

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 FY23, OSMRE achieved a 17.48 percentage for PWD within their permanent workforce. OSMRE once again surpassed the federal objective of employing 12% of people with disabilities in their workforce. OSMRE's percentage exceeds the federal goal by an impressive margin of 5.48. Overall, OSMRE experienced a 6 (4.88%) overall growth in the PWD cluster GS-1 to 10 and GS-11 to SES, compared to the previous year. The percentage increased from 66 (43.71%) in FY22 to 72 (48.59%) in FY23. Sourced from Table B4 In the Grade Level Cluster (GS or Alternate Pay Plan) category, the total number of employees is reported along with the number and percentage of individuals with reportable disabilities and targeted disabilities. The Numerical Federal Goal is to achieve a 12% representation of PWD and a 2% representation of PWTD. In the Grades GS-1 to GS-10 category, there are 37 total employees, with 12 having reportable disabilities, making up 32.43% of the workforce, and 5 having targeted disabilities, making up 13.51% of the workforce. In the Grades GS-11 to SES category, there are 372 total employees, with 60 having reportable disabilities, making up 16.13% of the workforce, and 20 having targeted disabilities, making up 5.38% of the workforce.

*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 FY23, OSMRE successfully attained a 6.07% rate for PWTD in its permanent workforce. OSMRE percentage is above the federal goal by 4.07 for PWTD. During FY23, there was a notable overall growth of 4 (3.08%) in the PWTD cluster ranging from GS-1 to 10 and GS-11 to SES, in comparison to the previous year. The percentage increased from 21 (15.81%) in FY22 to 25 (18.89%) in FY23. Sourced from Table B4 In FY23, OSMRE saw a significant increase in the employment-population ratio for persons with disabilities, surpassing the federal goal and reaching an impressive 17.48%. The employment-population ratio for persons with targeted disabilities also rose above the federal target, reaching 6.07%. OSMRE's annual workforce resurvey contributed to a 3% increase in the employment population of persons with targeted disabilities, with the overall percentage of disabled employees now standing at 23.55%. In FY22, OSMRE recorded the highest percentage of people with disabilities at 18.84% and 6.37% for people with targeted disabilities. The employment-population ratio for persons without disabilities also increased to 12.38% in FY23. Although the percentage of persons without disabilities remained stable at 70.15%, there was a slight

decline compared to previous years. These data show a slight increase in the percentages of persons with disabilities and those with targeted disabilities from 2019 to 2023, indicating a positive trend in workforce diversity and inclusion efforts.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	372	60	16.13	20	5.38
Grades GS-1 to GS-10	37	12	32.43	5	13.51

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

In FY23, OSMRE hiring managers and supervisors were provided with information on numerical objectives through briefings and training sessions related to disabilities. All supervisors and managers received the FY22 MD-715 report. The OSMRE Executive Council and Managers were briefed on OSMRE workforce statistics and numerical goals during the State of Agency briefing on March 4, 2023. The OEO and OHR director maintained effective communication channels by utilizing a range of methods such as meetings, briefings, telecons, supervisory forums, emails, and feedback mechanisms to disseminate information to field supervisors. They ensured that supervisors were informed when a Schedule A application was referred and communicated with managers and supervisors during the advisory stage of the recruitment process. This communication was facilitated through teleconference training sessions, dedicated workshops, and other means. OSMRE, on the other hand, enhanced communication between leadership and employees by leveraging various platforms. These included the Directors Meeting, Accessibility Working Group (AWG), OSMRE EEO/MD-715 Program Review meeting, OSMRE SEPM Committee Monthly Meeting, Welcoming the New DPM for OSMRE, Reasonable Accommodations Round Up – Section Meeting, Civil Rights Group Meetings, and semi-annual senior leader planning meetings. Additionally, the diversity council with advisory groups was established to assess disability recruitment and disability-focused career development through agency-wide action planning.

Section II: Model Disability Program

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

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

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

Answer Yes

In FY23, OSMRE allocated significant funding and resources to efficiently execute the disability program. By the conclusion of FY22, OSMRE initiated the recruitment process for the vacant Disability Program Manager (DPM) position. A qualified individual was chosen and appointed to undertake the duties and responsibilities in the third quarter of FY23. Subsequently, in the fourth quarter of FY23, OSMRE employed a Reasonable Accommodation Coordinator to provide guidance and fulfill accommodation requests. Throughout FY23, the OHR, Office of Communications, and the OEO collaborated closely with agency divisions, managers, and hiring officials. Their joint efforts aimed at offering guidance, implementing recruitment initiatives, enhancing the 508 compliance requirements, and streamlining the visible accommodation request process within the disability program. The partnership between the OHR, Office of Communications, and OEO proved to be exceptionally fruitful, resulting in significant progress. Moving forward, all three offices plan to continue holding regular meetings, engaging in discussions about program initiatives, and closely monitoring progress to fulfill future reporting obligations.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	0	1	Randi Dean Human Resources Specialist rdean@osmre.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Randi Dean Human Resources Specialist rdean@osmre.gov
Processing reasonable accommodation requests from applicants and employees	0	1	0	Paris Henderson Management & Program Analyst phenderson@osmre.gov
Section 508 Compliance	1	0	0	John Pak Program Analyst jpak@osmre.gov
Architectural Barriers Act Compliance	0	0	1	Sean Strate Supervisory Program Manager sstrate@osmre.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Divya Hazel Disability Program Manager ahazel@osmre.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 FY23, OSMRE implemented various initiatives aimed at improving the skills and capabilities of HR Specialists - Selective Placement Program Coordinators, Reasonable Accommodation Coordinators, and the Disability Program Manager. These initiatives involved providing them with different training programs. The Disability Program Manager organized three training sessions to share valuable insights on reasonable accommodation (RA) protocols and timelines, the process of reporting and monitoring RA requests, utilization of the Schedule A hiring authority, and comprehension of invisible disabilities. Furthermore, departmental, and regional trainings were arranged as per specific requests. HR Specialist are trained on special appointment authorities to include 5 CFR 315. 507 and 5 CFR Part 213. This training is conducted early in an HR Specialist’s career as formal training. Evaluations upon appointment, and on-the-job training and assessments are conducted annually. During FY23, the RA Coordinators underwent training to enhance their ability to fulfill their duties. The RA coordinators successfully completed an 8-hour Reasonable Accommodation Training, which provided them with the essential expertise and capabilities to proficiently manage and execute RA for employees with disabilities in the workplace. A DPM was recruited to further enhance the organization’s dedication to inclusivity and accessibility. The DPM participated in various training sessions to deepen their understanding of disability inclusion and accommodation practices: 1. The training session titled "Enhancing Workplace Inclusivity through Accommodations" emphasized the significance of accommodations in establishing an inclusive work environment. It also provided effective strategies for implementing and managing accommodations. 2. The training on "Promoting Diversity and Inclusion in Government Internships and Apprenticeships" aimed to foster diversity and inclusion in these programs. It offered valuable insights into accommodating persons with disabilities and shared best practices. 3. The FAA Diversity, Equity, Inclusion, and Accessibility Symposium, held on June 27-28, 2023, brought together experts and practitioners in the field. This symposium served as a platform to exchange insights and strategies for creating inclusive environments. 4. The comprehensive training on the EEOC Pregnant Worker Fairness Act (PWFA) was divided into two parts, Part I and II. It provided a thorough understanding of the PWFA and its implications for employers in accommodating pregnant workers. This training also ensured that the DPM stayed updated on legal requirements and regulations. 5. The virtual training titled "Essential EEO Basics for First-Time Supervisors and Managers" conducted by the EEOC was a 3-hour session. It covered the fundamental aspects of EEO, including laws, regulations, and best practices for promoting equal opportunity in the workplace. The EEOC 60th Anniversary March on Washington Commemorative Event was a significant occasion that celebrated the progress made in advancing equal employment opportunities. It also shed light on the ongoing efforts required to achieve complete equality in the workplace. 6. The EEOC 60th Anniversary March on

Washington Commemorative Event was a significant occasion that celebrated the progress made in advancing equal employment opportunities. It also shed light on the ongoing efforts required to achieve complete equality in the workplace. 7. The sessions on "Retaliation Part I and II" focused on preventing and addressing retaliation in the workplace. These sessions emphasized the importance of creating a culture that encourages reporting and supports individuals who come forward with complaints. 8. The DPM actively participated in the DOI Diverse Ability Day Summit, which provided a platform for discussing and promoting diversity and inclusion within the organization.

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

OSMRE continues to reinforce the obligation to fund RAs for employees with disabilities to leadership, managers, and supervisors. In FY23, OSMRE effectively implemented the disability program by providing ample funding and resources. OSMRE's commitment to supporting persons with disabilities was evident through the comprehensive nature of the program, which aimed to ensure equal opportunities and accessibility in all aspects of OSMRE's operations. The allocation of sufficient funding was a key factor in the success of the disability program. OSMRE recognized the importance of financial resources in implementing effective measures to accommodate persons with disabilities. By dedicating a sizable portion of its budget to the disability program, OSMRE was able to invest in various initiatives that enhanced accessibility and inclusivity. In addition to funding, OSMRE allocated additional resources to support the disability program. This included hiring a Disability Program Manager and a Reasonable Accommodation Coordinator who were trained in disability rights and accommodations. These professionals played a crucial role in ensuring that OSMRE's facilities, programs, and services were accessible to persons with disabilities. To further enhance its understanding and implementation of best practices, OSMRE collaborated with external organizations and experts in the field of disability rights. By leveraging the knowledge and expertise of these partners, OSMRE developed and implemented policies and procedures that aligned with the latest standards and regulations. This collaboration also facilitated effective reasonable accommodation and disability trainings. As a result of the successful execution of the disability program in FY23, OSMRE achieved notable advancements in accessibility and inclusivity. Persons with disabilities were granted equal opportunities to engage in OSMRE's trainings, programs, activities, and TedTalk discussions. This ensured that their disabilities did not hinder their participation or put them at a disadvantage. OSMRE's commitment to the disability program, evident through the allocation of sufficient funding and additional resources, exemplified the agency's dedication to promoting inclusivity and accessibility. Furthermore, by successfully implementing this program, OSMRE has set a positive example for other Department of Interior bureaus and has significantly contributed to fostering a more diverse and inclusive work environment for persons with disabilities.

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.

OSMRE attends various recruitment and outreach events for hiring individuals in underrepresented groups, to include disabled veterans. OSMRE continues to effectively communicate with different organizations and their representatives to ensure that the recruitment and hiring strategies are accomplished. In FY23, OSMRE participated in recruitment events (all virtual) sponsored by organizations serving persons with disabilities. In particular, OSMRE participated in events such as the Careers & the disABLED Career Expo (five times) (Note: Careers & the disABLED is the nation's first and only career-guidance and recruitment magazine

for people with disabilities who are at undergraduate, graduate, or professional levels.), the Bender Disability Virtual Job Fair (twice) hosted on CareerEco's virtual platform, and Gallaudet University's STAMP (Science, Technology, Accessibility, Mathematics, and Public Health) Virtual Career Fair. OSMRE also participated in several recruitment events targeting veterans and veteran with disabilities including two events hosted by Hiring our Heroes, two events sponsored by the Department of Veterans Affairs Veteran Readiness and Employment Program, and three Recruit Military recruitment events. During FY23, OSMRE also renewed their relationship with the Workforce Recruitment Program (WRP) and participated in several WRP Federal Employer Webinars. The Office of Equal Opportunity (OEO) will be responsible for supervising the Workforce Recruitment Program (WRP) to ensure the department's active involvement. OEO has devised strategies and clearly defined its goals to improve and maximize the utilization of the WRP in FY24. Additionally, OEO will work closely with HR and managers to develop a strategic framework that facilitates the smooth transition of interns from the WRP into permanent positions. The OSMRE OEO office worked together with the other Department of Interior Bureaus to participate in the White House Initiative on Advancing Educational Equity, Excellence and Economic Opportunity Through Historically Black Colleges and Universities. The Annual National HBCU Week Conference, titled "Raising the Bar: Forging Excellence through Innovation & Leadership," was held in Washington, DC from September 24-28, 2023. The OHR, IT, and OEO departments collaborated to develop new strategies and improve the DOI Human Capital Mobile App. Additionally, they organized an activity showcase to promote inclusivity for persons with disabilities and prepared an interactive job engagement program for students. While at the career fairs OSMRE collects resumes from veterans, persons with disabilities provided a demonstration on how to navigate through USAJobs, and how to utilize their veterans' preference and the Schedule A Authority. Resumes are collected and reviewed to determine if any qualified applicants for OSMRE open vacancies. When applicable, OSMRE OHR department emails open vacancies to the VA for dissemination to veterans transiting from military careers to civilian careers. In addition, HR collaborate with the Department to continue to foster relationships with representatives from diverse hiring sources (i.e., DOL, Vocational Rehabilitation Office, Office of Personnel Management (OPM), VA, etc.) to increase the applicant pool and attract a diverse range of candidates. Additionally, OSMRE uses the USA Jobs Agency Talent Portal to source for candidates, which includes a filter for persons with disabilities. OSMRE Managers and supervisors attend mandatory training series on Veteran Hiring Flexibilities (Veteran Recruitment Authority and 30% or more) to communicate benefits and targeted recruitment strategies for Mission Critical Occupations.

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

OSMRE uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD. The DOI, My DOI Career website at <https://careers.doi.gov/> and <https://careers.doi.gov/explore-careers> allows users to explore careers and be informed of the skills and experience needed to achieve their dream jobs at Interior. My DOI Career can be used by current and prospective employees to help them navigate a career at Interior. Individuals eligible for employment under Schedule A 5 CFR 213. 3102(u) may be considered for employment by applying to positions on USAJOBS and/ or by requesting assistance from the RA Coordinator or DPM. To utilize the Schedule A hiring authority, OSMRE's Recruitment Staff collaborates with hiring Managers and EEO Specialists to review and approve requests to fill vacancies. This collaborative effort includes discussions on recruitment strategies, policies, and the area of consideration to ensure a diverse pool of candidates, including disabled Veterans. All Merit Promotion Job Opportunity Announcements (JOA) are open to all special appointment authorities to include Schedule A and 30% disabled veterans. We collaborate with the Department to continue to foster relationships with representatives from diverse hiring sources (i.e., DOL, Vocational Rehabilitation Office, community recruiters, American Veterans (AMVETS), Military One Source, and Hiring Our Heroes (US Chamber of Commerce Foundation), Office of Personnel Management (OPM), VA, etc.) to increase the applicant pool. Managers and supervisors attend mandatory training series on Veteran Hiring Flexibilities (Veteran Recruitment Authority and 30% or more) to communicate benefits and targeted recruitment strategies for Mission Critical Occupations. OSMRE engage with students with disabilities at universities and colleges and attends various recruitment and outreach events for hiring individuals in underrepresented groups, to include disabled veterans, PWDs and PWTDs. OSMRE will establish a partnership with the DOI marketing team and recruiters to develop targeted recruitment strategies. OSMRE will also maintain owned media properties to raise awareness through social media for persons with disabilities. OSMRE will actively participate in career fairs on a quarterly basis, specifically targeting disabled veterans, students, and candidates from across the United States to recruit persons with disabilities. OSMRE will attend career fairs at Gallaudet and WRP job fairs. To ensure a streamlined process, OSMRE and DOI maintain a comprehensive resume system of qualified persons with disabilities who are eligible to be appointed under Schedule A. HR and the Selective Placement Coordinator refer qualified candidates from this pool to hiring managers and HR professionals upon request from management or candidates. OSMRE and the Communication office will work collaboratively with hiring managers and HR professionals to maintain a robust resume system of potential applicants.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the

individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Applicants who wish to be considered under Schedule A are directed to submit their resume and supporting documents to the Selective Placement Program Coordinator (SPPC) at OSMRE human resources. The contact information for OSMRE SPPC can be found on the OPM website at <https://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator-directory/search.aspx?t=ag&q=0eb4f32a-e3a5-4129-a6ad-b6f920e761a0>. Upon receipt of an application for a Schedule A appointment, OSMRE verifies that the applicant provided proof of their disability by submitting the appropriate documentation from: (a) A licensed medical professional; (b) A certified rehabilitation professional; or (c) Any Federal, state, District of Columbia, or US Territory agency that issues or provides disability benefits. The proof of disability may be in the form of a letter, certifying that the applicant has a disability. The letter must clearly state that the applicant is qualified for an appointment under the Schedule A Appointing Authority. HR conducts a qualification analysis to determine if the applicant meets the qualification requirements for the position under the Office of Personnel Management qualification requirements, contacts the hiring official, and explains/provides guidance for hiring a Schedule A appointee under the Special Hiring Authority. Designation of provisional appointments are processed to appoint individuals to fill temporary positions that may lead to permanent appointments. The agency must have current budgetary and appointing authority for the non-temporary appointment. The agency must have a specific intention to convert the appointee to a non-temporary appointment under the appropriate authority before the expiration of the temporary appointment, must state this intention in any written offer of employment, and document this intention as part of the permanent record of the initial appointment in accordance with instructions issued by OPM. The agency may convert the employee, without a break in service, to a career or career-conditional appointment at any time during the employee's temporary or term appointment as noted in 5 CFR 315.707. Conversion may occur as soon as the next pay period following the original noncompetitive appointment. To be eligible, individuals must have retired from active military service with a disability rating of 30 percent or higher. Alternatively, they can be rated by the Department of Veterans Affairs since 1991 or later, indicating a compensable service-connected disability of 30 percent or higher. This includes disability determinations from any branch of the Armed Forces at any point in time. Use the Hiring Authority to explore avenues like past recruitments, job fairs, veteran organizations, and personal and professional networks to find potential veteran candidates. Share their names and application details with the HR specialist for assessment. If no suitable veterans are found, advertise the vacancy on USAJOBS and require acceptable documentation for eligibility. Select candidates who meet eligibility and qualification criteria. Offer eligible veterans a temporary or term appointment. They can be converted to a career appointment without interruption in service.

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

Throughout FY23, OSMRE hiring managers and supervisors were routinely made aware of Hiring Authorities through many ongoing trainings and during each pre-vacancy meetings, a discussion takes place regarding hiring authorities. These trainings ensure that they are well-informed about the hiring process and can make informed decisions. This comprehensive approach guarantees that OSMRE hiring managers and supervisors have a thorough understanding of the hiring process and are equipped to utilize hiring authorities that consider disability, as emphasized during the State of the Agency Brief and the Barrier Analysis working groups.

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.

OSMRE has recently appointed a Disability Program Manager to fill a vacant position within the organization, as part of its ongoing efforts to promote inclusivity and diversity. This appointment serves as a testament to OSMRE's steadfast commitment to creating an inclusive work environment that values and empowers persons with disabilities. Additionally, OSMRE continues to collaborate with organizations that offer support to persons with disabilities, including those with specific needs. OSMRE is committed to collaborating with the Department to offer training, mentorship, advice, and guidance in the areas of federal employment, federal resumes, interview skills, and more. Throughout FY24, the DPM will maintain regular communication with the AEPM, organize various outreach events, and establish connections through career fairs and disability inclusion organizations. OSMRE will also

partner with the Department to strengthen relationships with representatives from diverse hiring sources such as DOL, Vocational Rehabilitation Office, Gallaudet University, the Workforce Recruitment Program (WRP), Office of Personnel Management (OPM), VA, and others. This collaborative effort aims to expand the applicant pool and effectively recruit and hire PWD and PWTD.

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

An Accurate Applicant Pool Data was not available to confirm the existence of a trigger for PWD and PWTD among the new hires in the permanent workforce. The Agency is actively collaborating with OPM to acquire a tailored applicant data that will be utilized for future analysis on triggers. The agency will work in conjunction with the Department to establish a monitoring system for the PWD and PWTD relevant applicant pool, with a specific focus on qualified applicant pool for new hires into mission critical occupations. Out of the 86 new hires, 13 had a reportable disability, and 5 had a targeted disability. The percentages for the permanent and temporary workforce with disabilities were 15.48% and 5.95% respectively.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	50	10.00	0.00	4.00	0.00

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

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

An Accurate Applicant Pool Data was not available to confirm the existence of a trigger for PWD and PWTD among the new hires for any of the mission-critical occupations. The Agency is working together with OPM to obtain a customized applicant data that will be used for future analysis on triggers. Additionally, the agency will collaborate with the Department to establish a monitoring system for the PWD and PWTD relevant applicant pool, specifically targeting internal qualified applicants for mission critical occupations.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM	14	7.14	7.14
0340 PROGRAM MANAGEMENT	1	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0343 MANAGEMENT AND PROGRAM ANALYSIS	5	20.00	0.00
0501 FINANCIAL ADMINISTRATION AND PROGRAM	0	0.00	0.00
0510 ACCOUNTING	7	14.29	0.00
0511 AUDITING	0	0.00	0.00
0810 CIVIL ENGINEERING	1	0.00	0.00
0880 MINING ENGINEERING	0	0.00	0.00
1315 HYDROLOGY	1	0.00	0.00
1801 GEN INSPECT, INVESTIG, ENFORCEMENT & COMPLIANCE	12	8.33	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	8	12.50	12.50

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 No
 - b. Qualified Applicants for MCO (PWTD) Answer No

An Accurate Applicant Pool Data was not available to confirm the existence of a trigger for PWD and PWTD among the internal qualified applicants for any of the mission critical occupations. The Agency is working together with OPM to obtain a customized applicant data that will be used for future analysis on triggers. Additionally, the agency will collaborate with the Department to establish a monitoring system for the PWD and PWTD relevant applicant pool, specifically targeting internal qualified applicants for any of the mission critical occupations.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. Promotions for MCO (PWD) Answer No
 - b. Promotions for MCO (PWTD) Answer No

An Accurate Applicant Pool Data was not available to confirm the existence of a trigger for PWD and PWTD among internal qualified applicants promoted into mission critical occupations. The Agency is working together with OPM to obtain a customized applicant data that will be used for future analysis on triggers. Additionally, the agency will collaborate with the Department to establish a monitoring system for the PWD and PWTD relevant applicant pool, specifically targeting internal qualified applicants promoted into mission critical occupations.

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.

OSMRE is dedicated to fostering a diverse workforce and is actively working to identify opportunities within the hiring process to increase the employment of persons with disabilities (PWD) and persons with targeted disabilities (PWTD). Long-term, a focus on recruiting individuals for GS-12 through GS-15 positions would expand the pool of eligible candidates for the Senior Executive Service (SES) corps. This strategic approach would greatly facilitate the transition of PWD and PWTD to the SES grade level, as there has been no change in the participation rates of PWD and PWTD in the SES corps over the past two years, remaining at 0% in FY23 and FY22. To address this, OSMRE hired a RA coordinator and DPM in 2023. Their role is to collaborate with employees with disabilities, ensuring reasonable accommodations are provided and supporting their participation in training and development programs. This proactive measure is expected to result in a steady increase in the participation rates of PWD and PWTD. The percentages of PWD and PWTD in GS-12 through SES for FY23 are as follows: FY23 % of PWD FY23 % of PWTD . GS-12 26 (19.85%) - (up from 22 (17.19%) in FY22) 7 (5.34%) - (same from 7(5.47%) in FY22) GS-13 16 (13.45%) - (19 (19.39%) in FY22) 7 (5.88%) - (up from 5 (5.10%) in FY22) GS-14 4 (8.16%) - (5 (10.42%) in FY22) 2 (4.08%) - (3 (6.25%) in FY22) GS-15 6 (20.69%) - (up from 4 (15.38%) in FY22) 1 (3.45%) - (up from 0 (0.00%) in FY22) SES 0 (0.00%) - (0 (0.00%) in FY22) 0 (0.00%) - (0 (0.00%) in FY22) OSMRE will continue conducting annual surveys of its workforce and encourage individuals to self-identify their disabilities. The objective is to ensure that adequate resources are allocated towards activities related to outreach, hiring, accessibility, reasonable accommodations, and the retention of persons with disabilities. OSMRE will persist in providing reasonable accommodations for known physical and intellectual limitations, enabling qualified employees and applicants with disabilities (including disabled veterans) to effectively perform the essential functions of their positions and enjoy equal employment benefits and privileges. OSMRE OEO and OHR will continue to offer regular training on reasonable accommodations to its internal stakeholders, including disabled veterans, covering the services provided, eligibility requirements, and application procedures. OSMRE will also maintain its partnership with the Computer/Electronic Accommodations Program (CAP) to furnish disabled veterans with assistive technology, assessments, information, and related devices and services to enhance job performance. EEO staff will continue to provide comprehensive workforce data reports on a quarterly basis to OSMRE management, ensuring ongoing monitoring of progress towards achieving a diverse and inclusive workforce. OHR staff and OEO staff will collaborate with hiring managers to fill vacancies, taking into account the hiring authorities for persons with disabilities and the utilization of the Workforce Recruitment Program (WRP) and the Office of Personnel Management (OPM) Max list of persons with disabilities. OSMRE will persist in utilizing Individual Development Plans (IDPs) as a tool to enhance career opportunities.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

OSMRE has consistently utilized Individual Development Plans (IDP) as a means to enhance career prospects. In addition, OSMRE managers have effectively employed job rotations and temporary acting assignments. Moving forward, OSMRE is actively implementing a comprehensive mentoring program across the entire Bureau. This program aims to achieve several objectives, including broadening organizational understanding, sharing, and expanding knowledge and expertise, encouraging critical skills transfer and professional development, fostering career growth opportunities, promoting collaborative leadership, improving business practices, and developing leadership skills at all levels. The anticipated outcome of this program is an increase in employee confidence, trust, diversity, and productivity. Despite facing challenges such as limited staffing resources, the global pandemic, and competing priorities, we remain dedicated to advancing this program in the upcoming fiscal year, FY 24. The DOI Career Connection (DCC) serves as a valuable resource for employees by providing information on short-term broadening projects, details, and lateral opportunities across the Department of the Interior (DOI). DCC plays a crucial role in facilitating opportunities for employees to expand their experience, address staffing needs, and contribute to building a highly skilled workforce within the DOI. Additionally, various career development opportunities are available through the Schedule A hiring Authority, Veterans' Recruitment Appointment (VRA) Authority, USAJobs Veteran's Preference in Hiring, and VEOA. These programs and authorities provide avenues for individuals to enhance their skills, gain valuable experience, and advance their careers within the DOI and OSMRE. The Schedule A hiring Authority allows for the non-competitive appointment of persons with disabilities, providing them with opportunities to showcase their abilities and contribute to the mission of the organization. The Veterans' Recruitment Appointment (VRA) Authority prioritizes the hiring of eligible veterans, recognizing their unique skills and experiences gained through military service. USAJobs Veteran's Preference in Hiring ensures that veterans receive preference in the hiring process, further supporting their transition into civilian careers. The Veterans Employment Opportunities Act (VEOA) allows eligible

individuals to apply for positions that are open to the public, expanding their options for career advancement. By leveraging these resources and programs, OSMRE is committed to fostering a diverse and inclusive workforce that is equipped with the necessary skills and experiences to meet the challenges of the future. Through the implementation of mentoring programs, job rotations, temporary acting assignments, and the utilization of the DOI Career Connection, OSMRE aims to provide employees with opportunities for growth, development, and advancement. These initiatives not only benefit individual employees but also contribute to the overall success and effectiveness of the organization. As we navigate the challenges of limited staffing resources and the ongoing global pandemic, OSMRE remains steadfast in its commitment to supporting employee career prospects and promoting a culture of continuous learning and professional development.

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	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring 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	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

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

a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

Applicant data for career development programs not available.

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 N/A

b. Selections (PWTD) Answer N/A

Applicant data for career development programs not available.

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 No

b. Awards, Bonuses, & Incentives (PWTB)

Answer No

The bureau does not have a trigger involving PWD and/or PWTB for any level of the time-off awards, bonuses, or other incentives.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	53	13.89	13.99	8.00	17.02
Time-Off Awards 1 - 10 Hours: Total Hours	276	77.78	70.63	40.00	97.87
Time-Off Awards 1 - 10 Hours: Average Hours	5.21	7.78	1.77	20.00	1.28
Time-Off Awards 11 - 20 hours: Awards Given	25	12.50	5.24	12.00	12.77
Time-Off Awards 11 - 20 Hours: Total Hours	444	219.44	94.41	208.00	225.53
Time-Off Awards 11 - 20 Hours: Average Hours	17.76	24.39	6.29	69.32	0.49
Time-Off Awards 21 - 30 hours: Awards Given	23	4.17	5.59	4.00	4.26
Time-Off Awards 21 - 30 Hours: Total Hours	567	100.00	139.51	96.00	102.13
Time-Off Awards 21 - 30 Hours: Average Hours	24.65	33.33	8.72	96.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	62	8.33	16.78	12.00	6.38
Time-Off Awards 31 - 40 Hours: Total Hours	2452	333.33	664.34	480.00	255.32
Time-Off Awards 31 - 40 Hours: Average Hours	39.55	55.56	13.84	160.00	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	47	11.11	12.59	16.00	8.51
Cash Awards: \$501 - \$999: Total Amount	35690	8508.33	9680.42	12704.00	6276.60
Cash Awards: \$501 - \$999: Average Amount	759.36	1063.54	268.90	3176.00	-60.11
Cash Awards: \$1000 - \$1999: Awards Given	60	16.67	14.34	24.00	12.77
Cash Awards: \$1000 - \$1999: Total Amount	90483	26445.83	21523.78	38264.00	20159.57
Cash Awards: \$1000 - \$1999: Average Amount	1508.05	2203.82	524.97	6377.32	-16.13
Cash Awards: \$2000 - \$2999: Awards Given	114	26.39	31.12	12.00	34.04
Cash Awards: \$2000 - \$2999: Total Amount	280615	67133.33	76513.99	30128.00	86817.02
Cash Awards: \$2000 - \$2999: Average Amount	2461.54	3533.33	859.71	10042.68	70.91

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Awards Given	71	19.44	17.48	28.00	14.89
Cash Awards: \$3000 - \$3999: Total Amount	240700	68616.67	58936.36	101600.00	51072.34
Cash Awards: \$3000 - \$3999: Average Amount	3390.14	4901.19	1178.73	14514.28	-212.15
Cash Awards: \$4000 - \$4999: Awards Given	20	1.39	4.90	4.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	86018	6527.78	21100.00	18800.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4300.9	6527.78	1507.14	18800.00	0.00
Cash Awards: \$5000 or more: Awards Given	33	9.72	8.39	4.00	12.77
Cash Awards: \$5000 or more: Total Amount	360050	65054.17	104410.49	20104.00	88963.83
Cash Awards: \$5000 or more: Average Amount	10910.61	9293.46	4350.44	20104.00	3543.17

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

The bureau does not have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	4	0.00	1.40	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

N/A

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

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

The bureau does not have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels. OSMRE will work with the Department to implement a system.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- 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 No
 - ii. Internal Selections (PWTD) Answer No

The bureau does not have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-----------------------------|--------|----|
| a. New Hires to SES (PWD) | Answer | No |
| b. New Hires to GS-15 (PWD) | Answer | No |
| c. New Hires to GS-14 (PWD) | Answer | No |
| d. New Hires to GS-13 (PWD) | Answer | No |

The bureau does not have a trigger involving PWD among the new hires to the senior grade levels. OSMRE will work with the Department to implement a system.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

The bureau does not have a trigger involving PWTD among the new hires to the senior grade levels. OSMRE will work with the Department to implement a system.

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

- | | | |
|----------------------------------------|--------|----|
| a. Executives | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |

The bureau does not have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions. OSMRE will work with the Department to implement a system.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data

is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

The bureau does not have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions OSMRE will work with the Department to implement a system.

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

a. New Hires for Executives (PWD) Answer No

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

The Bureau does not have a trigger involving PWD among the selectees for new hires to supervisory positions. OSMRE will continue working with the Department to implement a system.

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 No

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

The bureau does not have a trigger involving PWTD among the selectees for new hires to supervisory positions OSMRE will continue working with the Department to implement a system.

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

After two years of exemplary service, consistently showcasing their skills, dedication, and commitment, OSMRE has successfully transitioned all eligible Schedule A employees with disabilities into the competitive service. The bureau's recognition of the importance of fostering inclusivity and equal opportunities within its workforce has led to the decision to further continue promote these values by making sure that the transitioning off all qualified Schedule A employees with disabilities into the competitive service continues. This transition marked a significant milestone in the bureau's journey towards fostering a diverse and inclusive work environment. By integrating these talented individuals into the competitive service, the bureau aimed to provide them with equal access to career advancement opportunities, benefits, and job security. To ensure a smooth and seamless transition, the bureau developed a comprehensive plan that included tailored training programs, mentorship opportunities, and support networks. These initiatives were designed to equip the Schedule A employees with the necessary skills and knowledge required to excel in their new roles within the competitive service. Recognizing the unique challenges faced by persons with disabilities, the bureau also implemented reasonable accommodations to ensure a level playing field for all employees. This included providing assistive technologies, modifying workstations, and offering flexible work arrangements to accommodate specific needs. The transition process was carried out with utmost care and sensitivity, taking into consideration the individual circumstances and preferences of each Schedule A employee. Regular communication and feedback sessions were conducted to address any concerns or questions, ensuring that the employees felt supported and valued throughout the transition. As the bureau successfully completed the transition, it celebrated the achievements and contributions of the Schedule A employees with disabilities. Their inclusion in the competitive service not only enhanced the bureau's workforce diversity but also served as a testament to the bureau's commitment to equal employment opportunities. The success of this initiative inspired other departments and organizations to follow suit, recognizing the importance of creating an inclusive work environment that values and leverages the unique talents and perspectives of persons with disabilities. Through this transition, the bureau set a precedent for promoting diversity, equality, and inclusivity in the workplace, setting an example for others to emulate.

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

There is no trigger identified for voluntary separations.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	7	2.78	1.47
Permanent Workforce: Retirement	9	5.56	1.47
Permanent Workforce: Other Separations	12	1.39	3.24
Permanent Workforce: Total Separations	28	9.72	6.18

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

There is no trigger identified for voluntary separations.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	7	8.00	1.29
Permanent Workforce: Retirement	9	4.00	2.07
Permanent Workforce: Other Separations	12	0.00	3.10
Permanent Workforce: Total Separations	28	12.00	6.46

4. If a trigger exists involving the separation rate of PWD and/or PWT, please explain why they left the agency using exit interview results and other data sources.

No trigger identified. OHR Exit surveys – HC. Although the agency does collect exit interview survey data. Qualitative survey results from FY23 does not disclose the specific reasoning for the voluntary separation for persons with disabilities.

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.osmre.gov/lrg/accessibility.shtm> <https://www.doi.gov/ocio/section508#:~:text=Under%20Section%20508%2C%20agencies%20must,to%20access%20available%20to%20others>

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.doi.gov/pmb/eo/Public-Civil-Rights>

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

The Department is responsible for overseeing the improvement of facility accessibility, ensuring that all individuals have equal access to the services and resources provided. As part of this commitment, OSMRE, a division within the Department, is dedicated to ensuring that all documents produced adhere to the 508 standards before they are distributed within the organization. In FY23, the 508 Program Compliance Manager, in collaboration with the DPM and the Computer/Electronic Accommodations Program (CAP), came together to organize a comprehensive training session for the OSMRE workforce. The primary focus of this training session was to educate employees on 508 compliance, reasonable accommodation, and assistive technology. The training session aimed to equip OSMRE employees with the necessary knowledge and skills to ensure that all documents and materials produced within the organization are accessible to persons with disabilities. This included understanding the requirements and guidelines outlined in the 508 standards, as well as learning about the various assistive technologies available to enhance accessibility. By joining forces with the DPM and CAP, the 508 Program Compliance Manager was able to provide a holistic training experience that covered a wide range of topics related to accessibility. This collaborative effort ensured that employees received comprehensive training on not only 508 compliances but also on reasonable accommodation, which involves making necessary adjustments to accommodate persons with disabilities. The training session also focused on educating employees about the various assistive technologies available to enhance accessibility. This included providing information on screen readers, captioning tools, and other assistive devices that can be used to make documents and materials accessible to individuals with visual, hearing, or other disabilities. Overall, the extensive training session organized by the 508 Program Compliance Manager, in partnership with the

DPM and CAP, aimed to promote a culture of accessibility within the OSMRE workforce. By equipping employees with the necessary knowledge and skills, the organization can ensure that all documents and materials produced adhere to the 508 standards and are accessible to persons with disabilities. The 508 Program Compliance Manager will assess the Governmentwide Section 508 Assessment for FY 23 on Section 508. gov recommendations in FY24. This evaluation aims to determine whether OSMRE needs to make any adjustments to our section 508 posture. Furthermore, the recommendations will be examined to identify ways in which they can assist us in enhancing our implementation of Section 508 requirements throughout OSMRE.

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.)

OSMRE's commitment to promptly addressing the needs of people with disabilities is evident in their efficient handling of initial reasonable accommodation (RA) requests. As employees return to the workplace, the agency has experienced a rise in reasonable accommodation requests. In FY23, OSMRE processed a total of 17 reasonable accommodation requests, which is an increase of 10 cases compared to the 7 requests handled in FY22. Despite having limited staff and undergoing a transition in hiring a new Disability Program Manager and a Reasonable Accommodation Coordinator, OSMRE successfully processed all FY23, RA request within a maximum of 25 days during. This exemplifies OSMRE's dedication to removing barriers and promoting inclusivity. It is worth noting that in FY22, the agency made significant progress by reducing the average processing time to just 20 days. This improvement highlights OSMRE's ongoing efforts to enhance their efficiency and responsiveness. Through providing timely and impactful services, OSMRE not only supports people with disabilities in need of reasonable accommodations but also demonstrates their dedication to serving all stakeholders promptly. To ensure that people with disabilities receive the accommodations they need without unnecessary delays, OHR, Communication, IT, and the OEO office collaborate closely. This collaborative approach not only saves time for the departments and the requesters but also underscores OSMRE's commitment to upholding the principles of equal access and inclusion. Overall, OSMRE's ability to process initial reasonable accommodation requests within 25 days or less in FY23, with an average processing time of 20 days in FY22, highlights the agency's unwavering dedication to promoting accessibility and inclusivity. Through their efficient and timely handling of these requests, OSMRE strives to create an environment where persons with disabilities can fully participate in their programs and activities.

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

All OSMRE managers and supervisors must participate in a minimum of four hours of training. OSMRE continues to process accommodation requests in less than 25 days. DOI Personnel Bulletin (PB) 21-03, Processing Requests for Reasonable Accommodation for Persons with disabilities, offers guidance to the Department and encourages OSMRE to establish full-time DPMs to assist managers and supervisors in complying with new RA procedures. OSMRE has hired a full-time DPM and has provided disability cross-training to the EEO employees. OSMRE has undertaken activities to enhance the knowledge and skills of the RA Coordinator and the DPM, who then provide training to managers and supervisors at both the headquarters and regional levels. The RA Coordinator and the DPM were also encouraged to complete OPM's Selective Placement Program Coordinator training. DOI, OSMRE, and the OEO office have conducted training sessions to disseminate information on RA procedures and timelines, reporting and tracking accommodation requests, and the use of the Schedule A hiring authority. Training, infographics, and other materials have consistently been provided to all employees. The DPM and the RA coordinator have collectively organized numerous separate training events for managers and supervisors.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Office of Human Resources within the Department of the Interior (DOI) has developed a policy to provide guidance on Personal Assistance Services. This policy, known as Personnel Bulletin (PB) 17-18, was implemented on January 3, 2018. The PB has been widely distributed to all employees within the department and has been made available on both the external and internal Reasonable Accommodation web pages for the Office of Human Resources (<https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-17-18-personal-assistance-services.pdf>). To ensure consistency and best practices, the Office of Human Resources has established a Community of Practice for Reasonable Accommodation practitioners, which includes representatives from all bureaus. This community meets regularly to share knowledge and ensure that the requirements for a successful Reasonable Accommodation program are effectively communicated. Throughout FY21 through FY23, the Office of Equal Opportunity (OEO) has provided training on implementing Personal Assistance Services to managers, supervisors, and EEO practitioners. Additionally, the DPM will continue providing training on the new requirements for Personal Assistance Services to managers and supervisors.

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.

In FY23, OSMRE conducted thorough investigations and assessments to identify any instances of discrimination related to disability status, particularly focusing on allegation cases involving harassment. After a comprehensive review of all reported incidents and complaints, it was determined that no instances of discrimination alleging harassment related to disability status were uncovered during this period. OSMRE commitment to promoting equality and ensuring a safe and inclusive environment for all individuals, regardless of their disability status, remained steadfast throughout FY23. Rigorous measures were implemented to prevent, detect, and address any potential cases of discrimination or harassment. These measures included regular training programs, awareness campaigns, and the establishment of clear policies and procedures to guide employees and stakeholders. OSMRE efforts to prevent discrimination and harassment related to disability status were not limited to reactive measures. Proactive steps were taken to foster a culture of respect, understanding, and inclusivity within the organization. This involved promoting diversity and inclusion initiatives, encouraging open dialogue, and providing resources and support for persons with disabilities. OSMRE collaborated with external organizations, disability advocacy groups, and experts in the field to enhance its understanding of disability-related issues and to ensure best practices were followed. By engaging in these partnerships, the agency aimed to continuously improve its ability to identify and address any potential instances of discrimination or harassment related to disability status. While the absence of any uncovered instances of discrimination involving disability-related harassment in FY23 is commendable, the agency remains vigilant and committed to its ongoing efforts in this area. It recognizes that discrimination and harassment can take various forms and is dedicated to maintaining a proactive approach to prevent and address any potential future incidents. The agency will continue to prioritize the well-being and rights of persons with disabilities, striving to create an environment that is free from discrimination and harassment for all.

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 Yes

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.

In FY23, OSMRE encountered a single settlement agreement case related to a complaint regarding the failure to provide reasonable accommodation. This particular case was resolved through the alternative dispute resolution (ADR) process. The settlement agreement entailed a lump sum payment of \$25,000, permanent reassignment, approval of remote work, change in duty-station, and locality pay. By implementing these corrective actions, OSMRE has effectively showcased its commitment to cultivating an inclusive and accommodating work environment for all employees. These measures are aimed at preventing similar incidents in the future, fostering a culture of equality and fairness within 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 - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The agency identifies triggers do exist for PWDs and PWTDS among the applicants and/or selectees for any of the career development programs.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
	No Barrier Has Been Identified		A full barrier analysis cycle has not been completed for FY23.		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2023	09/30/2025	Yes			Establish career development program opportunities which includes mentoring, training and coaching opportunities for all OSMRE employees particularly PWDs and PWTDS.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Affirmative Employment Program Manager		Divya Hazel		Yes	
Human Capital Officer		Jeffrey Telepo		Yes	
Disability Program Manager		Divya Hazel		Yes	
Director of Civil Rights and Equal Employment Opportunity		Alexie L. Rogers		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2020	Explore resource material and training opportunities through external entities such as the U. S. Department of Labor (Office of Disability Employment Policy) to determine the best practices for developing PWDs and PWTDs.	Yes	09/30/2021	07/30/2022
09/30/2020	Begin offering monthly Lunch & Learn series on professional growth and development to include both soft and technical skills to further develop OSMRE employees.	Yes	11/30/2022	08/24/2022
09/30/2021	Establish a formal career development program which will include mentoring, detail/rotational/job shadowing, and coaching opportunities for OSMRE employees.	Yes	12/31/2024	

Report of Accomplishments	
Fiscal Year	Accomplishment
2023	<p>During the third and fourth quarter, the Disability Program Manager organized two training sessions on reasonable accommodation for leaders and managers in multiple regions. These sessions covered topics such as the RA process, management responsibilities, an introduction to invisible disabilities, and provided information on both federal and community resources.</p> <p>OSMRE participated in the planning and implementation of Ally Engagement Week (August 7-11, 2023) and ensured that OSMRE’s workforce received access to the 10 offered training sessions. As result, more than 100 employees and supervisors attended the training opportunities throughout the week. The event supported an inclusive culture to listen critically, encouraged thoughtful dialog, support each other, and empowered employees to engage in respectful, yet challenging conversations.</p> <p>OSMRE organized a Crucial Conversation event titled "Elevating Others as You Ascend (Amber Hikes The Way We Work)" on July 19, 2023. The objective was to enlighten employees about the significance of inclusivity. The presentation emphasized the collective responsibility all employees have in fostering a more inclusive and diverse workplace. According to Amber Hikes, the Chief Equity Officer of ACLU, regardless of where employees stand in their professional journey, it is crucial to support the growth of others while nurturing your own development. She outlined three approaches through which employees can contribute to the success of one another, while empowering and advancing those who have historically been marginalized.</p> <p>OSMRE hosted a significant discussion event called "Overcoming Generational Stereotypes in the Workplace" on May 19, 2023. The event brought together individuals from the Silent Generation, baby boomers, Generation X, millennials, and Gen Z, who are all actively contributing to the workforce. It was emphasized that our preconceived notions about one another hinder our ability to collaborate and communicate effectively. During this engaging session, employees gained insights into the diverse workforce generations, discovered the commonalities that unite us, and acquired valuable strategies for successfully navigating a workplace that encompasses multiple generations.</p> <p>on April 19, 2023, OSMRE brought together professionals from various departments, managers, and executives to discuss microaggressions and their impact on individuals and the work environment. Renowned experts shed light on different forms of microaggressions and how they perpetuate discrimination. Attendees shared firsthand experiences, gaining awareness of biases and prejudices in everyday interactions. Practical strategies were provided to dismantle microaggressions, including active listening and addressing biases. OSMRE emphasized creating an inclusive work environment and encouraged participation in initiatives promoting equality. This event showcased OSMRE's commitment to cultural change.</p> <p>OSMRE organized a noteworthy forum titled "Unconscious Bias/Implicit Bias" on March 19, 2023. Unconscious biases encompass ingrained assumptions, beliefs, or attitudes that may elude our conscious awareness. Although bias is a natural aspect of human cognitive processes, it frequently perpetuates stereotypes. To counteract unconscious bias within OSMRE, the Agency have established a comprehensive training initiative aimed at educating employees about various forms of biases, their potential manifestations in the workplace, and effective strategies to mitigate them.</p> <p>On March 4, 2023, the OSMRE OEO office conducted a State of the agency briefing, providing a comprehensive review of the model EEO program's six essential elements, and presenting the latest developments in the barrier analysis process.</p> <p>On October 13, 2022, Lauren Karas and Miranda Lange from the U. S. Department of Labor’s Office of Disability Employment Policy, along with Jennifer Santiago, HR Staffing and Classification Specialist at BOR, delivered a virtual presentation on the significance of recruiting and hiring persons with disabilities and veterans in the federal government, utilizing the Workforce Recruitment Program (WRP) and Schedule A Hiring Authority.</p>

Report of Accomplishments	
Fiscal Year	Accomplishment
2022	<p>OSMRE hosted presentation led by Tinisha Agramonte, Motorola Solutions Chief Diversity Officer, DEI Board member, and founder of the First-Generation Professionals (FGP) Initiative, for the DOI Workforce. This presentation examined workplace challenges that FGPs may face. In addition, to specific biases, policies, or practices that may impact FGPs, the need for FGPs inclusion in career ascension, and strategies needed to address any potential barriers identified.</p> <p>In August 2022, OSMRE partnered with DOI's Office for Diversity, Inclusion and Civil Rights; and the Federally Employed Women employee resource group for a discussion "Getting Unstuck and Take Steps to Advance Your Career" led by DOI Chief Learning Officer and Director for employees.</p> <p>OSMRE participated in the planning and implementation of Ally Week 2022 (August 1- 5, 2022) and ensured that OSMRE's workforce received access to the 10 offered training sessions. As result, 87 employees and supervisors attended the training opportunities throughout the week.</p>

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

During FY23, the Office for Equal Opportunity within OSMRE made minimal efforts in executing the planned activities and initiatives outlined in MD-715. The progress of these initiatives was hindered by numerous factors, including hiring deficiencies, inadequate oversight, flawed reporting data systems, limited availability of resources from the Human Capital Office, and competing priorities. The absence of key positions and the lack of training among individuals to conduct specific functions and duties contributed to the challenges faced by the office. However, with the appointment of new Program Managers, OSMRE anticipates significant improvements in these areas in the upcoming FY24.

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

By understanding and addressing the specific needs of its workforce through trainings, OSMRE has created a more inclusive and supportive work environment, where employees have equal opportunities for growth and success. This has not only improved employee morale and satisfaction but has also positioned OSMRE as a leader in the industry, capable of attracting and retaining top talent. OSMRE has received positive feedback on our training programs and will expand our efforts in career development. In FY24, OSMRE will introduce brown bag sessions for employees to share knowledge and experiences. OSMRE will also continue to host TED Talks to inspire participants and collaborate with other DOI bureaus for special observances on disability, EEO, and DEIA. Trainings on these topics will promote inclusivity and equal opportunities. OSMRE is dedicated to improving our training programs.

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.

Despite ongoing staffing changes, the Office for Equal Opportunity has recognized the need for immediate action to address the shortcomings of its Disability Program. In light of this, they have entrusted the newly appointed full-time Disability Program Manager with the crucial responsibility of spearheading the initiatives required to rectify these issues over the next two fiscal years. The decision to appoint a dedicated Disability Program Manager reflects the Office's commitment to ensuring equal opportunities for persons with disabilities. Recognizing the importance of this role, they have chosen an individual who possesses the necessary expertise, experience, and passion to drive meaningful change within the program. The Disability Program Manager will be responsible for conducting a comprehensive assessment of the current program, identifying its weaknesses and root causes, and formulating a strategic plan to address these shortcomings. This will involve collaborating with various stakeholders, including employees, disability advocacy groups, and persons with disabilities themselves, to gain a comprehensive understanding of the challenges faced and the improvements needed. One of the key objectives of the Disability Program Manager will be to enhance accessibility and inclusivity within the Office for Equal Opportunity. This will involve implementing policies and procedures that ensure persons with disabilities have equal access to employment opportunities, services, and facilities. The Manager will work

closely with HR departments to develop and implement reasonable accommodations for employees with disabilities, ensuring they can perform their duties effectively. Additionally, the Disability Program Manager will focus on raising awareness and promoting a culture of inclusivity within the Office. This will involve organizing training sessions and workshops to educate employees on disability rights, etiquette, and best practices for creating an inclusive work environment. By fostering a supportive and understanding workplace, the Manager aims to eliminate any biases or misconceptions surrounding disabilities. Furthermore, the Disability Program Manager will collaborate with external organizations and agencies to establish partnerships that can provide additional resources and support for persons with disabilities. This may include partnering with vocational rehabilitation services, disability advocacy groups, and community organizations to create employment opportunities and support networks for persons with disabilities. Over the course of the next two fiscal years, the Disability Program Manager will be responsible for monitoring the progress of these initiatives, evaluating their effectiveness, and making necessary adjustments to ensure the program's success. Regular reports will be provided to the Office for Equal Opportunity, highlighting achievements, challenges, and recommendations for further improvement. Through strategic planning, collaboration, and a commitment to inclusivity, the Disability Program Manager will aim to create a more accessible and supportive environment for individuals with disability.