

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 |

The total BLM permanent workforce includes 1161 employees with reportable disabilities. Participation rates are as follows: • Persons with Disability (PWD) 12.22% (above the federal goal of 12%). The Agency had a +0.70% increase in PWD that resulted in meeting/exceeding the federal goal compared to FY 2022 (11.52%). • Peoples with Targeted Disability (PWTD) 3.14% (above the 2.0% federal goal) and is a +0.10% increase compared to FY 2022 (3.04%). PWD representation in the GS-1 to GS-10 cluster is 13.65% (460 employees) which is 1.65% 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 2023, PWD represent 11.27% (645 employees) of the cluster, an increase from FY 2022 PWD representation of 10.39% (579 employees). Trigger: A total of 11.27% (645 employees) are situated in the GS-11 to SES grade distribution falling 0.73% below the benchmark of 12%. The numerical disparity represents a trigger. Source: Table B4GSP

*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 |

No trigger exists. Currently representation for PWTD in the GS-1 to GS-10 cluster is 3.53% (119 employees). A total of 2.85% (163 employees) are situated in the GS-11 to SES grade distribution. Both grade level clusters exceed the 2% benchmark. Source: Table B4GSP

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	5751	648	11.27	163	2.83
Grades GS-1 to GS-10	3414	464	13.59	121	3.54

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. Transparent reporting continues, data on the gender, race/national origin, and disability status composition of BLM's permanent workforce is published on the Building a Stronger BLM SharePoint site. The Workforce Demographics report is updated biannually (mid-year and year-end), and the Supervisor Demographics reports are updated quarterly. These snapshots include the numeric count and federal hiring goal percentages for individuals with reportable and targeted disabilities. The BLM Office of Civil Rights provides quarterly briefings to the Executive Leadership Team. Briefings communicate numerical goals for PWD and PWTD.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

BLM has a full-time Special Placement Program Coordinator under the Business Management & Administration Directorate. The BLM has designated collateral-duty points of contacts (POCs), who are accountable for the disability program responsibilities. Permanent full-time AEP/Equity Program Manager and AEP/Equity Program Specialist hired on 2/26/2023. BLM Diversity Officer hired in December 2022. A total of 5 Recruiters were hired across the BLM during FY 2023. The agency continues to fill funded vacant Employee Relations Specialists. 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 reasonable accommodation requests from applicants and employees	13	0	0	Dilene Smith, Lead Human Resources Specialist (ER/LR), HQ-711 dasmith@blm.gov Resources Specialist (ER/LR), kgraham@blm.gov And State ER/LR POCs
Special Emphasis Program for PWD and PWTD	0	0	1	Charles Lasley, Public Civil Rights Specialist
Architectural Barriers Act Compliance	1	0	0	Stephen Cole, Architect, NOC scole@blm.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	25	Brianna Huerta, National 508 Program Manager/National Forms Manager And Collateral Duty Coordinators across the BLM
Answering questions from the public about hiring authorities that take disability into account	12	0	0	Karen Irons, National Program Coordinator for Veterans & Individuals And BLM State/Center HR Offices
Processing applications from PWD and PWTD	12	0	0	State/Center Staffing Specialists process applications for PWD/ PWTD under

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

Answer Yes

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 March 2023, the BLM Office of Civil Rights partnered with the BLM Employee Relations/Labor Relations National Program Lead to develop and provide a Reasonable Accommodation Training (with one individual session designed specifically for non-supervisory employees delivered on March 15 and another for managers and supervisors delivered on March 27.) Disability Program Staff was included. On 1/18/23, a total of 61 Human Resources (HR) Officers and Hiring Managers across the BLM received training on the Agency Talent Portal (ATP). ATP offers targeted recruitment services to help recruiters, HR Specialists and Hiring Managers discover highly skilled talent. Within ATP, the Agency can create and collaborate on recruitment campaigns, search over 1.5 million resumes, and create career-related events to post on USAJOBS. By using ATP, the BLM can collaborate with other HR Specialists and Hiring Managers, search for and proactively engage with talent, create, and track recruitment activities through campaigns, find potential job candidates for direct hire and non-competitive hiring, and other critical hiring needs and create events to advertise job fairs, hiring workshops or other career-related activities. On 3/21/23 a total of 57 HR Officers and Hiring Managers received Workforce Recruitment Program training providing instruction on how to utilize. WRP connects federal employers with highly motivated college students, graduate students, and recent graduates with disabilities. Candidates are available for internships, part-time, or full-time employment nationwide. Undergraduate, graduate students, and recent graduates with disabilities from many academic and professional backgrounds.

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

Permanent full-time AEP/Equity Program Manager and AEP/Equity Program Specialist hired on 2/26/2023. BLM Diversity Officer hired in December 2022. A total of 5 Recruiters were hired across the BLM during FY 2023. The BLM Office of Civil Rights, Public Civil Right Specialist served as the Disability Program Manager during FY 2023. Separate budgets for Diversity & Inclusion/EEO, Special Emphasis, and Diversity Change Agent, and/or reasonable accommodations programs continue to be funded throughout FY 2023. Further, there is sufficient funding available for providing

Section III: Program Deficiencies In The Disability Program

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.
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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 Division of HR Policy and Programs (HQ-712) office collaborates with Bureau hiring officials to discuss hiring options for individuals with disabilities; HQ-712 performs outreach efforts and works with organizations that have applicants ready to enter the workforce, for example information about the Workforce Recruitment Program (WRP) and Agency Talent Portal (ATP) was shared across BLM, as platforms offering targeted recruitment services to help HR manages and hiring officials discover highly skilled talent they can consider non-competitively. A BLM SkillBridge Database has been created to house interested service member resumes and available dates of employment for intern opportunities on the HQ-712 TEAMS site. 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. 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

The BLM remains focused on increasing Federal Employment of Individuals with Disabilities. A total of 44 Schedule A hires occurred in FY 2023 and a total of 33 employees on Schedule A appointments were converted 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 and VA disability letter documenting their eligibility. Applicants meeting minimum qualifications for the position are referred to the selecting official for non-competitive consideration. HQ-712 has implemented an applicant supply file for Schedule A applicants to house interested schedule A applicants resumes on the HQ-712 TEAMS site. 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.

Answer No

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. During March 2023, the BLM Office of Civil Rights partnered with the BLM Employee Relations/Labor Relations National Program Lead to develop and provide a Reasonable Accommodation Training (with one individual session designed specifically for non-supervisory employees delivered on March 15 and another for managers and supervisors delivered on March 27.) 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 2024.

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-712 has a Special Placement Program (SPP) Coordinator responsible for assisting the organization to meet its recruitment and retention goals for individuals with disabilities. The SPP 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) Answer No

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

PWD Workforce Statistics New Hires FY22 (PWD): 11.40% (131 permanent employees) New Hires FY23 (PWD): 12.34% (200 permanent employees) The percentage of new hires for PWD during FY 2023 exceeds the federal goal of 12%. Overall gains for the disabilities categories are above their benchmark workforce inclusion rates. In FY 2023 employees who identified within the general disability category represented 12.14% (1101 employees) and represented 12.34% (200 employees) of the new hires in

FY23. No trigger. PWTD Workforce Statistics New Hires FY22 (PWTD): 3.22% (37 permanent employees) New Hires FY23 (PWTD): 2.59% (42 permanent employees) The percentage of new hires for PWTD during FY 2023 exceeds the federal goal of 2%. Overall gains for the Targeted Disability categories are above their benchmark workforce inclusion rates. In FY 2023 employees who identified within the Targeted Disability category represented 3.11% (282 employees) and represented 2.59% (42 employees) of the new hires in FY23. No trigger. Source: B1-1

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	1953	4.56	1.48	0.97	0.41

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

Qualified applicant pool data was limited/not available during FY 2023. Using the federal goal as a benchmark below is a list of MCO’s that have an inclusion rate that falls below the federal goal benchmarks, as follows: Below the federal goal benchmark (12%) for PWD: Environmental Protection Specialist/0028 – 8.89% Program Management/0340 – 9.39% Gen Natural Resources Mgmt & Bio Sciences/0401 – 7.15% Range Technician/0455 – 11.71% Forestry/0460 – 7.10% Forestry Technician/0462 – 2.47% Fish Biology/0482 – 5.88% Wildlife Biology/0486 – 9.05% General Engineering/0801 – 0.00% Civil Engineering/0810 - 7.55% Mining Engineering/0880 – 5.88% Petroleum Engineering/0881 – 9.52% Purchasing/1105 – 0.00% General Physical Science/1301 – 11.11% Hydrology/1315 – 4.84% Criminal Investigating/1811 – 3.95% Below the federal goal benchmark (2%) for PWTD: Environmental Protection Specialist/0028 – 0.00% Program Management/0340 – 1.66% Gen Natural Resources Mgmt & Bio Sciences/0401 – 1.96 % Forestry/0460 – 0.00% Forestry Technician/0462 – 0.82% Fish Biology/0482 – 1.96% General Engineering/0801 – 0.00% Civil Engineering/0810 – 0.94% Petroleum Engineering/0881 – 0.00% Purchasing/1105 – 0.00% Hydrology/1315 – 0.00% Criminal Investigating/1811 – 0.00% Source: B6P

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0025 PARK RANGER	59	13.56	0.00
0028 ENVIRONMENTAL PROTECTION SPECIALIST	1	0.00	0.00
0201 HUMAN RESOURCES MANAGEMENT	53	26.42	0.00
0203 HUMAN RESOURCES ASSISTANT	35	28.57	11.43
0340 PROGRAM MANAGEMENT	9	22.22	0.00
0401 GENERAL NATURAL RESOURCES MGT & BIO SCIENCES	61	9.84	0.00
0455 PARK RANGER TECHNICIAN	24	8.33	0.00
0460 FORESTRY	16	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0462 FORESTRY TECHNICIAN	323	2.48	0.93
0482 FISH BIOLOGY	7	42.86	14.29
0486 WILDLIFE BIOLOGY	36	11.11	2.78
0801 GENERAL ENGINEERING	1	0.00	0.00
0802 PETROLEUM ENGINEERING TECHNICIAN	19	15.79	5.26
0810 CIVIL ENGINEERING	7	14.29	0.00
0880 MINING ENGINEERING	1	0.00	0.00
0881 PETROLEUM ENGINEERING	10	10.00	0.00
0965 LAND LAW EXAMINING	20	15.00	5.00
1102 CONTRACTING	38	23.68	7.89
1105 PURCHASING	0	0.00	0.00
1170 REALTY	30	13.33	6.67
1301 GENERAL PHYSICAL SCIENCE	5	40.00	20.00
1315 HYDROLOGY	8	12.50	0.00
1350 GEOLOGY	19	5.26	0.00
1811 CRIMINAL INVESTIGATING	4	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	21	33.33	9.52

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

Qualified Internal Applicant data for MCO’s is not provided on FY 2023 MD-715 Tables. Below is the relevant applicant pool (RAP) benchmark for PWD: Park ranger/0025 – 0.00% compared to 17.89% RAP Environmental Protection Specialist/0028 – 0.00% compared to 10.00% RAP Human Resources Mgmt/0201 – 0.00% compared to 27.18% RAP Human Resources Assistance/0203 – 0.00% compared to 22.41% RAP Program Management/0340 – 0.00% compared to 7.46% RAP Gen Natural Resources Mgmt & Bio Sciences/0401 – 0.00 % compared to 7.37% RAP Range Technician/0455 – 0.00% compared to 10.74% RAP Forestry/0460 – 0.00% compared to 6.54% Forestry Technician/0462 – 0.00% compared to 2.43% RAP Fish Biology/0482 – 0.00% compared to 1.96% RAP Wildlife Biology/0486 – 0.00% compared to 8.88% RAP Petroleum Engineering Tech/0802 – 0.00% compared to 16.84% RAP Civil Engineering/0810 - 0.00% compared to 7.14% RAP Mining Engineering/0880 – 0.00% compared to 12.50% RAP Petroleum Engineering/0881 – 0.00% compared to 9.88% RAP Land Law Examining/0965 – 0.00% compared to 18.68% RAP Contracting/1102 – 0.00% compared to 17.04% RAP Realty/1170 – 0.00% compared to 14.64% RAP General Physical Science/1301 – 0.00% compared to 5.56% RAP Hydrology/1315 – 0.00% compared to 3.17% RAP Geology/1350 - 0.00% compared to 15.88% RAP Criminal Investigating/1811 – 0.00% compared to 5.26% RAP Information Technology Mgmt/2210 – 0.00% compared to 21.93% RAP Below the relevant applicant pool benchmark for PWTD: Park ranger/0025 – 0.00% compared to 5.26% RAP Environmental Protection Specialist/0028 – 0.00% compared to 2.00% RAP Human Resources Mgmt/0201 – 0.00% compared to 8.21% RAP Human Resources Assistance/0203 – 0.00% compared to 5.17% RAP Program Management/0340 – 0.00% compared to 1.99% RAP Gen Natural Resources Mgmt & Bio Sciences/0401 – 0.00 % compared to 2.02% RAP Range Technician/0455 – 0.00% compared to 4.96% RAP Forestry Technician/0462 – 0.00% compared to 0.75% RAP Wildlife Biology/0486 – 0.00% compared to 2.35% RAP Petroleum Engineering Tech/0802 – 0.00% compared to 6.32% RAP Civil Engineering/0810 - 0.00% compared to 0.89% RAP Mining Engineering/0880 – 0.00% compared to 6.25% RAP Land Law Examining/0965 –

0.00% compared to 6.04% RAP Contracting/1102 – 0.00% compared to 6.67% RAP Realty/1170 – 0.00% compared to 3.57% RAP General Physical Science/1301 – 0.00% compared to 5.56% RAP Geology/1350 - 0.00% compared to 4.71% RAP Information Technology Mgmt/2210 – 0.00% compared to 3.51% RAP Source: B6P

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

Qualified applicant pool data was limited/not available during FY 2023.

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.

As of November 2nd, 2023, all employees are required to have Individual Development Plans (IDPs) in place. IDPs include formal and informal training and mentoring programs, career development opportunities, details to promotions, and similar programs that address advancement. Leadership Academy Cohort 24 application period opened May 1, 2023, and closed on June 16, 2023. The program started on September 20, 2023, and will end on September 13, 2024. Applicant Demographics: 15.38% (4) of the 26 applicants for Leadership Academy 2024 identify as having a disability, but there was no representation among applicants with a targeted disability. Individuals with disabilities applied for the Leadership Academy 2024 cohort at a rate above their representation in the grade levels and supervisory status eligible for the program. Demographics by Eligibility: No individuals with disabilities were determined ineligible or not selected for the program. Selectee Demographics: 16.67% (4) of the 24 selectees for Leadership Academy 2024 identify as having a disability, but there was no representation among selectees with a targeted disability. Individuals with disabilities applied for the Leadership Academy 2024 cohort at a rate above their representation in the grade levels and supervisory status eligible for the program. Emerging Leaders Applicant Demographics: 26.98% (17) of the 63 applicants for Emerging Leaders 2024 identify as having a disability, but there was no representation among applicants with a targeted disability. Individuals with disabilities applied for the Emerging Leaders 2024 cohort at a rate above their representation in the grade levels eligible for the program. Demographics by Eligibility: No individuals with disabilities were determined ineligible for the program. Of 21 applicants found eligible but not nominated for selection, 28.51% (6) were individuals with a disability. This rate is above the PWD applicant inclusion rate (26.98%). The same is true for individuals with no disability (71.43% (15) found eligible but not nominated for selection, 66.67% applicant inclusion rate) Selectee Demographics: 28.57% (10) of the 35 selectees for Emerging Leaders 2024 identify as having a disability, but there was no representation among selectees with a targeted disability. Individuals with disabilities applied for the Emerging Leaders 2024 cohort at a rate above their representation in the grade levels eligible for the program.

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 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 (%)
Other Career Development Programs	89	59	x	x	10	4
Mentoring Programs	0	48	3	3	0	0
Coaching Programs	0	0	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

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

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

Leadership Academy: Of the 34 (2.68%) of employees with targeted disability status and eligible by grade and supervisory status to participate in the Leadership Academy, there is no representation of PWTD among the applicants or selectees for the cohort underway in FY23. Emerging Leaders: Additionally, of the 260 (3.15%) of employees with targeted disability status and eligible by grade to participate in Emerging Leaders, there is no representation of PWTD among the applicants or selectees for the cohort underway in FY23.

C. AWARDS

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

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

Time-Off Awards 1-10 hours: PWD 3.04% and PWTD 3.06% compared to 3.92% inclusion rate benchmark results in trigger for both. Time-Off Awards 21-30 hours: PWD 1.43% and PWTD 0.00% compared to 1.90% inclusion rate benchmark results in trigger for both. Time-Off Awards 40+ hours: PWTD 0.00% compared to 0.01% inclusion rate benchmark results in a trigger. Cash Awards \$500 and Under: PWD 21.98% and PWTD 26.87% compared to 43.57% inclusion rate benchmark results in trigger for both. Cash Awards \$2000 to \$2999: PWD 24.31% and PWTD 22.11% compared to 25.08% inclusion rate benchmark results in trigger for both. Cash Awards \$3000 to \$3999: PWD 7.60% and PWTD 6.46% compared to 10.19% inclusion rate benchmark results in trigger for both. Cash Awards \$4000 to \$4999: PWD 2.77% and PWTD 3.40% compared to 3.58% inclusion rate benchmark results in trigger for both. Cash Awards \$5000 or more: PWD 7.60% and PWTD 4.76% compared to 8.49% inclusion rate benchmark results in trigger for both. Source: Table B9-2

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	343	2.93	3.58	3.02	2.90
Time-Off Awards 1 - 10 Hours: Total Hours	1422	13.26	14.79	12.08	13.67
Time-Off Awards 1 - 10 Hours: Average Hours	4.15	0.39	0.06	1.34	0.06
Time-Off Awards 11 - 20 hours: Awards Given	321	4.22	3.28	3.69	4.40
Time-Off Awards 11 - 20 Hours: Total Hours	5172	69.42	52.56	59.06	73.00
Time-Off Awards 11 - 20 Hours: Average Hours	16.11	1.42	0.23	5.37	0.05
Time-Off Awards 21 - 30 hours: Awards Given	166	1.38	1.72	0.00	1.85
Time-Off Awards 21 - 30 Hours: Total Hours	4083	33.59	42.49	0.00	45.19
Time-Off Awards 21 - 30 Hours: Average Hours	24.6	2.10	0.35	0.00	2.83
Time-Off Awards 31 - 40 hours: Awards Given	277	3.88	2.68	4.36	3.71
Time-Off Awards 31 - 40 Hours: Total Hours	10358	143.32	100.77	157.05	138.59
Time-Off Awards 31 - 40 Hours: Average Hours	37.39	3.19	0.53	12.08	0.11
Time-Off Awards 41 or more Hours: Awards Given	2	0.09	0.01	0.00	0.12
Time-Off Awards 41 or more Hours: Total Hours	96	4.13	0.68	0.00	5.56
Time-Off Awards 41 or more Hours: Average Hours	48	4.13	0.68	0.00	5.56

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1335	16.11	13.93	17.45	15.64
Cash Awards: \$501 - \$999: Total Amount	1046263	12596.47	10925.21	13924.50	12137.89
Cash Awards: \$501 - \$999: Average Amount	783.72	67.36	11.14	267.78	-1.84
Cash Awards: \$1000 - \$1999: Awards Given	3891	46.17	41.72	47.32	45.77
Cash Awards: \$1000 - \$1999: Total Amount	5559634	65059.69	59911.73	66415.77	64591.43
Cash Awards: \$1000 - \$1999: Average Amount	1428.84	121.38	20.39	471.03	0.64

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Awards Given	2249	23.43	25.28	21.81	23.99
Cash Awards: \$2000 - \$2999: Total Amount	5290552	54723.51	59701.01	50239.93	56271.73
Cash Awards: \$2000 - \$2999: Average Amount	2352.4	201.19	33.52	772.92	3.77
Cash Awards: \$3000 - \$3999: Awards Given	888	7.32	10.24	6.38	7.65
Cash Awards: \$3000 - \$3999: Total Amount	2934275	24514.21	33743.87	21483.89	25560.60
Cash Awards: \$3000 - \$3999: Average Amount	3304.36	288.40	46.80	1130.73	-2.46
Cash Awards: \$4000 - \$4999: Awards Given	313	2.67	3.71	3.36	2.43
Cash Awards: \$4000 - \$4999: Total Amount	1390701	11915.42	16445.16	15136.91	10803.01
Cash Awards: \$4000 - \$4999: Average Amount	4443.13	384.37	63.01	1513.69	-5.59
Cash Awards: \$5000 or more: Awards Given	754	7.32	8.06	4.70	8.23
Cash Awards: \$5000 or more: Total Amount	4475171	43681.65	48788.12	24843.96	50186.44
Cash Awards: \$5000 or more: Average Amount	5935.24	513.90	85.89	1774.57	78.59

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 Yes
- b. Pay Increases (PWTD) Answer Yes

QSI: PWD 2.68% compared to 2.71% inclusion rate benchmark results in a trigger. Performance based has triggers for both PWD and PWTD at 0.18% for PWD and 0.00% for PWTD compared to 0.19% inclusion rate benchmark.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	17	0.17	0.21	0.00	0.23

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

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. 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 N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

Note: No Qualified Internal Applicants data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

Note: No Qualified Internal Applicants data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 | N/A |
| b. New Hires to GS-15 (PWD) | Answer | N/A |
| c. New Hires to GS-14 (PWD) | Answer | N/A |
| d. New Hires to GS-13 (PWD) | Answer | N/A |

Note: No Qualified Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 | N/A |
| b. New Hires to GS-15 (PWTD) | Answer | N/A |
| c. New Hires to GS-14 (PWTD) | Answer | N/A |
| d. New Hires to GS-13 (PWTD) | Answer | N/A |

Note: No Qualified Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

Note: No Qualified Internal Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 N/A
 - ii. Internal Selections (PWTD) Answer N/A
 - b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
 - c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

Note: No Qualified Internal Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 N/A
 - b. New Hires for Managers (PWD) Answer N/A
 - c. New Hires for Supervisors (PWD) Answer N/A

Note: No Qualified Internal Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

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 N/A
 - b. New Hires for Managers (PWTD) Answer N/A
 - c. New Hires for Supervisors (PWTD) Answer N/A

Note: No Qualified Internal Applicant data is available on the FY2023 MD-715 data tables. Only selection data is provided. Further data collection and analysis is required to identify potential triggers. Source: Tables B7/B8

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

During FY 2023 the National Special Placement Program Manager reported that a total of 44 Schedule A hires occurred and a total of 33 employees on Schedule A appointments were converted to permanent career conditional appointments. There were 1,621 permanent new hires, and of those, 44 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) Answer No

b. Involuntary Separations (PWD) Answer Yes

Source B1-2 Permanent Workforce Removals (PWD): 9 (0.75%) exceeds the inclusion rate 0.36% benchmark. Resignations (PWD): No trigger exists. Retirements (PWD): No trigger exists. Other Separations (PWD): No trigger exists. Due to removal rates being above the inclusion rate benchmark, 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. 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.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	1	0.08	0.00
Permanent Workforce: Removal	31	0.66	0.24
Permanent Workforce: Resignation	220	2.57	1.99
Permanent Workforce: Retirement	262	3.23	2.35
Permanent Workforce: Other Separations	501	5.14	4.63
Permanent Workforce: Total Separations	1015	11.69	9.22

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

a. Voluntary Separations (PWTD) Answer Yes

b. Involuntary Separations (PWTD) Answer Yes

Source B1-2 Permanent Workforce Removals (PWTD): 2 (0.63%) exceeds the inclusion rate 0.36% benchmark. Resignations (PWTD): No trigger exists. Retirements (PWTD): No trigger exists. Other Separations (PWTD): No trigger exists. Due to removal rates being above the inclusion rate benchmark, the data identifies a potential barrier to equal employment. Further analysis into the removals of PWTD 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.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	1	0.32	0.00
Permanent Workforce: Removal	31	0.64	0.28
Permanent Workforce: Resignation	220	2.88	2.03
Permanent Workforce: Retirement	262	3.19	2.43
Permanent Workforce: Other Separations	501	4.47	4.70
Permanent Workforce: Total Separations	1015	11.50	9.44

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 262 exit interviews for FY 2023, 47 people had a disability and of those, 9 people had a targeted disability. Exit interview data does not breakout the reasons for leaving by disability; therefore, the specific reasons for the 47 PWD that left the agency is not clear and requires further analysis.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.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.

The Office of Civil Rights is working in coordination with the BLM Accessibility Coordinator and the Experienced Services Program to enhance the BLM Accessibility Interactive Map which highlights BLM campsites and visitor centers with disability accessibility features. The interactive map is being updated to include additional photos and descriptions of accessibility amenities. The Bureau continues to work with project managers and state centers to ensure that public facing NEPA planning, and land use documents are made available in alternate formats upon request.

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 48.6% of RA requests timely during FY 2023 compared to 39.8% in 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 2023 through DOI Talent. Additionally, the BLM Office of Civil Rights continued its partnership with the BLM Employee Relations to develop and provide a Reasonable Accommodation Training (with one individual session designed specifically for non-supervisory employees delivered on March 15 and another for managers and supervisors delivered on March 27.)

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 FY 2023 through DOI Talent. This training included information on Personal Assistance Services. Zero requests for PAS were received in FY 2023.

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 No

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

N/A – There were no findings of discrimination alleging harassment based on disability status during the last fiscal year.

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 No

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

No complaints alleging harassment resulted in findings of discrimination for FY 2023.

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:		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. Targeted Disability category is above the federal goal of 2%. 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).				
Provide a brief narrative describing the condition at issue.						
How was the condition recognized as a potential barrier?						
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>				
		People with Disabilities				
		People with Targeted Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice		
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Not Identified		<p>In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2023, PWD represent 11.27% (645 employees) of the cluster, an increase from FY 2022 PWD representation of 10.39% (579 employees).</p> <p>Trigger #1: A total of 11.27% (645 employees) are situated in the GS-11 to SES grade distribution falling 0.73% below the benchmark of 12%. The numerical disparity represents a trigger.</p> <p>Source: Table B4GSP</p> <p>Trigger #2: Qualified applicant pool and selection data was limited/ not provided in the FY 2023 MD-715 data tables. As a result, unable to evaluate if triggers exist for 1)PWD and/or PWTD among the new hires for any of the mission-critical occupations. 2) trigger involving PWD among the qualified internal applicants and/or selectees for promotions at all levels of the organization.</p>		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2021	09/30/2023	Yes	09/30/2023		See objectives list for Trigger 1.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
See Responsible Officials list for Trigger 1.		See Responsible Officials list for Trigger 1.		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	See Planned Activities list for Trigger 1.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	See Accomplishments list for Trigger 1.

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?	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) Trigger: Representation within the general disability category remains slightly below the 12% federal goal.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted 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		
	Barrier Not Identified		No definitive barrier identified; however, triggers indicate that barriers may exist.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2022	Yes	09/30/2023		Provide Schedule A Training for all Managers and Supervisors (mandatory completion).
09/30/2022	09/30/2023	Yes			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.
09/30/2022	09/30/2023	Yes			Develop and submit proposal to fill the National Disability Employment Program Manager position.
09/30/2022	09/30/2023	Yes			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.
09/30/2022	09/30/2023	Yes			Discuss the possibility of expanding the use of SPPC within the BLM Servicing Human Resources Offices.
09/30/2021	09/30/2022	Yes	09/30/2023		Set up applicant supply file for Schedule A Applicants.

Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2022	09/30/2023	Yes			Engage Barrier Analysis Team to review awards, separation, MCO's where low participation is identified, feeder pool for grades GS-11 to SES.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
HR Employee Relations Specialists		HR Employee Relations Specialists		Yes		
EEO/Civil Rights Managers and Specialists		EEO/Civil Rights Managers and Specialists		Yes		
All Managers and Supervisors		All Managers and Supervisors		Yes		
Selective Placement Program Coordinator (SPPC)		Karen Irons		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Ensure consistent use of Exit Interviews, for utilization of data to help determine why PWTD are leaving the organization.			Yes		
09/30/2022	Ensure proposing officials document the reasons that they are involuntarily separating specific PWTD, 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 PWTD			Yes		
09/30/2023	Implement education campaigns on Reasonable Accommodations, Addressing Myths around PWTD, and a special campaign around PWTD with mental illness.			Yes		
09/30/2022	Work with HR to get the data, like exit interview and any other narrative data to have a more complete picture of why there are so many involuntary separations.			Yes		
09/30/2022	Investigate whether it is feasible to implement a BLM specific exit interview with questions tailored to our needs. Begin implementation of BLM specific exit interviews.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	<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 nonsupervisory 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.

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:		<p>In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2023, PWD represent 11.27% (645 employees) of the cluster, an increase from FY 2022 PWD representation of 10.39% (579 employees). Trigger #1: A total of 11.27% (645 employees) are situated in the GS-11 to SES grade distribution falling 0.73% below the benchmark of 12%. The numerical disparity represents a trigger. Source: Table B4GSP Trigger #2: Qualified applicant pool and selection data was limited/not provided in the FY 2023 MD-715 data tables. As a result, unable to evaluate if triggers exist for 1)PWD and/or PWTD among the new hires for any of the mission-critical occupations. 2) trigger involving PWD among the qualified internal applicants and/or selectees for promotions at all levels of the organization.</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>			
STATEMENT OF BARRIER GROUPS:		<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>			
Barrier Analysis Process Completed?:		N			
Barrier(s) Identified?:		N			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
<p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>		None		Further analysis is needed to identify and eliminate the existing institutional/attitudinal barriers. Further examination of data, the policies, procedures, and outreach, hiring and career development practices of the agency processes will continue.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2023	Yes	09/30/2024		See Objectives list for Trigger 1.
09/30/2023	09/30/2024	Yes	09/30/2024		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.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
BLM Managers and Supervisors, HR Employee Relations Specialists		EEO/CR Managers, EEO Specialists and Selective Placement Program Coordinator		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Survey PWD and PWTB applicants for Emerging Leaders and Leadership Academy that were determined ineligible to identify any barriers that may exist in the ELP application process.	Yes	09/30/2024	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2023	See Accomplishments for Trigger 1.			

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?		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 Information Technology Management/2210 – 3.07% compared to 3.36% RAP *No data for 0801, 1105 Series			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted 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	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2023	Yes	09/30/2023		See Objectives list for Trigger 1.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
See Responsible Officials list for Trigger 1.		See Responsible Officials list for Trigger 1.		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2023	See Planned Activities for Trigger 1.			Yes	

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	See Accomplishments list for Trigger 1.

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?	Trigger #3: IWTD did not apply for Leadership Academy Cohort 24 or the Emerging Leaders 2024 Program.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted 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			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2021	09/30/2023	Yes	09/30/2024		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.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
See Responsible Officials list for Trigger 1.		See Responsible Officials list for Trigger 1.		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	See Planned Activities list for Trigger 1.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	See Accomplishments for Trigger 1.

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B4				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		<p>In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2023, PWD represent 11.27% (645 employees) of the cluster, an increase from FY 2022 PWD representation of 10.39% (579 employees). Trigger #1: A total of 11.27% (645 employees) are situated in the GS-11 to SES grade distribution falling 0.73% below the benchmark of 12%. The numerical disparity represents a trigger. Source: Table B4GSP Trigger #2: Qualified applicant pool and selection data was limited/not provided in the FY 2023 MD-715 data tables. As a result, unable to evaluate if triggers exist for 1)PWD and/or PWTD among the new hires for any of the mission-critical occupations. 2) trigger involving PWD among the qualified internal applicants and/or selectees for promotions at all levels of the organization.</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>				
STATEMENT OF BARRIER GROUPS:		<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice		
<p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>				<p>In the GS-11 to SES cluster, there are improvements worthy of note despite still having room to grow. In FY 2023, PWD represent 11.27% (645 employees) of the cluster, an increase from FY 2022 PWD representation of 10.39% (579 employees). Trigger #1: A total of 11.27% (645 employees) are situated in the GS-11 to SES grade distribution falling 0.73% below the benchmark of 12%. The numerical disparity represents a trigger. Source: Table B4GSP Trigger #2: Qualified applicant pool and selection data was limited/not provided in the FY 2023 MD-715 data tables. As a result, unable to evaluate if triggers exist for 1)PWD and/or PWTD among the new hires for any of the mission-critical occupations. 2) trigger involving PWD among the qualified internal applicants and/or selectees for promotions at all levels of the organization.</p>		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2021	09/30/2023	Yes	09/30/2023		See Objectives list for Trigger 1.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
See Responsible Officials list for Trigger 1		See Responsible Officials list for Trigger 1		Yes		
Planned Activities Toward Completion of Objective						
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	09/30/2024	

Report of Accomplishments	
Fiscal Year	Accomplishment
2023	<ul style="list-style-type: none"> • During FY 2023, the BLM Office of Civil Rights partnered with the BLM Employee Relations/Labor Relations National Program Lead to provide a Reasonable Accommodation Training (with one individual session designed specifically for non-supervisory employees delivered on March 15 and another for managers and supervisors delivered on March 27.) • An instructional bulletin was issued to all BLM employees, on November 3, 2022, advising employees of the opportunity to update their Race, Ethnicity and Disability codes within the personnel system and shared periodically throughout the fiscal year. • The total BLM permanent workforce includes 1161 employees with reportable disabilities. This computes to 12.22 percent of the total workforce, 0.22 percent above the federal goal of 12 percent. The BLM is ahead of the federal goal of 2 percent for targeted disabilities, with 298 employees, 3.14 percent, identifying as individuals with a targeted disability. • Overall gains for the disability categories are slightly above their permanent workforce inclusion rates. For FY 2023 employees who identify within the general disability category represent 12.22% (1161 employees) of the total permanent workforce and represent 12.34% (200 employees) of the new hires in FY 2023. • The BLM remains focused on increasing Federal Employment of Individuals with Disabilities. A total of 44 Schedule A hires occurred in FY 2023 and a total of 33 employees on Schedule A appointments were converted to permanent career conditional appointments. The BLM Diversity Officer along with the Veteran’s Program Lead expanded the use of the Skillbridge program and works closely with a community of practice that is committed to identifying employment opportunities for Veterans and persons with disabilities. • Improved transparent reporting continues as data on gender, race/national origin, and disability composition of BLM’s permanent workforce is published on the Building a Stronger BLM, Together SharePoint site. The site is open to all employees. The Workforce Demographics report is updated biannually, and the Supervisor Demographics reports are updated quarterly. • During FY 2023, a total of 99 RA requests were processed. The BLM started using I-MART to track RA requests resulting in an 8.8% improvement in processing times. BLM processed 48.6% of RA requests timely during FY 2023 compared to 39.8% in FY 2022. • During FY 2023 all BLM Managers and Supervisors were required to complete a 2-hour Reasonable Accommodation for Supervisors and Managers webinar in DOI-Talent. • The BLM engaged with the Department to support the development of the new Reasonable Accommodation (RA) Policy. The Agency released the updated RA Policy effective October 24, 2022. Socialization of the new policy, website, and tracking system occurred. • The BLM Human Capital and Office of Civil Rights collaborated to develop examples of disability-based harassment to include as part of the agency’s anti-harassment policy training. The materials were finalized and implemented during FY 2023. • A total of 98% of the BLM employees completed the DOI Responding to Discrimination and Harassing Conduct training by the required deadline of December 30, 2022. The course included examples of disability-based harassment. • Hiring managers and SHROs will continue to strengthen partnerships with organizations like Operation War Fighter, which allows the BLM to host transitioning wounded, ill and disabled veterans for internship opportunities that could lead to permanent employment via Scheule A or other hiring authorities. BLM also plans on expanding use of the Department of Defense (DoD) Skill Bridge program. • Permanent full-time AEP/Equity Program Manager and AEP/Equity Program Specialist hired on 2/26/2023. • BLM Diversity Officer hired in December 2022. • A total of 5 Recruiters were hired across the BLM during FY 2023. • The BLM Office of Civil Rights, Public Civil Right Specialist served as the Disability Program Manager during FY 2023.

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?		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: 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.			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted 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		
			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. 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.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2023	Yes	09/30/2023		See Objectives list for Trigger 1.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
See Responsible Officials list for Trigger 1.		See Responsible Officials list for Trigger 1.		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
09/30/2023	See Planned Activities list for Trigger 1.			Yes	
Report of Accomplishments					
Fiscal Year	Accomplishment				
2022	See Accomplishments list for Trigger 1.				

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:		<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: 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.</p>				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>				
		People with Disabilities				
Barrier Analysis Process Completed?:		N				
Barrier(s) Identified?:		N				
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice		
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.				<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>		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
09/30/2021	09/30/2023	Yes	09/30/2023		See Objectives list for Trigger 1.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
See Responsible Official list for Trigger 1.		See Responsible Official list for Trigger 1.		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	See Planned Activities list for Trigger 1.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	See Accomplishments list for Trigger 1.

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?		Trigger: Using the inclusion rate as the benchmark, the percentage of PWTD among voluntary separations exceed that of persons without targeted disabilities, as follows: 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. 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.			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Targeted 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		
			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. 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.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2023	Yes	09/30/2023		See Objectives list for Trigger 1.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
See Responsible Officials list for Trigger 1.		See Responsible Officials list for Trigger 1.		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	See Planned Activities for Trigger 1.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	See Accomplishments list for Trigger 1.			

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:		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. 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. 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.			
Provide a brief narrative describing the condition at issue.					
How was the condition recognized as a potential barrier?					
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		N			
Barrier(s) Identified?:		N			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.				No definitive barrier identified; however, triggers indicate that barriers may exist.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2021	09/30/2022	Yes	09/30/2023		Implement education campaigns on Reasonable Accommodations, Addressing Myths around PWTD, and a special campaign around PWTD with mental illness.
09/30/2021	09/30/2022	Yes	09/30/2023		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.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
All HR Employee Relations Specialists		All HR Employee Relations Specialists		No	
All Managers and Supervisors		All Managers and Supervisors		No	
All EEO/Civil Rights Managers and Specialists		All EEO/Civil Rights Managers and Specialists		No	

Responsible Official(s)				
Title	Name	Standards Address The Plan?		
Selective Placement Program Coordinator (SPPC)	Karen Irons	No		
Barrier Analysis Team	Barrier Analysis Team	No		
Planned Activities Toward Completion of Objective				
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	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	No accomplishments to report.			

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

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

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

Listed above, 4 are newly planned activities to address the trigger as identified. No planned activities have been completed.

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 are newly planned activities to address the trigger as identified. 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.