% RAP *No data for 0801, 1105 Series</p> <p>When reviewing the applicants and/or selectees for the Emerging Leaders program a trigger was identified.</p> <p>Trigger: Demographics by Eligibility: 35.7% of individuals with disabilities that applied for ELP were determined eligible but not selected for the program. This is at a rate significantly higher than their applicant rate of 12.6%. It is recommended that applicants who were determined ineligible be surveyed to possibly identify any barriers that may exist in the ELP application process.</p> <p>Trigger: Demographics by Eligibility: 37.5% of individuals with targeted disabilities were determined ineligible, significantly above their applicant rate of 7.2%. It is recommended that applicants who were determined ineligible be surveyed to possibly identify any barriers that may exist in the ELP application process.</p> <p>Trigger: Using the inclusion rate as the benchmark, does your agency, the BLM has a trigger involving PWD and/or PWTD for time-off awards, bonuses, or other incentives, as follows:</p> <p>Time-Off Awards 1-10 hours: PWD 1.24% and PWTD 1.06% compared to 1.68% inclusion rate benchmark results in trigger for both. Time-Off Awards 21-30 hours: PWTD 1.41% compared to 1.60% inclusion rate benchmark results in a trigger. Time-Off Awards 41 or more hours: PWTD 0% compared to 0.04% inclusion rate benchmark results in a trigger. Cash Awards \$2000 to \$2999: PWD 21.43% and PWTD 21.55% compared to 21.90% inclusion rate benchmark results in a trigger. Cash Awards \$3000 to \$3999: PWD 6.76% and PWTD 7.42% compared to 8.88% inclusion rate benchmark results in a trigger. Cash Awards \$4000 to \$4999: PWD 1.62% and PWTD 2.12% compared to 2.86% inclusion rate benchmark results in a trigger. Cash Awards \$5000 or more: PWD 9.81% and PWTD 8.48% compared to 23.72% inclusion rate benchmark results in a trigger.</p> <p>Trigger: Using the inclusion rate as the benchmark, triggers exist involving PWD and/or PWTD for quality step increases or performance-based pay increases, as follows:</p> <p>QSI: PWD 1.81% and PWTD 1.06% compared to 2.30% inclusion rate benchmark results in a trigger.</p>
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	<p>Performance based has triggers for both PWD and PWTD at .10% for PWD and 0.00% for PWTD compared to 0.19% inclusion rate benchmark.</p> <p>Trigger: Using the inclusion rate as the benchmark, the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities, as follows:</p> <p><u>Source B1-2 Permanent Workforce</u> Removals (PWD): 7 (0.67%) exceeds the inclusion rate 0.19% benchmark. Resignations (PWD): 35 (3.33%) exceeds inclusion rate 3.29% benchmark. Retirements (PWD): 41 (3.90%) exceeds inclusion rate 4.0% benchmark. Other Separations (PWD): 48 (4.57%) exceeds inclusion rate 4.18% benchmark.</p> <p>Due to the overall separation rates being above their respective inclusion rates in these categories, the data identifies a potential barrier to equal employment and is crucial to continual assessment of both strategic outreach and internal inclusion practices that impact diversity inclusion and disability employment.</p> <p>Without the consistent use of Exit Interviews, there is no mechanism in place to determine why PWD are leaving the organization. Highly recommend the use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWD are leaving. Further analysis into the removals of PWD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWD in performing their duties. No definitive barrier identified; however, triggers indicate that barriers may exist.</p> <p>Need to conduct analysis on “Other Separations”, which may be transfers to other agencies or removals. Recommend further discussion with HR, as well as Exit Interview data, in order to determine whether a trigger exists.</p> <p>Trigger: Using the inclusion rate as the benchmark, the percentage of PWTD among voluntary separations exceed that of persons without targeted disabilities, as follows:</p> <p><u>Source B1-2 Permanent Workforce</u> Removals (PWTD): 4 (1.41%) exceeds the inclusion rate 0.19% benchmark. Resignations (PWTD): 10 (3.53%) exceeds inclusion rate 3.29% benchmark. Retirements (PWTD): 14 (4.95%) exceeds inclusion rate 4.0% benchmark.</p>
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	<p>Other Separations (PWTD): 16 (5.65%) exceeds inclusion rate 4.18% benchmark</p> <p>Due to the overall separation rates being above their respective inclusion rates in these categories, the data identifies a potential barrier to equal employment and is crucial to continual assessment of both strategic outreach and internal inclusion practices that impact diversity inclusion and disability employment.</p> <p>Without the consistent use of Exit Interviews, there is no mechanism in place to determine why PWTD are leaving the organization. Highly recommend the use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWTD are leaving. Further analysis into the removals of PWTD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWTD in performing their duties. No definitive barrier identified; however, triggers indicate that barriers may exist.</p> <p>Need to conduct analysis on “Other Separations”, which may be transfers to other agencies or removals. Recommend further discussion with HR, as well as Exit Interview data, in order to determine whether a trigger exists.</p> <p>The largest number of PWTD are at the GS-11 with 70 (2.75%), followed by GS-12 with 38 (2.29%). The GS-14 level has 9 (2.64%) PWTD employees and there is one (1.23%) PWTD at the GS-15 and zero SES employees with a targeted disability.</p>
<p>Barrier(s)</p>	<p>There are some very slight increases for PWD, but the feeder pool is decreasing for PWD. With the numbers being so small to begin with, any trend downward will impact the feeder pool for grades GS-11 to SES.</p> <p>Opportunities for advancement for PWD and PWTD may not include advancement to higher grades. This barrier may be leading to PWD and PWTD leaving the organization for advancement opportunities in other federal agencies. It appears PWD and PWTD are stagnating in the lower grades.</p>
<p>Objective(s)</p>	<p>Continue to analyze career advancement opportunities such as BLM Pathways, Emerging Leaders and Leadership Academy and state mentorship programs to determine whether PWD and PWTD are participating. Establish a baseline by obtaining participation data from HR and monitor for a three-year period to determine how PWD and PWTD participation is trending.</p> <p>Continue to collect and analyze Exit Interview data to determine why PWD are leaving the organization. Specifically find out whether PWD and PWTD are leaving for advancement opportunities with other agencies or other addressable reasons.</p>

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<p>Ensure managers and supervisors are educated on the reasonable accommodation process including the required interactive process. Managers and supervisors must be held accountable for engaging in the interactive process with their employee(s) when they have an employee who has a limitation and may require reasonable accommodation.</p> <p>HR is responsible for providing training for managers and supervisors, and encouraging their use, on various hiring authorities, including the Schedule A hiring authority and Workforce Recruitment Program (WRP) and Veterans' special hiring programs. As selecting officials have a better understanding their role in increasing participation rates for PWD and PWTD to build the feeder pool in the lower grades, GS-1 to GS-10 and increasing opportunities for PWD and PWTD to advance into the higher grades, GS-11 to SES.</p> <p>HQ leadership will require HR to develop a Schedule A Hiring Training for and make it mandatory for all managers and supervisors to complete in FY23.</p> <p>In FY23 analyze Schedule A hiring data to determine whether Schedule A hiring has increased.</p> <p>Monitor reasonable accommodation requests and the timeframe for providing the accommodation.</p> <p>Monitor EEO complaint trends for failure to provide reasonable accommodation or disability discrimination.</p>		
		Performance Standards Address the Plan?
<p>Managers and supervisors</p> <p>HR Employee Relations Specialists</p> <p>EEO/Civil Rights Managers and Specialists</p> <p>Selective Placement Program Coordinator (SPPC)</p>		Yes
Barrier Analysis Process Completed? No		Barrier(s) Identified? Ongoing: Triggers have been identified; further analysis is needed to identify specifics of the barrier.
Sources of Data	Sources Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	Bureau B Tables
Complaint Data (Trends)	Yes	ETK EEO

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Grievance Data (Trends)		Yes			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		Yes	ETK EEO		
Climate Assessment Survey (e.g., FEVS)		No	Not available		
Exit Interview Data		Yes			
Focus Groups		No	Not done		
Interviews		No	Not done		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		No			
Other (Please Describe)		Yes	Emerging Leaders and Leadership Academy Applicant Eligibility and Selectee Data		
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date	
09/30/2022	Provide Schedule A Training for all Managers and Supervisors (mandatory completion)	Yes	09/30/2023		
09/30/2023	Survey PWD and PWTD applicants for Emerging Leaders and Leadership Academy that were determined ineligible to identify any barriers that may exist in the ELP application process.	Yes			
09/30/2023	Coordinate with OPM and NTC to provide Agency Talent Portal training to HRO's and HR professionals to equip personnel to develop ATP campaigns to invite and drive applicants to apply for BLM jobs on USAJobs.	Yes			
09/30/2023	Discuss the possibility of expanding the use of SPPC within the BLM Servicing Human Resources Offices.	Yes			
09/30/2022	Set up applicant supply file for Schedule A Applicants.	Yes	09/30/2023		
09/30/2023	Develop and submit proposal to fill the National Disability Employment Program Manager position.	Yes			

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09/30/2023	Engage Barrier Analysis Team to review awards, separation, MCO's where low participation is identified, feeder pool for grades GS-11 to SES.	Yes		
Fiscal Year	Accomplishments			
FY22	<ul style="list-style-type: none"> • During FY 2022, the BLM Office of Civil Rights partnered with the BLM Employee Relations/Labor Relations National Program Lead to develop and provide a Reasonable Accommodations Training (with two individual sessions designed specifically for non-supervisory employees or managers, and supervisors) BLM-wide on a quarterly basis. 334 non-supervisory employees and 408 managers and supervisors participated in these training sessions. • An instructional bulletin was issued to all BLM employees, on October 25, 2021, advising employees of the opportunity to update their Race, Ethnicity and Disability codes within the personnel system and shared periodically throughout the fiscal year. • Overall gains for the Targeted Disability categories are above their benchmark workforce inclusion rates. In FY22 employees who identified within the Targeted Disability category represented 3.04% (274 employees) and represented 3.22% (37 employees) of the new hires in FY22. • During FY22 BLM hired 62 Schedule A hires compared to 12 in FY21 and a total of 27 Schedule A employees were converted to permanent career conditional appointments. • In FY 2022, the BLM onboarded a Special Placement Program Coordinator with the Office of Human Capital. BLM has designated collateral-duty points of contacts (POCs), who are accountable for the disability program responsibilities. • Special Placement Coordinator completed the training and certification to be a Workforce Recruitment Program recruiter. • The BLM Division of Training and Employee Development located at the NTC, Emerging Leaders and Leadership Academy training programs' criteria, curriculum, and application process was revamped to increase opportunities for participation to a greater range of employees, including individuals with disabilities. Additionally, the Division of Training and Employee Development now employs a tracking system to monitor the demographics of participants in its career advancement/leadership training programs to include race, gender, disability status, veteran status, and age group to better inform barrier analysis in this area. 			

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

Listed above, 4 of the 6 are newly planned activities to address the trigger as identified.

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

Listed above, 4 of the 6 are newly planned activities to address the trigger as identified.

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.

Listed above, 4 of the 6 are newly planned activities to address the trigger as identified.

Trigger 2	<p>Due to the overall separation rates being above their respective inclusion rates for PWD and PWTD, the data identifies a potential barrier to equal employment and is crucial to continual assessment of both strategic outreach and internal inclusion practices that impact diversity inclusion and disability employment.</p> <p><u>Source B1-2 Permanent Workforce</u></p> <p>Removals (PWTD): 4 (1.41%) exceeds the inclusion rate 0.19% benchmark.</p> <p>Resignations (PWTD): 10 (3.53%) exceeds inclusion rate 3.29% benchmark.</p> <p>Retirements (PWTD): 14 (4.95%) exceeds inclusion rate 4.0% benchmark.</p> <p>Other Separations (PWTD): 16 (5.65%) exceeds inclusion rate 4.18% benchmark</p> <p><u>Source B1-2 Permanent Workforce</u></p> <p>Removals (PWD): 7 (0.67%) exceeds the inclusion rate 0.19% benchmark.</p> <p>Resignations (PWD): 35 (3.33%) exceeds inclusion rate 3.29% benchmark.</p> <p>Retirements (PWD): 41 (3.90%) exceeds inclusion rate 4.0% benchmark.</p>
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	Other Separations (PWD): 48 (4.57%) exceeds inclusion rate 4.18% benchmark.
Barrier(s)	No definitive barrier identified; however, triggers indicate that barriers may exist.
Objective(s)	<p>In order to clearly understand what possible barriers exist, further analysis is needed.</p> <p>Without the consistent use of Exit Interviews, there is no mechanism in place to determine why PWTDD are leaving the organization. Highly recommend the use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWTDD are leaving. Further analysis into the removals of PWTDD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWTDD in performing their duties. No definitive barrier identified; however, triggers indicate that barriers may exist.</p> <p>Need to conduct analysis on “Other Separations”, which may be transfers to other agencies or removals. Recommend further discussion with HR, as well as Exit Interview data, in order to determine whether a barrier exists.</p> <p>Highly recommend the increased use of an Exit Interview, followed by analysis conducted by the Disability Program Manager, to determine why PWD and PWTDD are leaving. Further analysis into the removals of PWD/PWTDD to determine if there may be a need to provide additional assistance, possibly reasonable accommodations, to assist PWTDD in performing their duties.</p> <p>To have proposing officials document the reasons that they are involuntarily separating specific PWTDD, sanitized of any PII like names, and share those reasons with EEO for analysis. Additionally, data on all disciplinary action for comparative purposes to analyze whether employees without disabilities are being disciplined differently for the same offenses than PWTDD.</p> <p>To create awareness on Reasonable Accommodations, Addressing Myths around PWTDD, and a special campaign around PWTDD with mental illness.</p> <p>Monitor whether these PWTDD involuntary separations continue to be above our benchmarks.</p>
	Performance Standards Address the Plan?
Managers and supervisors HR Employee Relations Specialists EEO/Civil Rights Managers and Specialists Selective Placement Program Coordinator (SPPC) Barrier Analysis Team	No

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Barrier Analysis Process Completed? No		Barrier(s) Identified? Ongoing: Triggers have been identified; further analysis is needed to identify specifics of the barrier.		
Sources of Data		Sources Reviewed?	Identify Information Collected	
Workforce Data Tables		Yes	Bureau B Tables	
Complaint Data (Trends)		Yes	IComplaints	
Grievance Data (Trends)		Yes		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		Yes	IComplaints	
Climate Assessment Survey (e.g., FEVS)		No	Not available	
Exit Interview Data		Yes		
Focus Groups		No	Not done	
Interviews		No	Not done	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		No		
Other (Please Describe)				
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
09/30/2022	Implement education campaigns on Reasonable Accommodations, Addressing Myths around PWTD, and a special campaign around PWTD with mental illness.	Yes	09/30/2023	
09/30/2022	Work with HR to obtain data to capture reasons for overall separations for PWD and PWTD. Analyze exit interview data, disciplinary actions, and any other narrative data to have a more complete picture of why there are so many involuntary separations.	Yes	09/30/2023	

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Fiscal Year	Accomplishments
	None

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

DOI issues exit surveys to those leaving our workforce, however, the data is not yet released in a format that allows for further analysis due to the way it is collected and disseminated.

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

n/a

3. 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.

HR is working both internally and with the Department to ensure future dissemination of this data is useful to State/Centers to identify challenges at their respective locations.