

## 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 | No |

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

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

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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	1042	237	22.74	67	6.43
Grades GS-11 to SES	3038	385	12.67	84	2.76

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

Before a position is advertised, a pre-recruitment consultation (PRC) is conducted where an assessment of a vacant position, including numerical goals, alternative position management and recruitment methods, the sharing of statistical workforce data, and targeted recruitment options for advertisement such as PWD, PWTD, veterans, and upward mobility are discussed between Human Resources (HR), EEO professionals, and the hiring official.

### 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

In FY 2022, Reclamation hired a collateral duty Disability Program Manager to promote the hiring, advancement, and retention of qualified individuals with disabilities. Reclamation’s Disability Program Manager, Disability Program SEPM, Selective Placement Program Coordinator, and Section 508 Coordinator will collaboratively provide Bureau-level guidance and oversight and will collaborate with the regions to delineate regional disability program standards.

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	
Special Emphasis Program for PWD and PWTD	6	0	0	Jamar Fowler Disability Program SEPM jfowler@usbr.gov
Processing applications from PWD and PWTD	20	0	0	Christine Dziedzina HR Specialist cdziedzina@usbr.gov
Answering questions from the public about hiring authorities that take disability into account	20	0	0	Christine Dziedzina HR Specialist cdziedzina@usbr.gov
Section 508 Compliance	13	0	0	Michelle Piland Reclamation Section 508 Officer mpiland@usbr.gov
Architectural Barriers Act Compliance	15	0	0	Brian Lawler, Public Civil Rights Program Manager, blawler@usbr.gov
Processing reasonable accommodation requests from applicants and employees	7	0	0	Kellyanne Litton HR Specialist klitton@usbr.gov

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

Answer Yes

In FY 2022, the Selective Placement Program Coordinator was a member of the Department’s Individuals with Disability Employment Inter Bureau Expert Team (IBET), which discussed best practices and trends in disability inclusion. One region (UCB), however, has identified that it does not have disability program staff. Nevertheless, the remaining regions have dedicated staff members, providing ongoing education and training to carry out their functions. In 2023, the Disability Program Manager anticipates joining the IBET and receiving supplemental training to promote and increase the employment and retention effort for individuals with disabilities.

**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

### Section III: Program Deficiencies In The Disability Program

<b>Brief Description of Program Deficiency</b>	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [see 29 CFR §1614.203(d)(3)]		
<b>Objective</b>	Create Reclamation specific standards that align with the revised, Department level policy.		
<b>Target Date</b>	Sep 30, 2021		
<b>Completion Date</b>	Oct 24, 2022		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2021	October 24, 2022	After the Department updates the reasonable accommodation policy, collaborate with HR Manager to establish a comprehensive reasonable accommodation policy/procedures.
	Jun 30, 2023	October 24, 2022	Department to issue final draft on or around 6/30/2023. Reclamation targets to implement reasonable accommodation policy as quickly as possible thereafter.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	BOR added feedback to DOI draft policy on 3/18/2022.	
	2023	On October 24, 2022, Department issued a reasonable accommodation policy (Personnel Bulletin 21-03, Processing Requests for Reasonable Accommodation for Individuals with Disabilities). Accordingly, while the agency did not separately publish the RA policy that duplicates the Department’s release, Reclamation’s adopted procedures via the Department’s direction comply with the EEOC’s regulations and guidance without further action needed.	

<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
<b>Objective</b>	Coordinate with Department-level Human Resource Office and Office of Diversity, Inclusion, and Civil Rights to include questions on how the agency could improve the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities in the Department-wide exit survey.		
<b>Target Date</b>	Sep 30, 2022		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2021		Inclusive Cultural Strategist to meet with Department-level diversity and inclusion staff to address exit survey questions.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2022	Reclamation revisited this vulnerability with the Department’s Office of Diversity, Inclusion, and Civil Rights. In FY 2023, the agency will continue to work with the Department’s Office of Human Capital to update the survey language and resolve this reported deficiency.	

### 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 Workforce Recruitment Program (WRP) is a recruitment and referral program that connects employers with qualified job applicants for positions. Applicants are postsecondary students with disabilities who are eager to prove their abilities in the workforce. Through the WRP, employers have access to candidates across the nation, the ability to source candidates who are disabled veterans, pre-screened job candidates, and flexibility to appoint those with disabilities to internships or temporary and permanent positions. Reclamation supports partnerships with state rehabilitation offices, veterans' networks, and many disability workforce recruiting organizations that provide workshops and training to secure employment for their participants in the workforce. These programs are designed to develop, enhance, and/or provide an entryway back into the workforce while providing managers an opportunity to sponsor internships while going through the process of filling vacant position. Reclamation's Regional HRO's frequently send vacancy announcements to many organizations including, but not limited to: 29 veterans organizations, eight vocational rehabilitation contacts, three youth organizations, 17 employee organizations and partner organizations, 15 diversity/job service organizations, and over 150 colleges and universities. These vacancy notifications reinforce Reclamation's commitment to becoming a model employer of people with disabilities. Reclamation works closely with the Wounded Warrior Project and the Feds Hire Vets to develop job search training and increase opportunities for disabled veterans to obtain employment. Also, Reclamation's Technical Services Center (TSC) continued its recruitment relationship with the National Technical Institute for the Deaf (NTID), located at the Rochester Institute of Technology in New York. Finally, Reclamation's Technical Services Center (TSC) continued its recruitment relationship with the National Technical Institute for the Deaf (NTID), one of nine colleges of Rochester Institute of Technology (RIT) in New York. NTID has returned to hosting an in-person College Fair (October 2022). RIT is accredited by ABET (formerly known as the Accreditation Board for Engineering and Technology). NTID is home to the world's first and largest technological college for deaf and hard-of-hearing students. Since 2014, with the exception of 2 years during the COVID-19 pandemic, Reclamation's Technical Service Center (TSC) sent representatives to NTID College Fair since 2014 through the initiatives and passions of individual deaf employees within the TSC. With new support from a service agreement with the Reclamation Civil Rights Division (CRD) and overhead funding from the Technical Service Center's (TSC) Civil Engineering Services Division #1, Reclamation could send three Reclamation deaf employees as representatives to the October 2022 NTID College Fair.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

During the PRC phase of Reclamation's hiring practice, the servicing EEO and HR Offices provide the hiring official with information on diversity statistics within the region and their office. These statistics include information on PWD and PWTD. The hiring official is provided with recruitment strategies to increase the number of PWD and PWTD, including hiring candidates using Schedule A, 30% or More Disabled Veteran Authority, and the Veterans Recruitment Appointment (VRA) Authority.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Applicants can be identified through numerous avenues such as vacancy announcements, recruitment fairs, vocational rehabilitation centers, special emphasis programs, or by word of mouth. When a person with a disability applies for a position in a vacancy announcement, the HR Specialist will review the applicant's hiring package to determine their eligibility and qualifications. The applicant must submit documentation of their disability. Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. If the proper documentation has been submitted and the applicant is determined to be qualified for the position, they are referred non-competitively to the hiring official. Under Schedule A, veterans' preference does apply, and the veterans' preference is annotated on the selection certificate. Another hiring authority that is used is the 30% or More Disabled Veterans Authority. As with Schedule A, applicants can be identified through various avenues such as those listed above or through veterans' organizations or through the Department's Veterans' hiring programs. The applicant must provide a copy of their Department of Veterans Affairs (VA) letter

showing they are a 30% or more compensable veteran. The veteran must be found qualified. If qualified, the veteran may be referred to the hiring official. Another hiring authority that is used is the 30% or More Disabled Veterans Authority. As with Schedule A, applicants can be identified through various avenues such as those listed above, veterans’ organizations, or through the Department’s Veterans’ hiring programs. The applicant must provide a copy of their Department of Veterans Affairs (VA) letter showing they are a 30% or more compensable veteran. If qualified, the veteran may be referred to the hiring official.

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

Answer Yes

During new supervisor training and pre-recruitment consultations.

**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 Special Emphasis Program Manager for People with Disabilities (SEPM) continued a partnership with the National Technical Institute for the Deaf (NTID) faculty and administration and worked with them to develop “Maximizing Recruitment and Internship Partnerships with the National Technical Institute for the Deaf (NTID).” State and local rehabilitation departments continue to be invited to present disability awareness training to our managers and employees. CRD collaborated with the VA’s Office of Vocational Rehabilitation and Employment (VR&E) in Denver to provide training on processes to hire veterans with disabilities. Additionally, Reclamation’s servicing Human Resources offices and Equal Employment Opportunity offices partnered with Veteran Service Organizations (VSOs) in promoting job vacancies and special veterans and disabled veterans appointing authorities. Such recruiting efforts with VSOs included job fairs, conferences, outreach meetings, and community and educational group meetings (e.g., participation at military career fairs at Army, Navy, Air Force, Marine bases and local VA hospitals; and targeted outreach with State vocational rehabilitation counselors; disabled veterans counselors; advisors for ethnic groups in universities, colleges, trade schools; Women’s Resource Center; ethnic groups within the community; high school counselors; military Employment Assistance Offices; and Heroes to Hire Program advisors).

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

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

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	301	10.63	0.66	3.99	0.00

- 2.

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

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

Job Series 0810: PWD 7.50%,

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES MANAGEMENT	32	18.75	9.38
0401 GEN NATURAL RESOURCES MGMT AND BIO SCIENCE	21	4.76	0.00
0510 ACCOUNTING	22	4.55	0.00
0560 BUDGET ANALYSIS	10	10.00	0.00
0810 CIVIL ENGINEERING	80	7.50	5.00
0830 MECHANICAL ENGINEERING	9	0.00	0.00
0850 ELECTRICAL ENGINEERING	11	9.09	0.00
1102 CONTRACTING	58	15.52	3.45
2810 HIGH VOLTAGE ELECTRICIAN	16	12.50	6.25
5352 INDUSTRIAL EQUIPMENT MECHANIC	12	16.67	8.33
5407 ELECTRIC POWER CONTROLLING	15	20.00	6.67

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

Reclamation was unable to obtain meaningful applicant flow data to address this subsection regarding applicants

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

**A. ADVANCEMENT PROGRAM PLAN**

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Reclamation ensures that employees with disabilities are accommodated in all training and development opportunities. In FY 2022, the agency provided various external opportunities for training and development for employees at all levels (entry, mid-level, supervisory, managerial, and executive). Most programs supported professional and technical training and developmental needs as part of each employee’s Individual Development Plan (IDP). In FY 2022, Reclamation began creating a disability ERG, which will focus on recruitment, retention, and advancement opportunities. The ERG officially began operating in FY 2023

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

In FY 2022, Reclamation provided various external opportunities for training and development for employees at all levels (entry, mid, supervisory, managerial, and executive). Most programs supported professional and technical training and developmental needs as part of our Individual Development Program (IDP). Reclamation’s flagship opportunity, the Reclamation Leadership Development Program (RLDP), provides developmental experiences to broaden perspectives and competencies in leadership and management for dynamic self-starters with proven management and communication skills at the GS-13 and GS-14 or equivalent levels who have demonstrated significant potential for serving in higher level leadership positions. These include attendance at the Office of Personnel Management’s (OPM) Leadership Assessment Program, courses in leading organizations, budgetary policies and processes, internal controls, and two of OPM’s leadership development courses that include a minimum 60-day developmental assignment in a leadership position. RLDP is a competitive opportunity with an in-depth selection process. Additionally, employees can participate in detail opportunities which are advertised Reclamation-wide and access training through DOI Talent.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	113	15	Unknow	Unknow	Unknow	Unknow
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Detail Programs						
Training Programs						
Other Career Development Programs	25	8	8%	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

Analysis based on Reclamation Leadership Development Program, as no data is available for internships.

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

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

Analysis based on Reclamation Leadership Development Program, as no data is available for internships.

**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

With an inclusion rate of 15.33 for PWD and 3.81 for PWTD, the following awards indicate triggers: Cash awards \$4000-4999, PWD 10.6% Cash awards \$5000+, PWD 7.5%, PWTD 0.5%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1044	21.12	21.41	20.32	21.37
Time-Off Awards 1 - 10 Hours: Total Hours	4283	105.73	83.40	126.74	99.17
Time-Off Awards 1 - 10 Hours: Average Hours	4.1	0.64	0.10	3.34	-0.21
Time-Off Awards 11 - 20 hours: Awards Given	305	8.14	5.83	11.23	7.18
Time-Off Awards 11 - 20 Hours: Total Hours	4994	130.79	96.37	180.75	115.19
Time-Off Awards 11 - 20 Hours: Average Hours	16.37	2.04	0.44	8.61	-0.01
Time-Off Awards 21 - 30 hours: Awards Given	137	2.80	2.55	1.07	3.34
Time-Off Awards 21 - 30 Hours: Total Hours	3303	66.92	61.75	24.06	80.30
Time-Off Awards 21 - 30 Hours: Average Hours	24.11	3.04	0.65	12.03	0.24
Time-Off Awards 31 - 40 hours: Awards Given	547	13.23	10.53	17.65	11.85
Time-Off Awards 31 - 40 Hours: Total Hours	21555	521.25	414.56	695.72	466.78
Time-Off Awards 31 - 40 Hours: Average Hours	39.41	5.01	1.06	21.08	-0.01
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00



Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

  

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1277	27.99	25.65	33.16	26.38
Cash Awards: \$501 - \$999: Total Amount	960855	20856.11	19320.44	24635.83	19676.13
Cash Awards: \$501 - \$999: Average Amount	752.43	94.80	20.23	397.35	0.35
Cash Awards: \$1000 - \$1999: Awards Given	2750	49.62	56.06	57.22	47.25
Cash Awards: \$1000 - \$1999: Total Amount	3688240	66107.51	75251.11	74543.85	63473.79
Cash Awards: \$1000 - \$1999: Average Amount	1341.18	169.51	36.06	696.67	4.93
Cash Awards: \$2000 - \$2999: Awards Given	1471	25.45	31.13	17.65	27.88
Cash Awards: \$2000 - \$2999: Total Amount	3536063	60390.97	75131.35	40859.89	66488.31
Cash Awards: \$2000 - \$2999: Average Amount	2403.85	301.96	64.82	1238.18	9.68
Cash Awards: \$3000 - \$3999: Awards Given	580	7.51	13.19	7.49	7.51
Cash Awards: \$3000 - \$3999: Total Amount	1954230	24952.42	44469.76	24009.09	25246.91
Cash Awards: \$3000 - \$3999: Average Amount	3369.36	422.92	90.57	1714.94	19.57
Cash Awards: \$4000 - \$4999: Awards Given	235	3.18	5.13	3.74	3.01
Cash Awards: \$4000 - \$4999: Total Amount	1035210	13690.71	22690.76	16639.57	12770.12
Cash Awards: \$4000 - \$4999: Average Amount	4405.15	547.63	118.80	2377.08	-23.50
Cash Awards: \$5000 or more: Awards Given	201	1.91	4.78	0.53	2.34
Cash Awards: \$5000 or more: Total Amount	1514512	11343.64	37030.89	3557.75	13774.29
Cash Awards: \$5000 or more: Average Amount	7534.89	756.24	208.04	3557.75	-118.35

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	14	0.00	0.38	0.00	0.00

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

**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 No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer No
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer No

Reclamation was unable to obtain meaningful applicant flow data to address this subsection regarding applicants.

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 No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer No

- c. Grade GS-14
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer No
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer No

Reclamation was unable to obtain meaningful applicant flow data to address this subsection regarding applicants.

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

In FY 2023, Reclamation is working with the Department of the Interior to improve applicant flow data reporting.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWTD) Answer No
  - b. New Hires to GS-15 (PWTD) Answer No
  - c. New Hires to GS-14 (PWTD) Answer No
  - d. New Hires to GS-13 (PWTD) Answer No

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. Executives
    - i. Qualified Internal Applicants (PWD) Answer N/A
    - ii. Internal Selections (PWD) Answer No
  - b. Managers
    - i. Qualified Internal Applicants (PWD) Answer N/A

- ii. Internal Selections (PWD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer No

Reclamation was unable to obtain meaningful applicant flow data to address this subsection regarding applicants.

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
    - ii. Internal Selections (PWTB) Answer No
  - b. Managers
    - i. Qualified Internal Applicants (PWTB) Answer N/A
    - ii. Internal Selections (PWTB) Answer No
  - c. Supervisors
    - i. Qualified Internal Applicants (PWTB) Answer N/A
    - ii. Internal Selections (PWTB) Answer No

Reclamation was unable to obtain meaningful applicant flow data to address this subsection regarding applicants.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWD) Answer No
  - b. New Hires for Managers (PWD) Answer No
  - c. New Hires for Supervisors (PWD) Answer No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWTB) Answer No
  - b. New Hires for Managers (PWTB) Answer No
  - c. New Hires for Supervisors (PWTB) Answer No

## Section VI: Plan to Improve Retention of Persons with Disabilities

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.25	0.11
Permanent Workforce: Resignation	209	3.01	4.15
Permanent Workforce: Retirement	218	4.39	4.11
Permanent Workforce: Other Separations	222	4.26	4.22
Permanent Workforce: Total Separations	656	11.90	12.59

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 No

Voluntary separations for PWOD were 13.98%, while voluntary separations for PWTD were 17.68%. For PWTD, the difference is equivalent to 1 person, which may not indicate a trigger. For retirement and other separations the gap is wider.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	7	0.00	0.14
Permanent Workforce: Resignation	209	4.71	3.95
Permanent Workforce: Retirement	218	7.33	4.03
Permanent Workforce: Other Separations	222	6.28	4.15
Permanent Workforce: Total Separations	656	18.32	12.27

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.

Exit survey data reveals that 13.9% of respondents (36 total) identified as having a disability. The top 4 concrete reasons this demographic group identified for separating from service included: (No. 1) lack of promotion and/or career (11 respondents); (No. 2) dissatisfaction with work environment (8 respondents); (No. 3) retirement (7 respondents); and (No. 4) family or personal matters (7).

## 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.

For Reclamation's Section 508 compliance, contact: <https://www.doi.gov/ocio/section508> Reclamation's Accessibility Policy may be found on Reclamation's public website at the following address: <https://www.usbr.gov/main/access.html>

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.

The Architectural Barriers Act (ABA) requires access to facilities that are designed, built, altered, or leased with Federal funds. The Access Board is the federal agency responsible for enforcing the ABA. The Access Board's accessibility standards are available on their website at [www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards](http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards), and information about filing a complaint may be found on Reclamation's public website at the following address: <https://www.usbr.gov/crd/complaints.html>

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.

Reclamation continues to design its field offices in a way that meets (and sometimes exceeds) what is required to comply with the Architectural Barriers Act (ABA) and Americans with Disabilities Act (ADA). Reclamation also follows the Architectural Barriers Act Accessibility Standard (ABAAS). The Civil Rights Division will offer training to increase awareness of and compliance with accessibility standards provided in the Architectural Barriers Act, Section 504 of the Rehabilitation Act, and 43 CFR 17 at CRM 03-01 in the Reclamation Manual. In FY 2022, Reclamation hired a Section 504 Coordinator and designated a Section 508 Coordinator.

## 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.)

In FY 2022, Reclamation processed 104 total reasonable accommodation requests and for 98 of those requests accommodations were provided within 20 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

All Reclamation regions engaged in the interactive process with employees on time, per PB 21-03. Delays typically only occur because of an employee's lack of response and/or medical documentation issues. Reasonable accommodation coordinators provide ongoing and ad hoc training to both current employees and their supervisors and provide regular training for all new employees.

**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.

The Department of Interior implemented procedures for personal assistance services with Personnel Bulletin No. 17-18, dated January 10, 2018 (P.B. 17-18). The Personnel Bulletin directs Bureaus to provide personal assistance services to employees who, because of targeted disabilities, require such assistance during work hours or to participate in work-related travel. These procedures have been disseminated to the regions for immediate implementation. Since the implementation of P.B. 17-18 (through FY 2022), Reclamation has not received any PAS requests since these procedures were put into place.

**Section VII: EEO Complaint and Findings Data**

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

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

Answer Yes

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

**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.

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

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

Answer 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



<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B14				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	PWD and PWTD voluntary separation rate is higher than expected, particularly related to retirement and other separations.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	Involuntary separation rates for PWD.		Involuntary separations are significantly higher than the inclusion rate.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
03/30/2023	09/30/2020	Yes	09/30/2023		Increase retention rates for PWD while determining if any discriminatory or unconsciously biased employment practices are contributing to low participation rates for PWD and PWTD than benchmark participation rate.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
MD-715 Program Manager		Eric Carty		Yes	
Manager, Civil Rights Division		Lara Grillos		No	
Manager, Human Resources Policy Office		Kimberly Rose		No	

<b>Planned Activities Toward Completion of Objective</b>				
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
07/31/2019	Conduct in-depth barrier analysis Reclamation-wide. Review workforce statistics, including detailed analysis of separation data, as well as other information sources to identify triggers and root causes (e.g., complaint data; climate assessments; focus groups).	Yes	09/30/2023	
08/02/2019	Develop action plan based on results of barrier analysis.	Yes	09/30/2023	
09/30/2023	Revisit previously examined data focusing on voluntary separations and develop a plan for additional inquiry.	Yes		
<b>Report of Accomplishments</b>				
<b>Fiscal Year</b>	<b>Accomplishment</b>			
2022	Reclamation contracted for focus groups to determine disabled employees' perceptions of workplace challenges. The data did not provide a nexus between disability and separations.			

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B9					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	PWD received fewer cash awards in the \$4000-\$4999 range and both PWD and PWTD received fewer cash awards in the \$5000+ range.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	Equitable Distribution of Awards		PWD received fewer cash awards in the \$4000-\$4999 range and both PWD and PWTD received fewer cash awards in the \$5000+ range.			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
MD-715 Program Manager		Eric carty		No		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Revisit previously examined data focusing on awards and develop a plan for additional inquiry.			Yes		
<b>Report of Accomplishments</b>						
<b>Fiscal Year</b>	<b>Accomplishment</b>					
2022	This is a newly identified trigger.					

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B6					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Using the qualified applicant pool as the benchmark, a trigger exists for PWD among new hires for the mission-critical occupation Job Series 0810 (Civil Engineering).					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities					
<b>Barrier Analysis Process Completed?:</b>	N					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	Representation in MCOs		Using the qualified applicant pool as the benchmark, a trigger exists for PWD among new hires for the mission-critical occupation Job Series 0810 (Civil Engineering).			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
03/31/2023	09/30/2023	Yes			Improve PWD participation in mission-critical occupation Job Series 0810 (Civil Engineering).	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
MD-715 Program Manager		Eric Carty		No		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
09/30/2023	Examine root causes of lower-than-expected representation rates in MCO Job Series 0810 (Civil Engineering).			Yes		
09/30/2023	Implement action plan to increase PWD representation in MCO Job Series 0810 (Civil Engineering).			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	This is a newly identified trigger.

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

CRD was training new staff in FY 2022 and was unable to complete a complete barrier analysis. Additional analyses will be completed in FY 2023 with a focus shifted toward voluntary separations.

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

The focus groups provided information on how PWD and PWTD experience Reclamation. While there was no clear connection between the information obtained and separations, CRD is reviewing the report for information that may better direct our efforts.

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.

CRD's analysis will shift to voluntary separations, rather than involuntary separations, based on current trigger analysis. Revisiting previous efforts with a different focus may yield relevant information and/or help better direct efforts.