

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

a. Cluster GS-1 to GS-10 (PWD) Answer No

b. Cluster GS-11 to SES (PWD) Answer No

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

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

a. Cluster GS-1 to GS-10 (PWTD) Answer No

b. Cluster GS-11 to SES (PWTD) Answer No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	2766	698	25.23	109	3.94
Grades GS-1 to GS-10	568	236	41.55	44	7.75

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

Treasury issued a memorandum to HR staff and hiring managers, describing the agency's commitment to meeting the numerical goals set forth under Section 501. The memorandum emphasized improving hiring efforts in the mission critical occupations: IT Management; Program Analyst; Accounting; and Financial Management Analysis. Additionally the agency provides quarterly updates on the participation, grade distribution, hiring, and separations of PWD and PWTD, allowing leadership to make informed decisions on how the agency is doing towards meeting the established goals for PWD and PWTD. Disability Hiring is communicated in all EEO training to managers, including new managers and supervisors.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	patricia.adams@fiscal.treas
Answering questions from the public about hiring authorities that take disability into account	2	0	0	erika.edgar@fiscal.treas
Architectural Barriers Act Compliance	1	0	0	patricia.adams@fiscal.treas
Processing applications from PWD and PWTD	12	0	0	angela.jones@fiscal.treas
Special Emphasis Program for PWD and PWTD	1	0	0	patricia.adams@fiscal.treas
Processing reasonable accommodation requests from applicants and employees	8	0	0	patricia.adams@fiscal.treas

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

Pregnant and Nursing Employees: Meeting Agencies' New RA and Anti-Discrimination training Everything You Need to Know About the Pregnant Workers Fairness Act training. What to Expect When You're Expecting training The Americans with Disabilities Act (ADA) and Mental Health: The Hidden Disability training From Accommodation to Inclusion: Legal Issues of Managing Federal Employees with Mental Disabilities training. Getting Reasonable Accommodation of Disabilities Right for Federal Remote, In-Person and Hybrid Work training RA Specialist Training Religious Accommodation in the Federal Workplace: Answering Your Agency's Tough Questions Training Addressing Complex Disability Accommodation Issues in Agencies' Telework, Hybrid and Return to On-Site Work Training Identified potential security breach and reported it to the appropriate officials. RA Tracker User Forum Training Ask JAN Q&A RA Tracker – Analytics Demo What You Should Know about the Impact of Long COVID in the Workplace Accommodation and Anti-Discrimination Requirements Annual Veteran’s Employment 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

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Fiscal Service will timely process all RA requests.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2021	92% Timeliness Rate.	
	2021	Updated Reasonable Accommodation policies and procedures reviewed and approved by EEOC.	
	2022	76.67% Timeliness rate due to an almost doubling of RA Requests. Added additional staff to process RA Requests.	
	2023	96.11% Timeliness rate.	

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.

Fiscal Service has a Selective Placement Program Coordinator (SPPC) and the Disability Employment Program Manager (DEPM), a Recruitment & Outreach Program Manager (ROPM) as well as a Veterans Employment Program Manager (VEPM) who all support efforts to recruit individuals with disabilities at Fiscal Service. The SPPC and DEPM correspond directly with individuals with disabilities to submit applications through the Special Hiring Authority (Schedule A) program. Fiscal Service maintains an internal database of applications that all hiring managers have access to in their supervisory toolbox. The ROPM attended disability recruitment events sponsored by the U.S. Department of Labor, Office of Disability Employment Policy and the Bender Virtual Career Fair.

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

The agency uses the Schedule A hiring authority for all vacancy announcements posted. The VEPM also places veterans in Fiscal Service through internship programs and veterans hiring authorities. Fiscal Service also has been successful in ensuring that all eligible individuals hired under Schedule A authority have been converted to permanent status at the end of their probation period.

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.

(1) Eligibility determinations are made by reviewing/verifying the submission of appropriate proof of disability documentation (such as records, statements or other information issued by a licensed medical professional, licensed vocational rehabilitation specialist, or documentation from an agency that issues or provides disability benefits). (2) Qualified and eligible candidates are referred to the hiring official via non-competitive certificate of eligibles through the Career Connector system.

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

Management Leadership Development Program (MDLP) training is provided annually to managers and supervisors Fiscal Service provided "Reasonable Accommodation" Training for the Retail Securities Services division Conducted: Supervisors Working Actively Together (SWAT) Session: Reasonable Accommodations training for all Fiscal Service Supervisors

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.

Fiscal Service works with State Rehabilitation agencies in Ohio, West Virginia and Maryland where we do the majority of our hiring. The DEPM contacts agencies in person, via phone and email. Fiscal Service works with the state agencies on internship opportunities as well. Additionally the DEPM holds mock job interviews for persons with disabilities and persons with targeted disabilities at the Fiscal Service offices to give them experience in interviewing. The DEPM provides feed back to the individuals to assist them in preparing for interviews.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	64	32.81	0.00	0.00	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 N/A

b. New Hires for MCO (PWTD)

Answer N/A

Treasury and the bureaus do not have complete analysis of Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE’s efforts and initiatives in FY 2024 will provide Treasury the opportunity to submit complete Applicant Flow data and Part J responses for the FY 2024 report.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES SPECIALIST	15	46.67	0.00
0340 PROGRAM MANAGEMENT	1	0.00	0.00
0343 MANAGEMENT AND PROGRAM ANALYST	2	0.00	0.00
0501 FINACIAL ADMINISTRATION AND MANAGEMENT	9	44.44	0.00
0510 ACCOUNTANT	13	15.38	0.00
2210 INFORMATION TECHNOLOGY SPECIALIST	24	33.33	0.00

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

a. Qualified Applicants for MCO (PWD)

Answer N/A

b. Qualified Applicants for MCO (PWTD)

Answer N/A

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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 N/A

b. Promotions for MCO (PWTD)

Answer N/A

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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.

All employees are encouraged to take advantage of the 40 hours of training available to all employees as supported by the service wide training budget and the individual AC training budget.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Commissioner's Scholarship Program and the Certification Exam Program are available to all employees. Managers are required to create Individual development plans to expand and build upon each of their employee's strengths. Managers are reminded to consider permanently assigned PWD/PWTD for development opportunities as part of their Individual Development Planning process. Fiscal Service offers career development opportunities to all employees via notices of opportunities, non-competitive details and promotions, e.g., career-ladder positions, competitive details and merit promotions. In addition, Fiscal Service has a Mentoring Program with platforms to meet the needs of PWD, PWTD and veterans. Developmental opportunities will continue to be broadly communicated to all employees through internet website postings.

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	9	0	44.4	0	11.1
Other Career Development Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Mentoring Programs	20	20	50	50	10	10

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

Fiscal Service has no competitive career development programs.

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

Fiscal Service has no competitive career development programs.

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

Time Off Hours 1 – 10 IR: 16.48 No Disability: 15.50% PWD: 18.48% - No PWTD: 15.58% - Yes Cash Awards: 501 – 999 IR: 53.59% No Disability: 56.91% PWD: 46.75% - Yes PWTD: 50.65% - Yes Cash Awards: 1000 – 1999 IR: 48.47% No Disability: 56.95% PWD: 31.02% - Yes PWTD: 37.01% - Yes Cash Awards: 2000 – 2999 IR: 9.12% No Disability: 11.59% PWD: 4.03% - Yes PWTD: 1.95% - Yes Cash Awards: 3000 – 3999 IR: 0.99% No Disability: 1.24% PWD: 0.46% - Yes PWTD: 0.00% - Yes Cash Awards: 5000 or More IR: 0.18% No Disability: 0.22% PWD: 0.09% - Yes PWTD: 0.00% - Yes

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	551	17.87	15.50	15.58	18.32
Time-Off Awards 1 - 10 Hours: Total Hours	3511	117.23	98.18	99.35	120.74
Time-Off Awards 1 - 10 Hours: Average Hours	6.37	0.70	0.28	4.14	0.02
Time-Off Awards 11 - 20 hours: Awards Given	181	6.17	5.06	7.79	5.85
Time-Off Awards 11 - 20 Hours: Total Hours	2664	90.64	75.26	99.35	88.93
Time-Off Awards 11 - 20 Hours: Average Hours	14.72	1.56	0.66	8.28	0.25
Time-Off Awards 21 - 30 hours: Awards Given	274	10.32	7.42	8.44	10.69
Time-Off Awards 21 - 30 Hours: Total Hours	5812	218.72	157.40	177.27	226.84
Time-Off Awards 21 - 30 Hours: Average Hours	21.21	2.26	0.94	13.64	0.03
Time-Off Awards 31 - 40 hours: Awards Given	312	11.28	8.53	11.04	11.32
Time-Off Awards 31 - 40 Hours: Total Hours	10029	362.55	273.88	353.25	364.38
Time-Off Awards 31 - 40 Hours: Average Hours	32.14	3.42	1.43	20.78	0.02
Time-Off Awards 41 or more Hours: Awards Given	100	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00
Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1792	48.40	56.91	50.65	47.96
Cash Awards: \$501 - \$999: Total Amount	1323795	35961.17	41939.09	37822.08	35596.56
Cash Awards: \$501 - \$999: Average Amount	738.72	79.04	32.74	484.90	-0.48
Cash Awards: \$1000 - \$1999: Awards Given	1621	32.13	56.95	37.01	31.17
Cash Awards: \$1000 - \$1999: Total Amount	2224475	43810.43	78323.10	51653.25	42273.79
Cash Awards: \$1000 - \$1999: Average Amount	1372.29	145.07	61.09	906.19	-4.06
Cash Awards: \$2000 - \$2999: Awards Given	305	4.36	11.59	1.95	4.83
Cash Awards: \$2000 - \$2999: Total Amount	697784	9863.40	26574.46	4130.52	10986.64
Cash Awards: \$2000 - \$2999: Average Amount	2287.82	240.57	101.82	1376.84	17.94
Cash Awards: \$3000 - \$3999: Awards Given	33	0.53	1.24	0.00	0.64
Cash Awards: \$3000 - \$3999: Total Amount	105503	1612.02	4013.77	0.00	1927.86
Cash Awards: \$3000 - \$3999: Average Amount	3197.06	322.40	143.35	0.00	385.57
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	33	0.21	1.33	0.65	0.13
Cash Awards: \$5000 or more: Total Amount	583931	4048.19	23252.95	13381.82	2219.47
Cash Awards: \$5000 or more: Average Amount	17694.88	2024.10	775.10	13381.82	-201.21

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

IR: 0.87% No Disability: 1.07% PWD: 0.45% - Yes PWTd: 0.00% - Yes

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

Agency has no other type of employee recognition program.

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

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

a. SES

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTB)	Answer	N/A
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ii. Internal Selections (PWTB)	Answer	N/A
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c. Grade GS-14

i. Qualified Internal Applicants (PWTB)	Answer	N/A
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ii. Internal Selections (PWTB)	Answer	N/A
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d. Grade GS-13

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

a. New Hires to SES (PWD)	Answer	N/A
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b. New Hires to GS-15 (PWD)	Answer	N/A
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c. New Hires to GS-14 (PWD)	Answer	N/A
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d. New Hires to GS-13 (PWD)	Answer	N/A
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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)	Answer	N/A
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b. New Hires to GS-15 (PWTB)	Answer	N/A
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c. New Hires to GS-14 (PWTB)	Answer	N/A
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d. New Hires to GS-13 (PWTB)	Answer	N/A
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2024 will provide Treasury the opportunity to submit complete Applicant Flow data and Part J responses for the FY 2024 report.

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

a. Executives

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

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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 N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

Treasury and the bureaus do not have complete analysis of Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE’s efforts and initiatives in FY 2024 will provide Treasury the opportunity to submit complete Applicant Flow data and Part J responses for the FY 2024 report.

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 | N/A |
| b. New Hires for Managers (PWD) | Answer | N/A |
| c. New Hires for Supervisors (PWD) | Answer | N/A |

Treasury and the bureaus do not have complete analysis of Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE’s efforts and initiatives in FY 2024 will provide Treasury the opportunity to submit complete Applicant Flow data and Part J responses for the FY 2024 report.

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 | N/A |
| b. New Hires for Managers (PWTD) | Answer | N/A |
| c. New Hires for Supervisors (PWTD) | Answer | N/A |

Treasury and the bureaus do not have complete analysis of Applicant Flow data required to submit a response to this question. Given Treasury’s commitment to provide accurate and reliable data, based on the challenges identified in the Executive Summary, Treasury made the decision to exclude Applicant Flow data from the FY 2023 submission. OCRE’s efforts and initiatives in FY 2024 will provide Treasury the opportunity to submit complete Applicant Flow data and Part J responses for the FY 2024 report.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

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

- | | | |
|----------------------------------|--------|-----|
| a. Voluntary Separations (PWD) | Answer | No |
| b. Involuntary Separations (PWD) | Answer | Yes |

Involuntary Separations: IR: 0.12% (4 / 3344) No Disability: 0.09% (2 / 2251) PWTD: 1.30% (2 / 154) - Yes Voluntary: Total: 236 No Disability: 160 (67.80%) Disability: 76 (32.20%) – Yes Involuntary: Total: 12 No Disability: 7 (58.33%) Disability: 5 (41.67%)

- Yes

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	0.21	0.08
Permanent Workforce: Resignation	21	0.53	0.66
Permanent Workforce: Retirement	88	1.38	3.11
Permanent Workforce: Other Separations	61	2.33	1.62
Permanent Workforce: Total Separations	174	4.45	5.48

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

a.Voluntary Separations (PWTD) Answer Yes

b.Involuntary Separations (PWTD) Answer No

Inclusion Rate for PWTD: 4.59% Total Emp: 3402 Total No Disability: 2353 (69.16%) Total Disability: 1049 (30.82%) Total Targeted: 156 (4.59%) Voluntary: Total: 236 No Disability: 160 (67.80%) Targeted: 13 (5.50%) - Yes Involuntary: Total: 12 No Disability: 7 (58.33%) Targeted: 0 (0.00%) - No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	4	1.30	0.06
Permanent Workforce: Resignation	21	0.00	0.66
Permanent Workforce: Retirement	88	1.95	2.66
Permanent Workforce: Other Separations	61	0.65	1.88
Permanent Workforce: Total Separations	174	3.90	5.25

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.

PWTD Separations are as follows: Removal: 1 Retirement: 3 Termination: 1 Transfer: 1 PWD Separations are as follows: Death: 3 Removal: 1 Resignation: 9 Retirement: 14 Termination: 1 Transfer: 22

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://fiscal.treasury.gov/careers/employment-policies.html>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://fiscal.treasury.gov/careers/employment-policies.html>

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

Fiscal Service continues: • Looking at the accessibility of its Facilities • Rehabilitating existing office space at various locations and • Including updates in ergonomic designs and accessibility to its facilities.

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.)

The average time frame for processing requests in FY23: 1.76 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.

Drafted and implemented RA training for specific program offices. Implemented weekly reasonable accommodation staff meetings to discuss open RAs. Centralized the RA mailbox for all requests. Streamlined process of assigning request in wake of hundreds of CLTT requests.

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.

Fiscal Service has one PAS request and has successfully implemented providing PAS services for that employee.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

- 3.

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

N/A. No findings of discrimination in FY 23.

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.

Government Wide Rate 13.79%. Fiscal Service Rate 5.88% (1 out of 17). No findings of discrimination in FY 23.

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:	EEO Complaint(s)				
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?	Two findings of discrimination regarding failure to promptly accommodate (FY18 & FY20).				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Providing Effective Reasonable Accommodations		Description of Policy, Procedure, or Practice Attitudinal barrier regarding what is an effective reasonable accommodation (personal opinion vs. regulatory definitions) and how reasonable accommodations were previously processed (policy).		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2020	09/30/2021	Yes			To change attitudinal barriers with new RA policy and training.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
EEO Director		Gary K. Cyrus		Yes	
Disability Employment Program Manager		Patty I. Adams		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities		Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2021	Complete internal approval process for new RA Policy		Yes		
06/30/2021	Submit revised RA Policy to EEOC for approval.		Yes		
09/30/2020	Draft new Reasonable Accommodation training for management.		Yes		09/30/2020
09/30/2021	Train management.		Yes		
09/30/2021	Train employees.		Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	Drafted Revised Reasonable Accommodation Policy.
2021	<p>11/04/2020 – Responsibilities of Management under the Rehabilitation Act – Obligation to Provide Reasonable Accommodation</p> <p>02/16/2021 – DPS Reasonable Accommodation Training</p> <p>03/02/2021 – Home Office Ergonomics Made Simple</p> <p>03/04/2021 – Home Office Ergonomics Made Simple</p> <p>03/24/2021 – MDLP – EEO for New Supervisors</p> <p>04/06/2021 – EEO Employee Training</p> <p>05/10/2021 – Management EEO Training</p> <p>08/26/2021 – Post-Traumatic Stress Disorder (PTSD): Helping Managers Look Beyond the Acronym</p> <p>08/31/2021 – Post-Traumatic Stress Disorder (PTSD): A Look Beyond the Acronym</p>
2022	<p>Conducted the following training:</p> <p>03/24/2022 – MDLP – EEO for New Supervisors (including The RA Program)</p> <p>08/9/2022 – Discussing Reasonable Accommodations</p>
2023	<p>During FY23, Fiscal Service conducted the following training:</p> <ul style="list-style-type: none"> • Provided all new supervisors the 3-hour EEO Complaint, Reasonable Accommodation, and Anti-Harassment Process training as part of the annual Fiscal Service Management Leadership & Development Program. • Provided RA Training for new RA Specialists. • Provided 32-hour EEO Counselor Training for new EEO Counselors. • Provided 8-hour refresher training for all existing EEO Counselors. • Conducted: Supervisors Working Actively Together (SWAT) Session: Reasonable Accommodations training for all Fiscal Service Supervisors 2/28/23. • Provided RA Training for high level management. • During FY23, the DEPM assembled a focus group to address management's confusion regarding their authority to grant an alternative accommodation in lieu of the requested accommodation. This group was comprised of supervisors all the way up to a Deputy Assistant Commissioner, as well as a Union rep. The group concentrated on the specific communication to management regarding the requested accommodation and potential alternatives. It was determined that it should be updated to provide further clarity to the DMO's regarding their role in the process, the option of considering alternative accommodations, interactive meetings, and effective accommodations. This was helpful to understand their confusion and to obtain their input regarding how we can improve the process. Ultimately a document was created to replace the current communication. It is in the process of becoming a form and will be implement in early FY24. • The DEPM worked on updating the RA Process training for new supervisors as part of the Management Leadership & Development Program (MLDP) course. The training was automated and will be updated periodically so that the training is readily available to any supervisor whether new or experienced (also a refresher). • Created a reasonable accommodation webpage linked off the EEO Office webpage that provides additional information to employees and management about the RA process.

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

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

Completing the revision of the Reasonable Accommodation Policy provides a pathway to implement changes in providing reasonable accommodations and change the employee attitudes towards reasonable accommodations.

6.

If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A
