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

Using the goal of 12% as the benchmark, yes triggers exist for People with Disabilities at the GS-11 to Senior Executive Staff cluster was 6.10% in FY 2022.

*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 Yes

Using the goal of 2% as the benchmark, yes triggers exist for People with Targeted Disabilities in the GS-11 to the Senior Executive Staff cluster was 1.42% in FY 2022.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Numeral Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>1738</td>
<td>249</td>
<td>14.33</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>4787</td>
<td>292</td>
<td>6.10</td>
</tr>
</tbody>
</table>

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

The Office of Human Resources has a session at Supervisory Challenge that covers hiring people with disabilities and veterans. In the session, we educate new supervisors and managers on the hiring authorities and flexibilities in hiring people with disabilities and veterans and provide potential resources to target veterans and people with disabilities. In these sessions, which are taught at least three times a year, we share best practices within the USGS to include the importance of targeted recruitment and outreach to have the talent pool available when a vacancy occurs.
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

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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
The Office of Human Resources staff members participate in annual refresher training for the different hiring authorities for Veterans. The staff also attends OPM/DOI sponsored events focusing on hiring veterans and people with disabilities. These sessions are helpful in providing advisory services to our customers about these different hiring authorities for veterans and people 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

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 USGS HR Office has developed relationships with the VA Employment Offices located throughout the U.S. We also reach out to the DOD, Wounded Warrior Program and use targeted recruitment efforts to include Workforce Recruitment Program and reach out to colleges and university veteran and disability program offices to reach qualified candidates.

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 Office of Human Resources consults with hiring managers to discuss the various hiring authorities available to them to include Schedule A and veteran hiring authorities to promote hiring people with disabilities. In addition, we consider non-competitive applicants for both Merit Promotion and Delegated Examining. When a non-competitive certificate is issued, the HR specialist advises the manager on the non-competitive hiring authorities once again to provide further education of these programs.

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.

The applications are reviewed against OPM basic qualifications, if an applicant meets the minimum qualification requirements and provide supporting documentation, i.e. Schedule A letter, the applicant is referred on a non-competitive certificate. The HR specialist uses these opportunities to educate our managers on special hiring flexibilities.

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.
The Office of Human Resources has been providing training to supervisors and managers on Schedule A and Veteran hiring authorities. The HR staff also receives refresher training on an as needed basis.

B. PLAN TO ESTABLISH CONTACS 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 Office of Human Resources, along with many hiring officials have established and maintained relationships with the VA Employment Coordinators and local veteran and disability offices at their local colleges. These relationships have helped to target veterans and people with disabilities. In many cases, prior to advertising the job opportunity on USAJOBS, the hiring managers go directly to these talent pools to obtain eligible candidates which results in quicker hires.

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

Yes, in comparison to the 12% benchmarks, triggers were found to exist for People with Disabilities among New Hires at 9.71%

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Total Applicants</td>
<td>21622</td>
<td>4.42</td>
<td>0.00</td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>12934</td>
<td>4.13</td>
<td>0.00</td>
</tr>
<tr>
<td>% of New Hires</td>
<td>1288</td>
<td>1.63</td>
<td>4.58</td>
</tr>
</tbody>
</table>

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 Yes

In comparison to the benchmark of 12%, triggers existed for PWD in the following Mission Critical Occupations for FY -22: Geography (5.35%), Miscellaneous Administrative and Programs (8.96%), Management and Program Analysis (11.66%), General Natural Resources Management and Biological Science (4.71%), Biological Science Technicians (9.09%), Ecology (2.40%), Fish Biology (2.08%), Wildlife Biology (1.00%), General Physical Science (6.00%), Geophysics (3.02%), Hydrology (4.52%), Hydrologic Technician (6.72%) Chemistry (7.34%), Geology (4.12%) Cartography (8.11%) In comparison to the benchmarks of 2%, triggers existed for PTWD in the following Mission Critical Occupations for FY22: Geography (1.07%), Miscellaneous Administrative and Programs (1.49%), General Natural Resources Management and Biological Science (0.36%), Ecology (0.48%), Fish Biology (0%), Wildlife Biology (0%), General Physical Science (1.15%), Geophysics (0.50%), Hydrology (0.90%), Hydrologic Technician (1.12), Chemistry (0.92%), Geology (1.03%).
<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability New Hires (%)</th>
<th>Targetable Disability New Hires (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>0150 GEOGRAPHY</td>
<td>7</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0303 MISCELLANEOUS CLERK AND ASSISTANT</td>
<td>21</td>
<td>14.29</td>
<td>9.52</td>
</tr>
<tr>
<td>0343 MANAGEMENT AND PROGRAM ANALYSIS</td>
<td>3</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0401 GEN NATURAL RESOURCES MGMT &amp; BIO SCIENCES</td>
<td>61</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0404 BIOLOGICAL SCIENCE TECHNICIAN</td>
<td>38</td>
<td>2.63</td>
<td>2.63</td>
</tr>
<tr>
<td>0408 ECOLOGY</td>
<td>25</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>0482 FISH BIOLOGY</td>
<td>24</td>
<td>4.17</td>
<td>0.00</td>
</tr>
<tr>
<td>0486 WILDLIFE BIOLOGY</td>
<td>5</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1301 GENERAL PHYSICAL SCIENCE</td>
<td>71</td>
<td>4.23</td>
<td>2.82</td>
</tr>
<tr>
<td>1311 PHYSICAL SCIENCE TECHNICIAN</td>
<td>5</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1313 GEOPHYSICS</td>
<td>18</td>
<td>11.11</td>
<td>5.56</td>
</tr>
<tr>
<td>1315 HYDROLOGY</td>
<td>54</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1316 HYDROLOGIC TECHNICIAN</td>
<td>129</td>
<td>4.65</td>
<td>1.55</td>
</tr>
<tr>
<td>1320 CHEMISTRY</td>
<td>22</td>
<td>9.09</td>
<td>4.55</td>
</tr>
<tr>
<td>1350 GEOLOGY</td>
<td>29</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1370 CARTOGRAPHY</td>
<td>2</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1399 STUDENT TRAINEE PHYSICAL SCIENCE</td>
<td>84</td>
<td>1.19</td>
<td>1.19</td>
</tr>
<tr>
<td>2210 INFORMATION TECHNOLOGY MANAGEMENT</td>
<td>22</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 Yes
   b. Qualified Applicants for MCO (PWTD) Answer Yes

In comparison to the benchmark of 12%, triggers existed for all PWD except 0301 Misc. Adm. and Programs PWD (25%), 0303 Misc. Clerk and Asst PWD (13.67%), and 1311 Phys. Science Tech PWD (33.33%). In comparison to the benchmark of 2%, triggers existed for all PWTD except 0150 Geography PWTD (2.91%), 0303 Misc. Clerk and Asst. PWTD (11.11%), 0343 Data Mgmt. Analysis PWTD (5.24%), 0401 Gen Natural Resource Mgmt. & Bio PWTD (3.25%), 0408 Ecology PWTD (4.00%), 0486 Wildlife Bio. PWTD (2.56%), 1301 Gen Phys. Science PWTD (3.03%), 1311 Phys. Science Tech PWTD (33.33%), 1315 Hydrology PWTD (2.72%), 2210 Info Tech Mgmt. PWTD (5.65%), among the selections for promotion of all the MCO for FY 22.

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.
In comparison to the benchmark of 12%, triggers exist for all PWD except 0150 Geography (16.67%), 1311 Phys. Science Tech PWD (50.00%) and PWTD 1311 Phys. Science Tech (50.00%), 1315 Hydrology (2.72%) and 2210 Info Tech Mgmt. (11.00%) among the selections for promotion of all the MCO for FY 22.

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.

USGS encourages all employees to complete an Individual Development Plan with their supervisor, which is used to identify training needs necessary to be successful in their current position, and in possible future advancement opportunities. Our merit promotion plan also promotes internal advancement opportunities for PWD and disabled veterans, through various non-competitive hiring authorities. In addition, many occupations within USGS have established career ladders requiring on the job and classroom training as well as mentoring to ensure success and opportunity for advancement.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaching Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>0</td>
<td>111</td>
<td>0</td>
</tr>
<tr>
<td>Training Programs</td>
<td>0</td>
<td>153</td>
<td>0</td>
</tr>
</tbody>
</table>

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 Yes
b. Selections (PWD) Answer Yes

Even though the applicant pool has not been identified, the selection percentages are below the goal of 12% for mentoring and training programs for PWD for FY22.

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

Even though the applicant pool has not been identified, the selection percentages are below the goal of 2% for training programs for PWTD for FY22.

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

In FY 2022, the agency identified a trigger involving the percentage of 8.49% PWD who received time-off awards. In FY22 for time off awards no trigger was identified for PWTD. In FY 2022, the agency identified a trigger involving the percentage of 3.46% PWD who received Cash awards. In FY 2022, cash awards no trigger was identified for PWTD.
<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
<td>1033</td>
<td>17.49</td>
<td>15.66</td>
<td>21.01</td>
<td>16.30</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
<td>780460</td>
<td>12996.17</td>
<td>11852.97</td>
<td>15489.86</td>
<td>12158.88</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
<td>755.53</td>
<td>135.38</td>
<td>13.52</td>
<td>534.13</td>
<td>1.49</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
<td>2770</td>
<td>45.54</td>
<td>42.42</td>
<td>37.68</td>
<td>48.18</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
<td>380487</td>
<td>61143.17</td>
<td>58459.39</td>
<td>50265.22</td>
<td>64795.62</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
<td>1373.46</td>
<td>244.57</td>
<td>24.61</td>
<td>966.64</td>
<td>2.13</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Awards Given</td>
<td>1448</td>
<td>17.67</td>
<td>23.02</td>
<td>18.12</td>
<td>17.52</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Total Amount</td>
<td>3438732</td>
<td>41975.05</td>
<td>54615.45</td>
<td>44244.93</td>
<td>41212.90</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Average Amount</td>
<td>2374.81</td>
<td>432.73</td>
<td>42.37</td>
<td>1769.80</td>
<td>-16.21</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Awards Given</td>
<td>687</td>
<td>9.65</td>
<td>10.75</td>
<td>7.97</td>
<td>10.22</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
<td>2309128</td>
<td>32584.70</td>
<td>36148.94</td>
<td>26652.90</td>
<td>34576.40</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Average Amount</td>
<td>3361.18</td>
<td>614.81</td>
<td>60.05</td>
<td>2422.99</td>
<td>7.68</td>
</tr>
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<td>Cash Awards: $4000 - $4999: Awards Given</td>
<td>309</td>
<td>3.10</td>
<td>5.11</td>
<td>2.17</td>
<td>3.41</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Total Amount</td>
<td>1345835</td>
<td>13240.62</td>
<td>22263.60</td>
<td>8966.67</td>
<td>14675.67</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Average Amount</td>
<td>4355.45</td>
<td>778.86</td>
<td>77.84</td>
<td>2988.89</td>
<td>36.81</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Awards Given</td>
<td>463</td>
<td>6.56</td>
<td>7.43</td>
<td>7.25</td>
<td>6.33</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Total Amount</td>
<td>3664845</td>
<td>40332.06</td>
<td>59237.79</td>
<td>44171.74</td>
<td>39042.82</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
<td>7915.43</td>
<td>1120.34</td>
<td>142.40</td>
<td>4417.17</td>
<td>13.37</td>
</tr>
</tbody>
</table>

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

In FY 22, the agency identified a trigger involving the percentage of 7.13 % PWD for quality step increase. In FY22 for quality step increase no trigger was identified for PWTD. In FY 22, the agency identified a trigger involving the percentage of 0.73 % PWD and PWTD at 0.70% performance-based pay increases.
<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Performance Based Pay</td>
<td>56</td>
<td>0.73</td>
<td>0.88</td>
<td>0.72</td>
<td>0.73</td>
</tr>
<tr>
<td>Increases Awarded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. SES
      i. Qualified Internal Applicants (PWTD) Answer: No
      ii. Internal Selections (PWTD) Answer: No

This data is not readily available in USA Staffing
b. Grade GS-15
   i. Qualified Internal Applicants (PWD)  Answer  No
   ii. Internal Selections (PWD)  Answer  No

c. Grade GS-14
   i. Qualified Internal Applicants (PWD)  Answer  No
   ii. Internal Selections (PWD)  Answer  No

d. Grade GS-13
   i. Qualified Internal Applicants (PWD)  Answer  No
   ii. Internal Selections (PWD)  Answer  No

This data is not readily available in USA Staffing

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

This data is not readily available in USA Staffing

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

This data is not readily available in USA Staffing

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

b. Managers
i. Qualified Internal Applicants (PWD) Answer No
ii. Internal Selections (PWD) Answer No

c. Supervisors
i. Qualified Internal Applicants (PWD) Answer No
ii. Internal Selections (PWD) Answer No

This data is not readily available in USA Staffing

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives
i. Qualified Internal Applicants (PWTD) Answer No
ii. Internal Selections (PWTD) Answer No

b. Managers
i. Qualified Internal Applicants (PWTD) Answer No
ii. Internal Selections (PWTD) Answer No

c. Supervisors
i. Qualified Internal Applicants (PWTD) Answer No
ii. Internal Selections (PWTD) Answer No

This data is not readily available in USA Staffing

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

This data is not readily available in USA Staffing

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.

This data is not readily available in USA Staffing
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: No

The Federal regulations do not require conversion to the competitive service and that employees could stay on the excepted appointment indefinitely.

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: Yes
   b. Involuntary Separations (PWD)  Answer: Yes

Using the Inclusion rate, the USGS identified Voluntary separations of People with Disability was 16.05% which was higher than People with Out Disabilities at 12.87%. Using the Inclusion rate as a benchmark the USGS identified Involuntary separations of People with Disability was 0.59% which was higher than People with Out Disabilities at 0.15%

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

Using the Inclusion rate as a benchmark the USGS identified Voluntary separations of People with Targeted Disability was 16.67%
which was higher than People with Out Targeted Disabilities at 12.87%. Using the Inclusion rate as a benchmark the USGS identified Involuntary separations of People with Targeted Disability was 0.00% which was lower than People with Out Targeted Disabilities at 0.15%.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>1</td>
<td>0.00</td>
<td>0.01</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>11</td>
<td>0.00</td>
<td>0.14</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>189</td>
<td>5.39</td>
<td>2.25</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>277</td>
<td>4.79</td>
<td>3.36</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>99</td>
<td>1.80</td>
<td>1.20</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>577</td>
<td>11.98</td>
<td>6.95</td>
</tr>
</tbody>
</table>

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.

No triggers were identified within the exit survey reports

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.doi.gov/ocio/section508

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 ABA does not fall under the USGS Section 508 program. I have reached out to Admin and will pass along any information I obtain for a POC for that program.

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.

A new SM chapter is in final stages of approval and whose dissemination and publication is imminent. This updates the agency policy to bring in line with the Section 508 rule update that came into effect earlier this year. Also, a liaison network of agency personnel is being compiled of those with expertise on accessibility issues so that accessibility issues can be raised and addressed at every level of the agency. This includes: PDF remediation, procurement, website design and remediation, closed captioning, audio description, and general accessibility issues. Also, we are pursuing automated software that will assist in scanning websites for accessibility issues.

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.)

Processing initial RA requests is usually completed within 3-5 business 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.

During FY22 RA’s were consistently processed on a timely basis. Approved accommodations are provided on a timely basis. New supervisors and managers are provided with RA accommodation training during Supervisory Challenge classes.

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.

No request for PAS have been received during FY 2022

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  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

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  No

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?
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.

N/A

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  N/A

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

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

N/A

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

N/A

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.

N/A