

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 |

In FY 2021, PWD accounted for 19.33% of all permanent employees in cluster GS-1 to GS-10, which exceeds the 12% benchmark. Cluster GS-11 to SES was 11.70%, which falls slightly below the 12% benchmark. Also, the participation level of PWDs at the Executive Level is 6.33% (15), which is below the 12% benchmark. See Table B4P.

*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 |

In FY 2021, for the cluster GS-1 to GS-10 PWTD, workforce participation is 5.26% (116). PWTD workforce participation for cluster GS-11 to SES is 2.95% (344). Both figures are above the 2.0% benchmark. However, the participation level of PWTDs at the Executive Level is 1.27% (3), which is below the 2% benchmark.

Grade Level Cluster(GS or Alternate Pay Planb)	Total		Reportable Disability		Targeted Disability	
	#		#	%	#	%
Numerical Goal	--		12%		2%	
Grades GS-1 to GS-10	2204		426	19.33	116	5.26
Grades GS-11 to SES	11680		1366	11.70	344	2.95

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

In FY 2021, DOL continued to provide training on Reasonable Accommodations and Special Hiring Authorities to its workforce. Also, it continued to update the workforce statistical data dashboard that was posted on DOL's Diversity and Inclusion internal website to promote diversity and inclusion efforts and to ensure transparency.

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.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	0	0	3	CRC Staff and Building Operations Staff
Processing reasonable accommodation requests from applicants and employees	5	0	13	Samuel L. Rhames, Jr., Chief Rhames.samuel@dol.gov
Section 508 Compliance	0	0	3	OCIO Staff
Processing applications from PWD and PWTD	0	0	35	Holly Coffey-Flynn Division Chief, Staffing coffey-flynn.holly@dol.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Tara Mable Diversity Program Manager Mable.tara.r@dol.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Holly Coffey-Flynn Division Chief, Staffing coffey-flynn.holly@dol.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 2021, DOL continued to provide HR Professionals and Hiring Managers with information on employee disability awareness and recruiting, hiring, and retaining employees with disabilities. All Human Resources Specialists and managers are required to complete the Veterans Employment Training which also includes information on the use of Schedule A hiring authorities. Completions are tracked via LearningLink, DOL’s learning management system. Reasonable accommodation staff have attended the EEOC EXCEL conference, received training in ergonomics, participated in FEED meetings, attended EEO trainings, participated in Webinars presented by the EEOC, and have received on the job training.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

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.

DOL's Office of Human Resources continues to partner with managers to ensure that hiring and recruitment practices do not adversely affect the Department's ability to recruit and hire qualified applicants with disabilities including disabled veterans and members of other underrepresented groups. Equal Employment Opportunity, Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and Veterans Hiring trainings are provided to managers and supervisors in the National and Regional Offices annually. Managers are also encouraged to participate in additional training provided by the Department throughout the year. Before initiating recruitment efforts, Human Resources professionals routinely meet with hiring officials to discuss a variety of hiring strategies, including authorities and flexibilities that: 1) Identify and emphasize the need to maintain open and fair competition free of personal and professional biases; 2) Reiterate the need for objectivity during the hiring process; and 3) Require managers to maintain fair and open competition throughout the entire recruitment, selection, and hiring process. As a leader in disability employment, DOL’s ODEP continued to work closely with OPM to help inform federal agencies how to increase the federal employee population of individuals with disabilities using the Schedule A hiring process. ODEP continues to promote best practices such as leveraging the WRP to provide federal agencies with a direct pipeline to qualified individuals with disabilities. During the Americans with Disabilities Act (ADA) Anniversary Month, ODEP provided training to National Office and Regional employees in partnership with DOL’s OHR. Guest speakers from the Jobs Accommodation Network (JAN) presented on “Practical Solutions for Workplace Success.” Attendees learned about JAN’s services and the important role accommodations play in ensuring America’s and DOL’s workforce is powered by the skills and talents of all people, including people with disabilities.

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

DOL and its operating agencies utilize the Schedule A Hiring Authority to recruit PWDs and PWTDs into the workforce, including use of the Workforce Recruitment Program (WRP). In FY 2021, the Department saw a 5.22% increase of PWDs in the permanent workforce in comparison to FY 2020. The Department also saw a 0.66% increase of PWTDs in the permanent workforce in FY 2021 in comparison to FY 2020.

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.

All vacancies that are advertised “government-wide” and “all sources” include a statement on People with Disabilities and consideration under special appointing authorities. Eligibility criteria are addressed on open competitive vacancy announcements to educate those candidates unfamiliar with application procedures, forms, and requirements. Additionally, reasonable accommodation

statements are included on vacancy announcements to ensure applicants with disabilities are informed of available accommodations. Applicants who meet the job qualifications are referred to hiring managers on a non-competitive certification list. Human Resources Specialists discuss with hiring officials the use of hiring flexibilities, non-competitive appointment authorities to include Schedule A and disabled veterans' appointments.

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

All Human Resources Specialists and managers are required to complete the Veterans Employment Training and USERRA Training annually. In FY 2021, training on Special Hiring Authorities which included content on hiring goals was made mandatory as part of the Leadership Development@Labor Program. Supervisors and managers, as well as HR professionals, were required to complete the mandatory training requirement.

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.

In FY 2021, DOL continued to maintain and develop strategic partnerships with affinity organizations, professional associations, and educational institutions focused on groups with low participation rates to perform recruitment outreach. To this day, DOL maintains a formal Memorandum of Understanding with the Virginia Department of Aging and Rehabilitative Services. This formal partnership continues to provide DOL with an excellent pipeline of qualified Schedule A applicants to support some of DOL's hiring needs. Additionally, DOL has a formal MOU with the Department of Veterans Affairs (VA) Veteran's Vocational Rehabilitation and Employment Office that allows us to bring in Disabled Veterans under the Non-Paid Work Experience Program.

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

(Table B1: Employee Gains – Permanent Workforce) Among FY 2019 new hires for the permanent workforce, triggers exist for PWD (11.36%), which falls below the 12 percent benchmark, while triggers do not exist for the PWTD (3.85%), which exceeds the 2 percent benchmark for PWTD.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	54362	6.44	0.28	4.05	0.12
% of Qualified Applicants	40743	5.96	0.25	3.54	0.11
% of New Hires	1137	5.10	0.35	3.08	0.26

- 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

(Table B7P: New Hires for Mission Critical Occupations by Disability - Permanent) In FY 2021, DOL identified triggers for PWD in the following mission critical occupations: • Series 0106, qualified= 6.51%, hires= 4.35% • Series 0110, qualified= 3.60%, hires= 3.14% • Series 0142, qualified= 7.72%, hires= 7.14% • Series 0140, qualified= 7.59%, hires= 0.00% • Series 0201, qualified= 8.43%, hires= 4.29% • Series 0690, qualified= 5.71%, hires= 3.64% • Series 0800, qualified= 3.57%, hires= 0.00% • Series 0905, qualified= 3.90%, hires= 3.33% • Series 0958, qualified= 4.48%, hires= 0.00% • Series 1102, qualified= 9.42%, hires= 4.65% • Series 1109, qualified= 6.82%, hires= 0.00% • Series 1529, qualified= 11.76%, hires= 0.00% • Series 1530, qualified= 0.00%, hires= 0.00% • Series 1801, qualified= 4.72%, hires= 0.00% • Series 1849, qualified= 7.61%, hires= 3.23% • Series 2210, qualified= 5.87%, hires= 4.00% In FY 2021, DOL identified triggers for PWTD in the following mission critical occupations: • Series 0110, qualified= 2.20%, hires= 1.26% • Series 0140, qualified= 4.79%, hires= 0.00% • Series 0142, qualified= 5.18%, hires= 0.00% • Series 0201, qualified= 4.97%, hires= 2.86% • Series 0360, qualified= 2.81%, hires= 0.00% • Series 0800, qualified= 0.00%, hires= 0.00% • Series 0958, qualified= 0.00%, hires= 0.00% • Series 1102, qualified= 6.08%, hires= 0.00% • Series 1109, qualified= 4.55%, hires= 0.00% • Series 1529, qualified= 11.76%, hires= 0.00% • Series 1530, qualified= 0.00%, hires= 0.00% • Series 1801, qualified= 2.72%, hires= 0.00% • Series 1849, qualified= 5.29%, hires= 1.08% • Series 2210, qualified= 3.05%, hires= 0.00%

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0018 SAFETY & OCCUPATIONAL HEALTH MANAGEMENT	75	8.00	8.00
0106 UNEMPLOYMENT INSURANCE	23	4.35	4.35
0110 ECONOMIST	159	3.14	1.26
0140 WORKFORCE RESEARCH AND ANALYSIS	5	0.00	0.00
0142 WORKFORCE DEVELOPMENT	42	7.14	0.00
0201 HUMAN RESOURCES MANAGEMENT	70	4.29	2.86
0301 MISCELLANEOUS ADMINISTRATION PROGRAM	51	11.76	5.88
0360 EQUAL OPPORTUNITY COMPLIANCE	3	33.33	0.00
0690 INDUSTRIAL HYGIENE	55	3.64	5.45
0801 ENGINEERING	1	0.00	0.00
0905 GENERAL ATTORNEY	30	3.33	3.33
0958 PENSION LAW SPECIALIST	6	0.00	0.00
0991 WORKERS COMP CLAIMS EXAMINING	211	8.06	6.16
1102 CONTRACTING	43	4.65	0.00
1109 GRANTS MANAGEMENT	4	0.00	0.00
1529 MATHEMATICAL STATISTICIAN	3	0.00	0.00
1530 STATISTICIAN	1	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
1801 GENERAL INSPECTION, INVESTIGATION & COMPLIANCE	45	0.00	0.00
1822 MINE SAFETY & HEALTH INSPECTION	63	6.35	4.76
1849 WAGE & HOUR INSPECTION	93	3.23	1.08
2210 INFORMATION TECHNOLOGY MANAGEMENT	100	4.00	0.00

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

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

(Table B9P: Internal Competitive Promotions for Mission Critical Occupations by Disability - Permanent) In FY 2021, DOL identified triggers for PWD in the following mission critical occupations among internal applicants: • Series 0018, relevant applicant pool (RAP)= 11.97%, qualified= 1.11% • Series 0106, RAP= 26.87%, qualified= 15.38% • Series 0110, RAP= 6.55%, qualified= 2.49% • Series 0142, RAP= 11.35%, qualified= 0.00% • Series 0201, RAP= 15.67%, qualified= 0.00% • Series 0243, RAP= 33.33%, qualified= 0.00% • Series 0301, RAP= 16.38%, qualified= 5.83% • Series 0360, RAP= 24.32%, qualified= 11.11% • Series 0800, RAP= 6.87%, qualified= 0.00% • Series 0958, RAP= 9.43%, qualified= 0.00% • Series 0991, RAP= 17.88%, qualified= 7.26% • Series 1102, RAP= 14.00%, qualified= 0.00% • Series 1109, RAP= 14.00%, qualified= 4.76% • Series 1801, RAP= 11.59%, qualified= 3.77% • Series 1822, RAP= 6.33%, qualified= 3.37% • Series 1849, RAP= 10.70%, qualified= 3.89% • Series 2210, RAP= 11.55%, qualified= 0.00% In FY 2021, DOL identified triggers for PWTD in the following mission critical occupations among internal applicants: • Series 0018, relevant applicant pool (RAP)= 2.04%, qualified= 1.11% • Series 0106, RAP= 4.48%, qualified= 0.00% • Series 0110, RAP= 2.01%, qualified= 1.66% • Series 0142, RAP= 3.78%, qualified= 0.00% • Series 0201, RAP= 4.48%, qualified= 0.00% • Series 0243, RAP= 6.94%, qualified= 0.00% • Series 0301, RAP= 4.00%, qualified= 2.50% • Series 0360, RAP= 5.14%, qualified= 4.44% • Series 0690, RAP= 2.16%, qualified= 0.00% • Series 0142, RAP= 3.78%, qualified= 0.00% • Series 0958, RAP= 3.77%, qualified= 0.00% • Series 1102, RAP= 6.00%, qualified= 0.00% • Series 1109, RAP= 6.00%, qualified= 0.00% • Series 1801, RAP= 2.42%, qualified= 0.00% • Series 1849, RAP= 2.83%, qualified= 1.39% • Series 2201, RAP= 3.64%, qualified= 0.00%

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 Yes

b. Promotions for MCO (PWTD) Answer Yes

(Table B9P: Internal Competitive Promotions for Mission Critical Occupations by Disability - Permanent) In FY 2021, DOL identified triggers for PWD among employees promoted in the following mission critical occupations: • Series 0018, qualified applicant pool (QAP)= 1.11%, promoted= 0.00% • Series 0106, QAP= 15.38%, promoted= 0.00% • Series 0110, QAP= 2.49%, promoted= 0.00% • Series 0140, QAP= 23.08%, promoted= 11.11% • Series 0142, QAP= 0.00%, promoted= 0.00% • Series 0201, QAP= 0.00%, promoted= 0.00% • Series 0243, QAP= 0.00%, promoted= 0.00% • Series 0301, QAP= 5.83%, promoted= 0.00% • Series 0690, QAP= 7.69%, promoted= 0.00% • Series 0800, QAP= 0.00%, promoted= 0.00% • Series 0958, QAP= 0.00%, promoted= 0.00% • Series 1102, QAP= 0.00%, promoted= 0.00% • Series 1109, QAP= 4.76%, promoted= 0.00% • Series 1801, QAP= 3.77%, promoted= 2.38% • Series 1822, QAP= 3.37%, promoted= 2.44% • Series 2210, QAP= 0.00%, promoted= 0.00% In FY 2021, DOL identified triggers for PWTD among employees promoted in the following mission critical occupations: • Series 0018, QAP= 1.11%, promoted= 0.00% • Series 0106, QAP= 0.00%, promoted= 0.00% • Series 0110, QAP= 1.66%, promoted=

0.00% • Series 0140, QAP= 15.38%, promoted= 11.11% • Series 0142, QAP= 0.00%, promoted= 0.00% • Series 0201, QAP= 0.00%, promoted= 0.00% • Series 0243, QAP= 0.00%, promoted= 0.00% • Series 0301, QAP= 2.50%, promoted= 0.00% • Series 0360, QAP= 4.44%, promoted= 0.00% • Series 0690, QAP= 0.00%, promoted= 0.00% • Series 0800, QAP= 0.00%, promoted= 0.00% • Series 0958, QAP= 0.00%, promoted= 0.00% • Series 1102, QAP= 0.00%, promoted= 0.00% • Series 1109, QAP= 0.00%, promoted= 0.00% • Series 1801, QAP= 0.00%, promoted= 0.00% • Series 1822, QAP= 5.62%, promoted= 4.88% • Series 1849, QAP= 1.39%, promoted= 0.00% • Series 2210, QPA= 0.00%, promoted= 0.00%

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.

In FY 2022, DOL will continue to engage in initiatives designed to ensure employees with disabilities and employees with targeted disabilities have sufficient advancement opportunity. DOL encourages and provides training and career development opportunities for all employees, including those with disabilities. DOL utilizes all available resources and methods to provide internal advancement to all employees, to include persons with disabilities. Employees are notified of training opportunities through their training administrators, DOL Affinity Groups, Division of Workforce Development and Inclusion, and the Department’s learning management system, LearningLink. DOL ensures that advertisement materials for training and workshops include language on reasonable accommodations. Marketing and promotional materials designed to inform DOL of training and professional development opportunities are 508-compliant. The Department of Labor utilizes all available methods to provide and improve internal advancement opportunities for persons with disabilities within fiscal and staffing resources, including:

- Increase the awareness of managers to encourage their full commitment to affirmative employment goals and the need to provide advancement and training opportunities for persons with disabilities.
- Encourage managers to work with the Office of Human Resources to restructure jobs, design bridge positions, and develop and implement Individual Development plans as tools to help advance persons with disabilities.
- Identify career enhancing opportunities such as details, developmental assignments, mentoring programs, etc. that can promote career advancement for persons with disabilities and others. Developmental details should be structured to expose a broad range of employees to a variety of positions within DOL.
- Encourage referrals of persons with disabilities when filling vacancies.
- Modify training methods to incorporate reasonable accommodations for persons with disabilities, e.g., Braille, captioned films, large print, etc.
- Ensure facilities are accessible to and useable by persons with disabilities.
- Evaluate program effectiveness and achievement in a systematic manner and at regular intervals.
- Encourage persons with disabilities to participate in available training that includes in-house training, college courses, and correspondence courses for work or self-development.
- Conduct workforce analyses of persons with disabilities to identify business policies and practices that create barriers that are not substantiated by a legitimate business case. Investigate whether less exclusionary policies or practices can be used that serve the same business purpose.
- Encourage the use of a skills-building survey, including but not limited to, current and potential gaps in skills and the distribution of competencies that will be utilized to fill vacancies as appropriate.
- Encourage persons with disabilities to participate in training opportunities provided by the Disability Action Group.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DOL continues to promote and create opportunities for all employees, including persons with disabilities. In FY 2021, DOL continued to offer the Leadership Development@Labor Program designed to improve supervisory effectiveness through a combination of mandatory courses as well as electives. The learning activities are intended to equip managers with guidance and tools to effectively manage a variety of situations, to improve productivity and business results and to help bring out the best in the DOL workforce through engaging leadership practices and cross-department collaboration. Hiring and retaining a diverse workforce, including employees with disabilities, improves the services delivered by the department, and allows better connection with those DOL serves. To advance this goal, in FY 2021, Non-Competitive Hiring Authorities was one of the mandatory courses

for supervisors as well as HR professionals. The ROAD Program continued to facilitate temporary developmental assignments for employees which exposed them to other types of work teams, and other DOL agencies and environments for up to 120 days. In addition, DOL Leadership encourages the use of the ROAD program for regional, short-term, part-time, and telework-based opportunities and appreciates that the program promotes cross-training between offices and agencies, improves employee engagement by supporting employee career development, and helps widen DOL’s internal candidate pool for vacancies. Also in FY 2021, DOL continued the Continuous Learning@Labor Program. The Continuous Learning@Labor (CL@L) program offers all DOL federal employees an opportunity to develop their general competencies and critical human skills. The program emphasizes the importance of lifelong learning and development. CL@L integrates various modes of learning, including formal training, social learning, regular cohort discussions, book discussions and a Career Development Speaker Series. Mentoring@Labor aims to promote employee engagement, career counseling, and development. DOL’s mentoring program is structured to allow for continuous evaluation, improvement, and expansion. The mentoring program is also aligned with DOL’s consistent interest in improving employee networking, information sharing, and organizational performance. Targeted DOL Mentees should be full-time federal career employees at the full performance level of GS-11 level and below, and DOL Mentors should be full-time federal career employees at the full performance level of GS-11 level and above (including SES).

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	1	1	100	100	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Fellowship Programs	1	1	100	100	0	0
Detail Programs	671	148	0	0	0	0
Other Career Development Programs	20	20	0	0	0	0
Mentoring Programs	70	70	0	0	0	0

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

a. Applicants (PWD) Answer No

b. Selections (PWD) Answer No

Note: DOL does not capture any data for career development programs in its workforce tables. The information provided is from internal tracking mechanisms established by program managers running these programs. DOL is unable to identify triggers for the remaining leadership programs because an applicant pool does not exist for these programs. Selections are made based on those eligible to participate in the program.

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

Note: DOL does not capture any data for career development programs in its workforce tables. The information provided is from internal tracking mechanisms established by program managers running these programs. DOL is unable to identify triggers for the remaining leadership programs because an applicant pool does not exist for these programs. Selections are made based on those eligible for participating in the program.

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 No

Worksheet B13 – Employee Recognition and Awards by Disability Given the Inclusion rate of 12% for PWD: Total Time-Off Awards 1-10 Hours – 9.00% of those in this award category were to PWD Total Cash Awards \$500 and under – 11.71% of those in this award category were to PWD Total Cash Awards \$3000 - \$3999 – 8.18% of those in this award category were to PWD Total Cash Awards \$4000 - \$4999 – 8.83% of those in this award category were to PWD Total Cash Awards greater than \$5000 - 8.03% of those in this award category were to PWD

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	2545	12.76	19.86	11.52	13.19
Time-Off Awards 1 - 10 Hours: Total Hours	13158	69.18	102.04	64.13	70.91
Time-Off Awards 1 - 10 Hours: Average Hours	5.17	0.30	0.04	1.21	-0.01
Time-Off Awards 11 - 20 hours: Awards Given	447	3.46	3.19	2.39	3.82
Time-Off Awards 11 - 20 Hours: Total Hours	6942	54.63	49.30	38.26	60.27
Time-Off Awards 11 - 20 Hours: Average Hours	15.53	0.88	0.14	3.48	-0.01
Time-Off Awards 21 - 30 hours: Awards Given	527	3.96	3.72	4.35	3.82
Time-Off Awards 21 - 30 Hours: Total Hours	12654	94.98	89.31	104.35	91.75
Time-Off Awards 21 - 30 Hours: Average Hours	24.01	1.34	0.21	5.22	0.00
Time-Off Awards 31 - 40 hours: Awards Given	485	4.52	3.30	5.87	4.05
Time-Off Awards 31 - 40 Hours: Total Hours	17112	160.09	116.21	208.70	143.33
Time-Off Awards 31 - 40 Hours: Average Hours	35.28	1.98	0.31	7.73	-0.01
Time-Off Awards 41 or more Hours: Awards Given	100	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 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	1705	12.88	12.39	12.39	13.04

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Total Amount	1348977	9842.81	9873.77	9310.00	10026.54
Cash Awards: \$501 - \$999: Average Amount	791.19	42.61	6.96	163.33	0.98
Cash Awards: \$1000 - \$1999: Awards Given	2798	21.85	20.21	21.09	22.11
Cash Awards: \$1000 - \$1999: Total Amount	4089483	32012.54	29519.83	30578.26	32507.12
Cash Awards: \$1000 - \$1999: Average Amount	1461.57	81.66	12.75	315.24	1.12
Cash Awards: \$2000 - \$2999: Awards Given	2554	17.17	18.83	18.48	16.72
Cash Awards: \$2000 - \$2999: Total Amount	6360731	42376.48	47024.08	46220.00	41051.12
Cash Awards: \$2000 - \$2999: Average Amount	2490.5	137.59	21.80	543.77	-2.48
Cash Awards: \$3000 - \$3999: Awards Given	2017	9.20	15.68	9.78	9.00
Cash Awards: \$3000 - \$3999: Total Amount	6854391	31233.61	53299.64	33548.48	30435.38
Cash Awards: \$3000 - \$3999: Average Amount	3398.31	189.29	29.68	745.52	-2.51
Cash Awards: \$4000 - \$4999: Awards Given	849	4.18	6.62	5.87	3.60
Cash Awards: \$4000 - \$4999: Total Amount	3765357	18541.86	29351.30	26117.17	15929.69
Cash Awards: \$4000 - \$4999: Average Amount	4435.05	247.22	38.72	967.30	-1.08
Cash Awards: \$5000 or more: Awards Given	959	4.29	7.52	5.22	3.97
Cash Awards: \$5000 or more: Total Amount	5997644	25745.32	47200.63	30779.78	24009.30
Cash Awards: \$5000 or more: Average Amount	6254.06	334.35	54.82	1282.49	7.41

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	0	0.00	0.00	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

DOL Secretary’s Honor Awards; data for this award is not included in the workforce data tables.

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 Yes
- ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

Using a 12% inclusion rate for PWDs as the benchmark: • For SES positions, 0.00% of qualified internal applicants were PWDs, while 0.00% of internal selections were PWDs. • For GS-15 positions, 1.19% of qualified internal applicants were PWDs, while 0.00% of internal selections were PWDs. • For GS-14 positions, 10.36% of qualified internal applicants were PWDs, while 3.75% of internal selections were PWDs. • For GS-13 positions, 3.36% of qualified internal applicants were PWDs, while 3.75% of internal selections were PWDs.

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 Yes
- ii. Internal Selections (PWTD) Answer Yes

b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer Yes
- ii. Internal Selections (PWTD) Answer Yes

c. Grade GS-14

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

Using a 2% inclusion rate for PWTDS as the benchmark: • For SES positions, 0.00% of qualified internal applicants were PWTDS, while 0.00% of internal selections were PWTDS. • For GS-15 positions, 0.00% of qualified internal applicants were PWTDS, while 0.00% of internal selections were PWTDS. • For GS-13 positions, 1.71% of qualified internal applicants were PWTDS, while 0.93% of internal selections were PWTDS

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 Yes
 - b. New Hires to GS-15 (PWD) Answer Yes
 - c. New Hires to GS-14 (PWD) Answer Yes
 - d. New Hires to GS-13 (PWD) Answer Yes

Based on the 12% benchmark (i.e., Section 501 Goal) for PWDs: • For SES positions, 6.95% of qualified external applicants were PWDs, while 7.05% of external selections were PWDs. • For GS-15 positions, 4.49% of qualified external applicants were PWDs, while 5.56% of external selections were PWDs. • For GS-14 positions, 5.55% of qualified external applicants were PWDs, while 5.03% of external selections were PWDs. • For GS-13 positions, 3.36% of qualified external applicants were PWDs, while 3.75% of external selections were PWDs.

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

Based on the 2% benchmark (i.e., Section 501 Goal) for PWTDS: • For SES positions, 2.04% of qualified external applicants were PWTDS, while 0.00% of external selections were PWTDS. • For GS-15 positions, 2.37% of qualified external applicants were PWTDS, while 0.00% of external selections were PWTDS. • For GS-14 positions, 2.18% of qualified external applicants were PWTDS, while 0.63% of external selections were PWTDS.

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 Yes
 - ii. Internal Selections (PWD) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes

For PWDs: • Executives: relevant applicant pool (RAP)= 7.97%, qualified internal applicants (QIP)= 1.23%, selections= 0.00% • Managers: relevant applicant pool (RAP)= 10.79%, qualified internal applicants (QIP)= 3.39%, selections= 1.45% • Supervisors: relevant applicant pool (RAP)= 0.00%, qualified internal applicants (QIP)= 0.00%, selections= 0.00%

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 Yes
 - ii. Internal Selections (PWTd) Answer Yes
- b. Managers
 - i. Qualified Internal Applicants (PWTd) Answer Yes
 - ii. Internal Selections (PWTd) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWTd) Answer Yes
 - ii. Internal Selections (PWTd) Answer Yes

For PWTd’s • Executives: relevant applicant pool (RAP)= 1.59%, qualified internal applicants (QIP)= 0.00%, selections= 0.00% • Managers: relevant applicant pool (RAP)= 3.13%, qualified internal applicants (QIP)= 1.43%, selections= 0.72% • Supervisors: relevant applicant pool (RAP)= 0.00%, qualified internal applicants (QIP)= 0.00%, selections= 0.00%

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 Yes
- b. New Hires for Managers (PWD) Answer Yes
- c. New Hires for Supervisors (PWD) Answer Yes

The relevant applicant pool for executives, supervisory, and managerial positions are all below the qualified applicant pool benchmark.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTd among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTd) Answer Yes
- b. New Hires for Managers (PWTd) Answer Yes
- c. New Hires for Supervisors (PWTd) Answer Yes

While 2.91% (42) referred applicants for executive positions is above the 2% benchmark for PWTds, interviewed applicants are at 0% (which is below the 2% benchmark for PWTds). This leads to PWTds being 0% of the external selections for executive positions, which is also below the 2% benchmark for PWTds. While 3.02% (51) referred applicants for management positions is above the 2% benchmark for PWTds, interviewed applicants are at 1.65% (2) (which is below the 2% benchmark for PWTds). This leads to PWTds being 0.91% (1) of the external selections for management positions, which is also below the 2% benchmark for PWTds. While 8.70% (4) referred applicants for supervisory positions is above the 2% benchmark for PWTds, interviewed applicants are at 0% (which is below the 2% benchmark for PWTds). This leads to PWTds being 0% of the external selections for supervisory positions, which is also below the 2% benchmark for PWTds. Interviewed applicants and external selections for executive positions are at 0% below the 2% benchmark for PWTds. Interviewed applicants for management positions are at 1.65% below the 2% benchmark for PWTds. External selections for management positions are at 0.91% below the 2% benchmark for PWTds. Interviewed applicants and external selections for supervisory positions are at 0% below the 2% benchmark for PWTds.

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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	315	2.78	2.14
Permanent Workforce: Resignation	235	2.29	1.56

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Retirement	476	3.49	3.33
Permanent Workforce: Other Separations	89	0.60	0.63
Permanent Workforce: Total Separations	1115	9.17	7.66

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.
- a. Voluntary Separations (PWTD) Answer No
 - b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	315	2.35	2.22
Permanent Workforce: Resignation	235	2.78	1.62
Permanent Workforce: Retirement	476	3.63	3.34
Permanent Workforce: Other Separations	89	0.43	0.63
Permanent Workforce: Total Separations	1115	9.19	7.81

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.

None

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.

eCFR :: 29 CFR Part 33 -- Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor DLMS 7-600: IT Accessibility Management - Department of Labor Manual Series Index - LaborNet - United States Department of Labor (dol.gov) CRC | U.S. Department of Labor (dol.gov) Reasonable Accommodations for Employees and Applicants with Disabilities | U.S. Department of Labor (dol.gov)

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.

<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/internal/statutes-regulations> <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/dlms2-0600>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The Section 508 Program Office has developed and implemented several processes to train users on best practices for creating accessible documents. Weekly training is conducted every Tuesday and Thursday as well as Virtual Office Hours that give each person an opportunity to meet one-on-one with a training coach. A larger training program entitled 508 Document Accessibility Program (508 DAP) was launched in February 2021. This program consists of four sessions that provide in-depth training on the creation of accessible Word, Excel, Power Point and Adobe Acrobat documents. In addition, the Section 508 Program Office conducts monthly Agency Partnership Briefings, Quarterly Focus Forums and an Annual Forum for the Section 508 Agency Officers, Section 508 support personnel as well as Technical and policy staff. Presenters from across the Federal landscape share their knowledge and best practices to the attendees.

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.)

DOL's procedure on reasonable accommodation requires that requests be processed within 60 business days. The average time frame for processing requests during the FY2021 reporting period was 30 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.

DOL has an effective reasonable accommodation program. Workplace Equality Compliance Officers (WECOs) work with employees and management on individual accommodations and the Department's RARC handles requests for equipment and other tangible services. The COVID-19 pandemic and shift to maximum telework posture highlighted the important work of RARC. In FY 2021, RARC received 354 requests, of which 177 were processed by RARC utilizing DOL's Central Accommodation Fund. In FY 2021, RARC oversaw the successful closure of 330 Reasonable Accommodations requests. In FY 2021, DOL continued to train DOL managers and supervisors throughout the U.S. on DOL's reasonable accommodation process. RARC also participated in DOL's Office of Human Resources New Employee Orientation training program. Participating in this program allows RARC to provide bi-weekly trainings to new employees of DOL on the reasonable accommodation program and process. In early 2020, when the Department transitioned to maximum telework posture, RARC accommodated employees who were teleworking full-time and needed accommodations. This continued in FY 2021. RARC also provided personal assistance services to DOL employees with targeted disabilities (at home). Common items purchased for employees during the "max-telework" posture included: sit-stand desks, ergonomic chairs, and ergonomic mice. RARC has also worked to secure vendors to provide virtual training on assistive technology software. Furthermore, RARC retrieved equipment from employees' worksites, especially when equipment was customized. In reviewing requests for equipment to use at home, RARC conducted a cost benefit analysis to determine if it was more cost effective to ship the equipment from the official worksite to the home of the employee, or to purchase new equipment, all while ensuring that an effective accommodation was provided (including any necessary interim accommodations) without delay. In order to provide effective accommodations to employees in their homes, RARC coordinated with employees, supervisors, DOL's Office of Human Resources (OHR), WECOs, DOL's Office of the Solicitor (SOL), DOL's Office of Safety & Health (OSH) and DOL's Office of Procurement Services (OPS). Specifically, DOL's OSH advised RARC on the parameters of determining a safe environment in the home. DOL's OPS advised on procurement questions resulting from the scarce availability of products / shipping delays during the pandemic and the need to make duplicate or other purchases that exceeded procurement limits. It is important to note that these offices could not handle accommodation related tasks on their own – primarily as information pertaining to accommodations is held strictly confidential and legal requirements are tightly monitored. As workplace flexibilities and telework likely will increase, including hybrid schedules in the office and at remote locations, RARC will be faced with providing duplicate accommodations, and WECO will work through responding to non-procurement type requests for accommodations where workplace flexibilities and telework are the foundation of the request. Although the exact number of these duplications cannot be predicted, RARC and WECO continue to ensure that employees with disabilities receive the same benefits/privileges of employment as those who are not disabled (i.e., equivalent opportunity and ability to telework). RARC and WECO also note that this is the future of work and will continue in this transition back to on-premises work, or the providing of additional flexibilities, to ensure that serving DOL's disabled community is effectively achieved.

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.

DOL had a PAS program prior to the EEOC’s regulations and has considered requests for PAS as accommodation requests even when they involve personal services solely. DOL has contract staff that provide assistance to a variety of employees in diverse circumstances, schedules, etc. Even during the pandemic, DOL was still able to provide PAS to employees with severe disabilities. DOL continues to ensure that PAS accommodations adhere to the EEOC’s requirements on telework and travel.

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.

There were no findings of discrimination against 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 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?

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.

There was no finding of discrimination against 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 Yes

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

Answer Yes

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B11				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Although, qualified internal applicants for GS-13 were above the 12% benchmark, internal selections were below the benchmark for PWD.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
	Internal Competitive Promotions For Senior Grade Levels by Disability		Although, qualified internal applicants for GS-13 were above the 12% benchmark, internal selections were below the benchmark for PWD.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2021	09/30/2023	Yes			Continue to increase the participation rate of minorities, and individuals with disabilities and individuals with targeted disabilities in the Executive/ Senior Level Officials and Managers Category and continue to increase female participation in the Mid-Level Officials and Managers Occupational Category as well as mission- critical occupations.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Office of Human Resources		Office of Human Resources		Yes	
Agency Hiring Officials		Various		Yes	
Chief Human Capital Officer		Syndey T. Rose		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Continue to educate agency hiring officials on the importance of using Special Hiring Authorities; provide them with agency-specific information regarding their use of these hiring authorities	Yes		
09/30/2022	Continue to educate employees and supervisors on reasonable accommodations	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	<p>The Department supports the ability of all people to find good and safe jobs. DOL continues initiatives to achieve the goal of becoming a model Federal employer for the recruitment, hiring, retention, return-to-work, and promotion of people with disabilities, including:</p> <ul style="list-style-type: none"> • Maintaining partnerships with disability organizations and continuing to lead outreach events. • Conducting workshops and mock interviews for people with disabilities • Providing technical support to DOL recruitment coordinators throughout the country who work with various vocational rehabilitation counselors providing instruction on resume writing skills, navigating USAJobs.gov, and explaining qualification requirements for DOL positions. • Referring qualified veterans with disabilities for vacancies along with advising and educating hiring officials of the availability of non-competitive hiring authorities, as well as resources available through the Workforce Recruitment Program managed by the Office of Disability Employment Policy (ODEP). • DOL’s Disability Action Group (DAG), one of many Affinity Groups for employees, continues to sponsor and participate in Departmental events, and recruit new members. 			
2021	<p>In addition, the Civil Rights Center’s Reasonable Accommodation Resource Center (RARC), was responsible for responding to and helping DOL employees seeking accommodation when “Stay at Home” orders were implemented due to COVID-19. RARC also provided personal assistance services to DOL employees with targeted disabilities at home. Common items purchased for employees during the “max-telework” posture included sit-stand desks, ergonomic chairs, and ergonomic mice. RARC also worked to secure vendors to provide virtual training on assistive technology software. Furthermore, RARC retrieved equipment from employees’ worksites, especially when equipment was customized, and arranged for delivery to their homes. In reviewing requests for equipment to use at home, RARC conducted a cost benefit analysis to determine if it was more cost effective to ship the equipment from the official worksite to the home of the employee, or to purchase new equipment, all while ensuring that an effective accommodation was provided (including any necessary interim accommodations) without delay.</p>			

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B4				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	In FY 2021, the participation of persons with disabilities is 10.80% (340) at the GS-13 level, 10.92% (206) at the GS-14 level, 8.37% (84) at the GS-15 level, and 6.33% (15) at the Executive level. All are below the Section 501 Goal of 12%.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
	General Schedule Grades by Disability [Permanent]		<p>In response to trends we see within our workforce, DOL has taken steps to examine internal policies, procedures, or practices to identify and implement changes and best practices where possible. DOL analyzed FEVS data, trends in EEO complaints, and gathered feedback from affinity groups to understand barriers underlying the data. DOL will seek to make this analysis more robust in future fiscal years.</p> <p>These efforts and broader efforts to enhance recruitment and outreach strategies and expanded training for managers and supervisors on Special Hiring Authorities continued into FY 2022. DOL will work on educating agency hiring officials to increase the participation rate of minorities, individuals with disabilities, and individuals with targeted disabilities in the Executive/Senior Level Officials and Managers Category. DOL has made some progress from FY 2020 to FY 2021, but DOL must persist in its efforts to recruit and retain individuals that are not strongly represented.</p>		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2021	09/30/2023	Yes			Continue to institutionalize a workplace culture at DOL that is welcoming and inclusive of people from all walks of life that treats them with a great sense of dignity and respect.
10/01/2021	09/30/2023	Yes			Continue to increase the participation rate of minorities, and individuals with disabilities and individuals with targeted disabilities in the Executive/Senior Level Officials and Managers Category and continue to increase female participation in the Mid-Level Officials and Managers Occupational Category as well as mission- critical occupations.

Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2021	09/30/2023	Yes			Reduce or eliminate, when possible, any barriers to equal opportunity including awards and promotions.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Chief Human Capital Officer		Sydney Rose		Yes		
Agency Hiring Officials		Various		Yes		
Office of Human Resources		Office of Human Resources		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Develop communication strategies to encourage and increase participation rates of Individuals with Disabilities as well as minorities in Departmental professional development opportunities.			Yes		
09/30/2023	Continue to work with DOL’s Affinity Groups to address issues affecting females, minorities, and disability employment, career development, promotions, awards, and overall retention within the Department.			Yes		
09/30/2023	Conduct an equity gap analysis to identify potential barriers at each point in the lifecycle of an employee’s career.			Yes		
09/30/2023	Pilot an onboarding peer and cohort initiative to improve retention of new employees.			Yes		
09/30/2023	Continue to administer mentoring (formal and informal) programs to promote career development, retention, and upward mobility within the workforce.			Yes		
Report of Accomplishments						
Fiscal Year	Accomplishment					
2021	In addition to establishing policies and processes to ensure the health and safety of DOL employees and the people we serve, in Fiscal Year 2021, the Department undertook efforts to develop its reentry schedule and plan for post-reentry personnel policies and work environments tied to the agency’s mission, organization, and workforce. A guiding principle of the DOL reentry schedule was equity, treating people in a non-discriminatory manner regardless of demographic characteristics; assessing and responding to the personal circumstances of employees with appropriate, consistent consideration; and making similar reentry decisions for similarly-situated positions across offices and agencies.					
2021	During Fiscal Year 2021, the Department received funding through the American Rescue Plan Act of 2021 to expand its workforce for COVID-19 related worker protection activities. To achieve this critical hiring surge and to fill positions with highly qualified and diverse backgrounds, DOL designed robust, comprehensive, and strategic agency hiring plans. These plans involved implementing innovative virtual recruitment strategies that leverage social media and targeted outreach to minority serving institutions, Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions, Tribal Serving Institutions, professional associations, labor unions, state and local governments, and community-based organizations, among other groups; and leveraging the use of direct-hire authorities, noncompetitive and special hiring authorities, and other hiring strategies where appropriate. As part of its outreach, the Department conducted sessions on how to apply to federal jobs and interview techniques.					

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	In addition to expanding its workforce, the Department renewed its commitment to fostering an equitable, inclusive, and accessible environment for all employees in Fiscal Year 2021. In addition to continuing to provide internal career development opportunities and professional development programs, the Department announced new efforts in Fiscal Year 2021. To engage and equip new employees as they join the Department, the Office of Human Resources launched a new nationwide, uniform, week-long orientation program. During these sessions, new employees learn about the history and mission of the Department, but also are encouraged to explore the Department’s affinity groups. As part of this new employee orientation program, the Civil Rights Center (CRC) developed training modules to educate all new employees about EEO rights, the Department’s Harassing Conduct policy and responsibilities, as well as the reasonable accommodation process.
2021	Since the start of the pandemic, DOL employees have performed mission critical onsite work – including inspections and investigations – at DOL facilities and worksites across the country. The Department conducted some work virtually and mission critical onsite activities – including inspections and investigations – in-person. New technology and workplace flexibilities have further enabled DOL to adhere to Centers for Disease Control and Prevention (CDC) guidelines while still fulfilling our mission.
2021	The Department also lifted up the importance of internal affinity groups through Department-wide messaging about Special Emphasis Months and participation in internal event by senior-level officials. The Department’s Affinity Groups continue to be a valuable asset to the workforce and accomplishing DOL’s mission. The Office of Human Resources began meeting regularly with the leadership of Department affinity groups and continued to engage with affinity groups on messaging and internal events for Special Emphasis Months and Special Observances. Special Emphasis Month events raised awareness on DEIA topics and were open to DOL employees across the country. In addition, Department revised its student volunteer policy to require all participants to receive educational benefits or non-Federal compensation, and the amount of compensation received must be equivalent to \$15 per hour, or the minimum wage rate for the geographic area in which the work will be performed, whichever is higher. Lastly, the Department conducted an Administrative Professionals Learning Series in Fiscal Year 2021 with a series of technical skills courses in quarterly sessions on topics like career planning, leadership, mentoring, and emotional intelligence.

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).

The planned activities such as training in Non-Competitive Hiring Authorities are designed to remove barriers for PWD and PWTD entering the DOL workforce.

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.

Many of the activities remain ongoing with a 9/30/2022 target date for completion.