

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

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

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 |

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability |       | Targeted Disability |      |
|--|-------|-----------------------|-------|---------------------|------|
|  | #     | #                     | %     | #                   | %    |
| Numarical Goal                                 | --    | 12%                   |       | 2%                  |      |
| Grades GS-1 to GS-10                           | 2501  | 546                   | 21.83 | 154                 | 6.16 |
| Grades GS-11 to SES                            | 12027 | 1506                  | 12.52 | 376                 | 3.13 |

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

In FY 2022, DOL continued to provide training on Reasonable Accommodations and Special Hiring Authorities to its workforce. Agencies now have access to workforce demographic reports in Tableau via the OHR Workforce Analytics Branch website. In addition, the Diversity Recruitment and Outreach Branch was established to create a stronger focus on hiring diverse talent pools – which included sharing current section 501 goals with Agency Recruiters.

### 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<br>(Name, Title, Office Email)                              |
|--|-------------------------------------|-----------|-----------------|--|
|  | Full Time                           | Part Time | Collateral Duty |  |
| Processing reasonable accommodation requests from applicants and employees                     | 5                                   | 0         | 13              | Samuel L. Rhames, Jr.,<br>Chief<br>Rhames.samuel@dol.gov                         |
| Special Emphasis Program for PWD and PWTD  | 2                                   | 0         | 0               | Felipe Millan<br>Disability Program<br>Manager<br>Millan.Felipe.F@dol.gov        |
| Architectural Barriers Act Compliance  | 0                                   | 0         | 2               | abadilla.rechelle.t@dol.gov  |
| Processing applications from PWD and PWTD  | 0                                   | 0         | 35              | Holly Coffey-Flynn<br>Division Chief, Staffing<br>coffey-<br>flynn.holly@dol.gov |
| Section 508 Compliance   | 8                                   | 2         | 3               | Brandon Jubar<br>Section 508 Program<br>Manager                                  |
| Answering questions from the public about hiring authorities that take disability into account | 2                                   | 0         | 0               | Holly Coffey-Flynn<br>Division Chief, Staffing<br>coffey-<br>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 2022, 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 utilize special hiring authorities (i.e., Schedule A) to file job vacancies/opportunities, and 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. DOL hosts virtual sessions on “How to Apply for Federal Jobs” for different organizations (including disability organizations) and continues to recruit and engage persons with disabilities (specifically disabled veterans) in employment opportunities at DOL, including such internship programs as the Operation Warfighter Program and the Department of Defense (DoD) SkillBridge Program. 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 2022, the Department had a 50% PWD increase and a 140% PWTD increase under Schedule A.

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 Individuals with Disabilities and consideration under special appointing authorities. Eligibility criteria are addressed on 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 2022, training on Special Hiring Authorities which included content on hiring goals as part of the mandatory 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 2022, DOL continued to maintain and develop strategic partnerships with affinity organizations (e.g., DOL Disability Action Group (DAG) Affinity Group), professional associations, and educational institutions (e.g., Gallaudet University) focused on groups with low participation rates to perform recruitment outreach

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

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

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

| New Hires                 | Total<br>(#) | Reportable Disability   |                         | Targeted Disability     |                         |
|---------------------------|--------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                           |              | Permanent Workforce (%) | Temporary Workforce (%) | Permanent Workforce (%) | Temporary Workforce (%) |
| % of Total Applicants     | 84747        | 5.10                    | 0.08                    | 3.11                    | 0.03                    |
| % of Qualified Applicants | 66379        | 4.96                    | 0.09                    | 2.96                    | 0.03                    |
| % of New Hires            | 2125         | 4.71                    | 0.05                    | 2.87                    | 0.05                    |

- 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 2022, DOL identified triggers for PWD in the following mission critical occupations: Series 0106, qualified=5.91%, hires=0.00% Series 0110, qualified=4.47%, hires=4.15% Series 0140, qualified=4.29%, hires=0.00% Series 0201, qualified=4.94%, hires=1.23% Series 0243, qualified=4.19%, hires=0.00% Series 0301, qualified=7.17%, hires=6.49% Series 0511, qualified=2.35%, hires=0.00% Series 0690, qualified=2.67%, hires=1.85% Series 0800, qualified=1.72%, hires=0.00% Series 0905, qualified=3.98%, hires=0.00% Series 1102, qualified=6.84%, hires=2.94% Series 1530, qualified=2.78%, hires=0.00% Series 1801, qualified=4.07%, hires=3.95% Series 2210, qualified=5.58%, hires=2.36% In FY 2022, DOL identified triggers for PWTD in the following mission critical occupations: Series 0106, qualified=3.09%, hires=0.00% Series 0110, qualified=3.84%, hires=3.32% Series 0140, qualified=2.74%, hires=0.00% Series 0142, qualified=4.12%, hires=3.45% Series 0201, qualified=2.72%, hires=1.23% Series 0243, qualified=2.10%, hires=0.00% Series 0511, qualified=2.35%, hires=0.00% Series 0690, qualified=0.84%, hires=0.00% Series 0800, qualified=0.86%, hires=0.00% Series 0905, qualified=2.11%, hires=0.00% Series 1102, qualified=3.38%, hires=0.00% Series 1801, qualified=2.26%, hires=1.32% Series 2210, qualified=3.04%, hires=1.57%

| New Hires to Mission-Critical Occupations           | Total<br>(#) | Reportable Disability | Targetable Disability |
|---|--------------|-----------------------|-----------------------|
|   |              | New Hires<br>(%)      | New Hires<br>(%)      |
| Numerical Goal                                      | --           | 12%                   | 2%                    |
| 0018 SAFETY & OCCUPATIONAL HEALTH MANAGEMENT        | 261          | 6.90                  | 4.98                  |
| 0106 UNEMPLOYMENT INSURANCE                         | 31           | 0.00                  | 0.00                  |
| 0110 ECONOMIST                                      | 241          | 4.15                  | 3.32                  |
| 0140 WORKFORCE RESEARCH AND ANALYSIS                | 19           | 0.00                  | 0.00                  |
| 0142 WORKFORCE DEVELOPMENT                          | 58           | 12.07                 | 3.45                  |
| 0201 HUMAN RESOURCES MANAGEMENT                     | 81           | 1.23                  | 1.23                  |
| 0243 APPRENTICESHIP & TRAINING                      | 24           | 0.00                  | 0.00                  |
| 0301 MISCELLANEOUS ADMINISTRATION PROGRAM           | 77           | 6.49                  | 5.19                  |
| 0360 EQUAL OPPORTUNITY COMPLIANCE                   | 88           | 10.23                 | 4.55                  |
| 0511 AUDITING                                       | 6            | 0.00                  | 0.00                  |
| 0690 INDUSTRIAL HYGIENE                             | 108          | 1.85                  | 0.00                  |
| 0801 ENGINEERING                                    | 19           | 0.00                  | 0.00                  |
| 0905 GENERAL ATTORNEY                               | 33           | 0.00                  | 0.00                  |
| 0958 PENSION LAW SPECIALIST                         | 2            | 0.00                  | 0.00                  |
| 0991 WORKERS COMPENSATION CLAIMS EXAMINING          | 165          | 7.27                  | 4.85                  |
| 1102 CONTRACTING                                    | 34           | 2.94                  | 0.00                  |
| 1109 GRANTS MANAGEMENT                              | 15           | 13.33                 | 6.67                  |
| 1529 MATHEMATICAL STATISTICIAN                      | 13           | 7.69                  | 7.69                  |
| 1530 STATISTICIAN                                   | 5            | 0.00                  | 0.00                  |
| 1801 GENERAL INSPECTION, INVESTIGATION & COMPLIANCE | 76           | 3.95                  | 1.32                  |
| 1822 MINE SAFETY & HEALTH INSPECTION                | 362          | 5.25                  | 2.76                  |
| 1849 WAGE & HOUR INSPECTION                         | 232          | 3.02                  | 2.59                  |

| New Hires to Mission-Critical Occupations | Total<br>(#) | Reportable Disability | Targetable Disability |
|---|--------------|-----------------------|-----------------------|
|   |              | New Hires<br>(%)      | New Hires<br>(%)      |
| Numerical Goal                            | --           | 12%                   | 2%                    |
| 2210 INFORMATION TECHNOLOGY MANAGEMENT    | 127          | 2.36                  | 1.57                  |

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 2022, DOL identified triggers for PWD in the following mission critical occupations among internal applicants: Series 0018, relevant applicant pool (RAP)=13.32%, qualified=1.38% Series 0110, RAP=7.50%, qualified=0.21% Series 0142, RAP=12.56%, qualified=12.50% Series 0201, RAP=16.50%, qualified=3.45% Series 0243, RAP=39.51%, qualified=11.11% Series 0301, RAP=20.99%, qualified=9.38% Series 0360, RAP=26.67%, qualified=0.00% Series 0511, RAP=12.12%, qualified=0.00% Series 0690, RAP=8.00%, qualified=0.00% Series 0958, RAP=8.93%, qualified=0.00% Series 0991, RAP=19.93%, qualified=11.11% Series 1102, RAP=11.71%, qualified=0.00% Series 1109, RAP=23.29%, qualified=4.35% Series 1529, RAP=9.71%, qualified=0.00% Series 1801, RAP=11.42%, qualified=0.92% Series 1822, RAP=6.50%, qualified=4.76% Series 1849, RAP=11.07%, qualified=1.28% Series 2210, RAP=11.60%, qualified=0.00% In FY 2022, DOL identified triggers for PWTD in the following mission critical occupations among internal applicants: Series 0018, relevant applicant pool (RAP)=2.29%, qualified=0.00% Series 0110, RAP=2.47%, qualified=0.00% Series 0142, RAP=4.35%, qualified=0.00% Series 0201, RAP=3.96%, qualified=3.45% Series 0243, RAP=8.64%, qualified=0.00% Series 0301, RAP=6.20%, qualified=3.13% Series 0360, RAP=6.36%, qualified=0.00% Series 0690, RAP=2.67%, qualified=0.00% Series 0958, RAP=3.57%, qualified=0.00% Series 1102, RAP=3.60%, qualified=0.00% Series 1109, RAP=5.48%, qualified=0.00% Series 1529, RAP=3.88%, qualified=0.00% Series 1801, RAP=2.62%, qualified=0.92% Series 1849, RAP=3.48%, qualified=0.43% Series 2210, RAP=3.82%, 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 2022, DOL identified triggers for PWD among employees promoted in the following mission critical occupations: Series 0018, qualified applicant pool (QAP)=1.38%, promoted=0.00% Series 0110, QAP=0.21%, promoted=0.00% Series 0142, QAP=12.50%, promoted=0.00% Series 0243, QAP=11.11%, promoted=0.00% Series 0301, QAP=9.38%, promoted=0.00% Series 0991, QAP=11.11%, promoted=0.00% Series 1109, QAP=4.35%, promoted=0.00% Series 1822, QAP=4.76%, promoted=0.00% Series 1849, QAP=1.28%, promoted=0.00% In FY 2022, DOL identified triggers for PWTD among employees promoted in the following mission critical occupations: Series 0301, QAP=3.13%, promoted=0.00% Series 0991, QAP=11.11%, promoted=0.00% Series 1822, QAP=4.76%, promoted=0.00% Series 1849, QAP=0.43%, 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 (i.e., 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 required to be 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 such as ROAD will expose a broad range of employees to a variety of positions and opportunities to learn 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.).
- Encourage use of guidance on providing accessible and inclusive virtual meetings
- 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 DOL DAG Affinity 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 2022, DOL continued to offer Leadership Development 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 2022, 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 2022, 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-13 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 (%) |
| Mentoring Programs                | 366                | 366           | 0              | 0             | 0              | 0             |
| Internship Programs               | 2                  | 2             | 100            | 100           | 0              | 0             |
| Fellowship Programs               | 0                  | 0             | 0              | 0             | 0              | 0             |
| Coaching Programs                 | 0                  | 0             | 0              | 0             | 0              | 0             |
| Training Programs                 | 0                  | 0             | 0              | 0             | 0              | 0             |
| Detail Programs                   | 671                | 148           | 0              | 0             | 0              | 0             |
| Other Career Development Programs | 20                 | 20            | 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 Yes

Worksheet B13 – Employee Recognition and Awards by Disability The following are below no disability using Inclusion rate for PWD and PWTD: No Disability PWD PWTD Perm Employee Count 11,642 2,055 530 Total Time-Off Awards: 1 - 10 hours



15.4% (1,796) 9.34% (192) 7.92% (42) Total Time-Off Awards: 11 - 20 hours 2.8% (323) 2.08% (11) Cash Awards: \$500 and Under 23.6% (2,752) 22.38% (460) 22.83% (121) Cash Awards: \$501 - \$999 11.0% (1,282) 10.27% (211) Cash Awards: \$1000 - \$1999 15.8% (1,840) 15.09% (310) Cash Awards: \$2000 - \$2999 19.6% (2,279) 15.86% (326) 15.09% (80) Cash Awards: \$3000 - \$3999 16.0% (1,857) 9.73% (200) 8.87% (47) Cash Awards: \$4000 - \$4999 8.3% (968) 5.21% (107) 7.17% (38) Cash Awards: \$5000 or more 10.0% (1,165) 5.16% (106) 5.47% (29)

| Time-Off Awards                                 | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Time-Off Awards 1 - 10 hours: Awards Given      | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 1 - 10 Hours: Total Hours       | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 1 - 10 Hours: Average Hours     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 11 - 20 hours: Awards Given     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 11 - 20 Hours: Total Hours      | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 11 - 20 Hours: Average Hours    | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 21 - 30 hours: Awards Given     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 21 - 30 Hours: Total Hours      | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 21 - 30 Hours: Average Hours    | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 31 - 40 hours: Awards Given     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 31 - 40 Hours: Total Hours      | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 31 - 40 Hours: Average Hours    | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 41 or more Hours: Awards Given  | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 41 or more Hours: Total Hours   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Time-Off Awards 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     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$501 - \$999: Total Amount     | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$501 - \$999: Average Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$1000 - \$1999: Awards Given   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$1000 - \$1999: Total Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$1000 - \$1999: Average Amount | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$2000 - \$2999: Awards Given   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$2000 - \$2999: Total Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |

| Cash Awards                                  | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards: \$2000 - \$2999: Average Amount | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$3000 - \$3999: Awards Given   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$3000 - \$3999: Total Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$3000 - \$3999: Average Amount | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$4000 - \$4999: Awards Given   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$4000 - \$4999: Total Amount   | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$4000 - \$4999: Average Amount | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$5000 or more: Awards Given    | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$5000 or more: Total Amount    | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |
| Cash Awards: \$5000 or more: Average Amount  | 0         | 0.00                    | 0.00                            | 0.00                  | 0.00                          |

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

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

QSI is below no disability for both PWD and PWTD using the inclusion rate. No Disability PWD PWTD Perm Employee Count 11,642 2,055 530 Quality Step Increases (QSI) 5.4% (629) 4.33% (89) 3.58% (19)

| 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 | No  |
| ii. Internal Selections (PWD)          | Answer | No  |
| b. Grade GS-15                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | No  |
| 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 |

Table B11 FY 2022: Internal promotions to the senior grade levels. Triggers for PWD For GS-15 positions, RAP=10.03%, QAP=2.00% For GS-14 positions, RAP=10.85%, QAP=1.46%, Selections=0.81% For GS-13 positions, RAP=11.89%, QAP=2.41%, Selections=1.30%

2. Does your agency have a trigger involving PWTDD 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 (PWTDD) | Answer | No  |
| ii. Internal Selections (PWTDD)          | Answer | No  |
| b. Grade GS-15                           |        |     |
| i. Qualified Internal Applicants (PWTDD) | Answer | Yes |
| ii. Internal Selections (PWTDD)          | Answer | No  |
| c. Grade GS-14                           |        |     |
| i. Qualified Internal Applicants (PWTDD) | Answer | Yes |
| ii. Internal Selections (PWTDD)          | Answer | No  |
| d. Grade GS-13                           |        |     |
| i. Qualified Internal Applicants (PWTDD) | Answer | Yes |
| ii. Internal Selections (PWTDD)          | Answer | No  |

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

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

Table B15 FY 2022: New hires to the senior grade levels. Triggers for PWD For SES positions, QAP=2.22%, Selections=0.00% For GS-15 positions, QAP=6.08%, Selections=3.19% For GS-14 positions, QAP=5.74%, Selections=4.32% For GS-13 positions, QAP=6.19%, Selections=4.63%

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 Yes

Table B15 FY 2022: New hires to the senior grade levels. Triggers for PWTD For SES positions, QAP=0.74%, Selections=0.00% For GS-15 positions, QAP=3.36%, Selections=1.06% For GS-14 positions, QAP=3.17%, Selections=1.66% For GS-13 positions, QAP=3.30%, Selections=1.98%

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 No
- 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 No

Table B19 FY 2022: Internal promotions to the supervisory positions. Triggers for PWD For GS-Executives positions, RAP=8.28%, QAP=2.44% For GS-Managers positions, RAP=11.57%, QAP=1.27%, Selections=0.00% For GS-Supervisors positions, RAP=3.23%, QAP=0.00%, Selections=0.00%

6. Does your agency have a trigger involving PWT D 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 (PWT D) Answer Yes
- ii. Internal Selections (PWT D) Answer No

b. Managers

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

c. Supervisors

- i. Qualified Internal Applicants (PWT D) Answer No
- ii. Internal Selections (PWT D) Answer No

Table B19 FY 2022: Internal promotions to the supervisory positions. Triggers for PWT D For GS-Executives positions, RAP=1.38%, QAP=0.81% For GS-Managers positions, RAP=3.20%, QAP=0.36%, 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 (PWT D) Answer Yes
- b. New Hires for Managers (PWT D) Answer Yes
- c. New Hires for Supervisors (PWT D) Answer Yes

Table B18 FY 2022: New hires for supervisory positions. Triggers for PWT D For Executives positions, QAP=5.72%, Selections=2.94% For Managers positions, QAP=5.47%, Selections=4.85% For Supervisors positions, QAP=11.76%, Selections=0.00%

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWT D 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 (PWT D) Answer Yes
- b. New Hires for Managers (PWT D) Answer Yes
- c. New Hires for Supervisors (PWT D) Answer No

Table B18 FY 2022: New hires for supervisory positions. Triggers for PWT D For Executives positions, QAP=3.03%, Selections=1.47% For Managers positions, QAP=2.87%, Selections=1.46%

## 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 Yes

b. Involuntary Separations (PWD) Answer Yes

PWD exceeded persons with no disability in voluntary and involuntary separations No Disability PWD Perm Employee Count  
 11,642 2,055 Resignation 2.49% (290) 3.26% (67) Removal 0.47% (55) 1.12% (23)

| Seperations                             | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---------|---------------------------|-----------------------------------|
| Permanent Workforce: Reduction in Force | 0       | 0.00                      | 0.00                              |
| Permanent Workforce: Removal            | 80      | 1.09                      | 0.45                              |
| Permanent Workforce: Resignation        | 404     | 3.19                      | 2.64                              |
| Permanent Workforce: Retirement         | 565     | 3.61                      | 3.83                              |
| Permanent Workforce: Other Separations  | 370     | 2.85                      | 2.43                              |
| Permanent Workforce: Total Separations  | 1419    | 10.75                     | 9.34                              |

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

PWTD exceeded persons with no disability in voluntary and involuntary separations. No Disability PWD PWTD Perm Employee Count  
 11,642 2,055 530 Resignations 2.49% (290) 3.26% (67) 3.02% (16) Removal 0.47% (55) 1.12% (23) 1.32% (7)

| Seperations                             | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---------|-------------------------|---------------------------------|
| Permanent Workforce: Reduction in Force | 0       | 0.00                    | 0.00                            |
| Permanent Workforce: Removal            | 80      | 1.30                    | 0.51                            |
| Permanent Workforce: Resignation        | 404     | 2.97                    | 2.71                            |
| Permanent Workforce: Retirement         | 565     | 3.35                    | 3.82                            |
| Permanent Workforce: Other Separations  | 370     | 2.97                    | 2.47                            |
| Permanent Workforce: Total Separations  | 1419    | 10.59                   | 9.50                            |

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.

The department currently only collects voluntary exit survey data, which asks if you are a PWD. The voluntary response rate is low, and the department is in the process of revising the exit survey to improve the response rate and collect additional data. The current results do not provide reasons that have a clear distinction between PWD and non-disabled that caused the trigger.

## 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.ecfr.gov/current/title-29/subtitle-A/part-33> Section 508 Main Page - LaborNet Wiki (dol.gov) <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/internal/statutes-regulations-2DLMS> 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 accessibility and accessibility best practices, such as creating accessible documents, meetings, systems, applications, and other information. The program has a robust calendar of free training offered to all DOL staff that is advertised on its intranet page. 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, PowerPoint and Adobe Acrobat documents. Recently the Section 508 Program Office has also developed and implemented training on incorporating accessibility into user stories and other application and software development processes. In addition, the Section 508 Program Office conducts monthly Agency Partnership Briefings and hosts DOL's annual "Accessibility Awareness Day" for all DOL staff, the Section 508 Agency Officers, Section 508 support personnel as well as Technical and policy staff. Presenters from across the Federal landscape, as well as DOL leaders and other key speakers share their knowledge and best practices to the attendees. DOL is in the process of revising their DLMS for Building Accessibility, which is expected to go into clearance shortly. This DLMS chapter updates DOL's program for ensuring that buildings and facilities, and elements within those buildings and facilities, are accessible to, and usable by, individuals with disabilities. The Section 508 Program Office will also be launching a DOL-wide mandatory training course this year on accessibility. Additionally, DOL will be procuring and implementing an accessibility testing solution that will lead to greater compliance with governmentwide 508-accessibility standards on the Department's public facing digital assets. For technology, specifically, all applications and systems managed by the Office of the Chief Information Officer (OCIO) are evaluated for Section 508 compliance according to a WCAG 2.1 A and AA checklist and other standards. Formal training has been provided to all IT staff supporting these technologies, including formal documentation of compliance for all change requests or modifications to existing applications and systems.

## 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 FY 2022 reporting period was 37 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 modifications to policies and procedures and the Department’s Reasonable Accommodation Resource Center (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 and WECO. In FY 2022, DOL received 754 requests, of which 238 were processed by RARC utilizing DOL’s Central Accommodation Fund. WECO received 467 cases in FY 2022 and successfully processed 422 requests. RARC oversaw the successful closure of 497 Reasonable Accommodations requests. RARC and WECO continued to train DOL managers and supervisors on DOL’s reasonable accommodation process. A total of 39 training sessions were conducted in FY 2022. 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 April 2022, as staff returned on-site, RARC worked to meet the accommodation needs of staff working a hybrid schedule, both at home and on-site, which often prompted the need to purchase additional pieces of equipment, software, etc. 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 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. RARC also provided situation-based training on the reasonable accommodation process; supported the Department’s efforts to comply with recent Executive Orders related to Diversity, Equity, Inclusion, and Accessibility (DEIA), and revised RARC’s intranet pages. In FY 2023, RARC will further develop its web presence to promote services and solutions on CRC’s public website. CRC will develop updated training and disseminate information on the revised Department of Labor Manual Series (DLMS) (Departmental policy and procedures documents) on Reasonable Accommodations and Building Accessibility for stakeholders and continue to offer tailored, situation-based trainings on the reasonable accommodation process. As greater options for workplace flexibilities and telework are considered, including hybrid schedules in the office and at remote locations, RARC will be faced with providing duplicate accommodations, and WECO will continue to respond 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). CRC and WECO will continue to regularly assess our reasonable accommodation program and make any structural or operational changes and improvements that are necessary.

**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

|   |   |                                       |  |                                    |   |
|---|---|---------------------------------------|--|------------------------------------|---|
| <b>Source of the Trigger:</b>   | Workforce Data (if so identify the table)   |                                       |  |                                    |   |
| <b>Specific Workforce Data Table:</b>   | Workforce Data Table - B11  |                                       |  |                                    |   |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>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. |                                       |  |                                    |   |
| <b>STATEMENT OF BARRIER GROUPS:</b>   | <i>Barrier Group</i><br>People with Disabilities  |                                       |  |                                    |   |
| <b>Barrier Analysis Process Completed?:</b>   | Y   |                                       |  |                                    |   |
| <b>Barrier(s) Identified?:</b>  | Y   |                                       |  |                                    |   |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | <b>Barrier Name</b>   |                                       | <b>Description of Policy, Procedure, or Practice</b> |                                    |   |
| <b>Objective(s) and Dates for EEO Plan</b>  |   |                                       |  |                                    |   |
| <b>Date Initiated</b>   | <b>Target Date</b>  | <b>Sufficient Funding / Staffing?</b> | <b>Date Modified</b>                                 | <b>Date Completed</b>              | <b>Objective Description</b>  |
| 10/01/2021  | 09/30/2023  | Yes                                   |  |                                    | Identify specific workplace issues related to career development opportunities; including educating employees and managers about available career development opportunities; and promoting awareness and reasonable accommodations. |
| <b>Responsible Official(s)</b>  |   |                                       |  |                                    |   |
| <b>Title</b>  |   | <b>Name</b>                           |  | <b>Standards Address The Plan?</b> |   |
| Office of Human Resources   |   | Office of Human Resources             |  | Yes                                |   |
| Agency Hiring Officials   |   | Various                               |  | Yes                                |   |
| Chief Human Capital Officer   |   | Syndey T. Rose                        |  | Yes                                |   |

| <b>Planned Activities Toward Completion of Objective</b> |  |   |                      |                        |
|--|--|---|----------------------|------------------------|
| <b>Target Date</b>                                       | <b>Planned Activities</b>  | <b>Sufficient Staffing &amp; Funding?</b> | <b>Modified Date</b> | <b>Completion Date</b> |
| 09/30/2022   | 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                                       |                      |                        |
| <b>Report of Accomplishments</b>                         |  |   |                      |                        |
| <b>Fiscal Year</b>                                       | <b>Accomplishment</b>  |   |                      |                        |
| 2022   | <p>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.</p> <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.</p>   |   |                      |                        |
| 2022   | <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"> <li>• Maintaining partnerships with disability organizations and continuing to lead outreach events.</li> <li>• Conducting workshops and mock interviews for people with disabilities</li> <li>• 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.</li> <li>• 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).</li> </ul> |   |                      |                        |

|   |  |                                       |  |   |   |                        |
|---|--|---------------------------------------|--|---|---|------------------------|
| <b>Source of the Trigger:</b>   | Workforce Data (if so identify the table)                                  |                                       |  |   |   |                        |
| <b>Specific Workforce Data Table:</b>   | Workforce Data Table - B11   |                                       |  |   |   |                        |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Internal competitive promotions to senior grade positions                  |                                       |  |   |   |                        |
| <b>STATEMENT OF BARRIER GROUPS:</b>   | <i>Barrier Group</i><br>People with Disabilities                           |                                       |  |   |   |                        |
| <b>Barrier Analysis Process Completed?:</b>   | Y  |                                       |  |   |   |                        |
| <b>Barrier(s) Identified?:</b>  | Y  |                                       |  |   |   |                        |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | <b>Barrier Name</b>  |                                       | <b>Description of Policy, Procedure, or Practice</b> |   |   |                        |
| <b>Objective(s) and Dates for EEO Plan</b>  |  |                                       |  |   |   |                        |
| <b>Date Initiated</b>   | <b>Target Date</b>   | <b>Sufficient Funding / Staffing?</b> | <b>Date Modified</b>                                 | <b>Date Completed</b>                     | <b>Objective Description</b>  |                        |
| 10/01/2022  | 09/30/2023   | Yes                                   |  |   | Identify specific workplace issues related to career development opportunities; including educating employees and managers about available career development opportunities; and promoting awareness and reasonable accommodations. |                        |
| <b>Responsible Official(s)</b>  |  |                                       |  |   |   |                        |
| <b>Title</b>  |  | <b>Name</b>                           |  | <b>Standards Address The Plan?</b>        |   |                        |
| Chief Human Capital Officer   |  | Sydney Rose                           |  | Yes                                       |   |                        |
| Agency Hiring Officials   |  | Various                               |  | Yes                                       |   |                        |
| Office of Human Resources   |  | Office of Human Resources             |  | Yes                                       |   |                        |
| <b>Planned Activities Toward Completion of Objective</b>  |  |                                       |  |   |   |                        |
| <b>Target Date</b>  | <b>Planned Activities</b>  |                                       |  | <b>Sufficient Staffing &amp; Funding?</b> | <b>Modified Date</b>  | <b>Completion Date</b> |
| 09/30/2023  | Continue to educate employees and supervisors on reasonable accommodations |                                       |  | Yes                                       |   |                        |

| Planned Activities Toward Completion of Objective |  |                                |               |                 |
|---|--|--------------------------------|---------------|-----------------|
| Target Date                                       | Planned Activities   | Sufficient Staffing & Funding? | Modified Date | Completion Date |
| 09/30/2023  | 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                            |               |                 |
| Report of Accomplishments                         |  |                                |               |                 |
| Fiscal Year                                       | Accomplishment   |                                |               |                 |
| 2022  | 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.   |                                |               |                 |
| 2022  | 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.  |                                |               |                 |
| 2022  | <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"> <li>• Maintaining partnerships with disability organizations and continuing to lead outreach events.</li> <li>• Conducting workshops and mock interviews for people with disabilities</li> <li>• 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.</li> <li>• 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).</li> </ul> |                                |               |                 |

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.