

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

GS-1 to GS-10: 828 FTE no disability (53.99%) w/ disability (46.01%) GS-11 to SES: 2773 FTE no disability (74.68%) disability (25.32%)

*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

GS-1 to GS-10: 828 FTE no disability (53.99%) targeted disability (7.25%) GS-11 to SES: 2597 FTE no disability (74.68%) targeted disability (3.71%)

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	830	332	40.00	57	6.87
Grades GS-11 to SES	2774	629	22.67	103	3.71

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	
Processing applications from PWD and PWTD	13	0	0	angela.jones@fiscal.treasur
Processing reasonable accommodation requests from applicants and employees	4	1	0	patricia.adams@fiscal.treas
Special Emphasis Program for PWD and PWTD	1	0	0	patricia.adams@fiscal.treas
Architectural Barriers Act 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.treasury
Section 508 Compliance	1	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

Disability Program Staff has been provided in house training on their responsibilities. DEPM and RA Staff took the following training: • 05/10/2021 – 10:00 AM • Management EEO Training • 04/06/2021 – 10:00 AM • EEO Employee Training • 03/24/2021 – 12:00 PM • EEO Cases and Policy: Get Current With Legal Developments • 03/04/2021 – 1:00 PM • Home Office Ergonomics Made Simple • 03/02/2021 – 1:00 PM • Home Office Ergonomics Made Simple • 02/16/2021 – 10:00 AM • DPS Reasonable Accommodation Training • 02/09/2021 – 2:00 PM • JAN – Requesting and Negotiating Reasonable Accommodations • 11/10/2020 – 2:00 PM • JAN – The Top Ten Veteran – Related Accommodation Questions and Answers • 11/04/2020 – 2:00 PM • Responsibilities of Management under the Rehabilitation Act – Obligation to Provide Reasonable Accommodation • 10/07/2020 – 2:00 PM • Novel Accommodation Issues • 8/31/2021 11:30:00 AM • Post-Traumatic Stress Disorder (PTSD): A Look Beyond the

Acronym • 8/26/2021 11:30:00 AM • Post-Traumatic Stress Disorder (PTSD): Helping Managers Look Beyond the Acronym • 6/17/2021 12:00:00 AM • Federal Government Civil Treatment Basics Certifications • 3/24/2021 12:00:00 AM • EEO Cases and Policy: Get Current with Legal Developments • 10/7/2020 12:00:00 AM • COVID-19 and Reasonable Accommodation: Applying the Law to Current Challenges • 2/10/21 12:00 PM EST • TW, Leave and Reassignment Tackling RA During and After Pandemic • ?? • EEO Cases and Policy: Get Current with Legal Developments (LRP Webinar) • 3/9/21 2pm • *JAN - ADA and Accommodation Lessons Learned: COVID-19 Edition • 7/13/21 2pm • *JAN – ADA Update • 5/11/21 2pm • *JAN - Q&A with the Cog/Psych Team: Challenging Mental Health Scenarios • 10/13/2020 – 3:00 PM • JAN – Intentional Inclusion: Increasing Access & Opportunity • 12/08/2020 – 2:00 PM • JAN – Ergonomics for Teleworkers • 01/12/2021 – 2:00 PM • JAN – Accommodations for Respiratory Impairments • 04/13/2021 – 2:00 PM • JAN – Service and Emotional Support Animals in the Workplace • 05/11/2021 – 2:00 PM • JAN – Q&A with the Cog/Psych Team: Challenging Mental Health Scenarios • 06/08/2021 2:00 PM • JAN - Accommodating Public Safety Workers with Disabilities • 08/10/2021 2:00 PM • JAN - AT Update: What’s new in 2021 • 07/13/2021 2:00 PM • JAN – ADA Update DEPM and RA staff took DEPM training provided by OCRD and EEOC in early FY21.

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	<i>Target Date</i>	<i>Completion Date</i>	<i>Planned Activity</i>
	Sep 30, 2019	September 30, 2019	Review status of requests monthly
	Sep 30, 2020	September 30, 2020	Provide additional staff to process reasonable accommodation requests
	Sep 30, 2021	August 3, 2021	Revise Reasonable Accommodation Policies and procedures and incorporate use of Treasury Reasonable Accommodation Tracker.
Accomplishments	<i>Fiscal Year</i>	<i>Accomplishment</i>	
	2021	92% Timeliness Rate.	
	2021	Updated Reasonable Accommodation policies and procedures reviewed and approved by EEOC.	

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 touch on recruiting individuals with disabilities to 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.

- 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 medial 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 provided annually to managers and supervisors. Fiscal Service provided disability hiring training "A Roadmap to Success: Hiring, Retaining and Including People with Disabilities" to all managers and supervisors in FY 21. Fiscal Service also provided “Veteran Employment Training for Federal hiring Managers” and “Uniformed Services Employment and Reemployment Rights Act” to all supervisors and managers in FY21.

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

Total New Hires (Permanent): 252 No Disability: 52.78% Disability: 47.22% Targeted Disability: 5.95%

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	979	41.16	0.00	16.04	0.00
% of Qualified Applicants	738	40.65	0.00	15.04	0.00
% of New Hires	78	55.13	0.00	14.10	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 Yes

b. New Hires for MCO (PWTD) Answer Yes

0201: PWD NO 69.23% PWTD: NO 15.38% 0301: PWD NO 50.00% selected PWTD: YES 0.00% selected 0343: PWD NO 50.00% selected PWTD: YES 0.00% selected 0510: PWD: YES 18.18% selected PWTD: YES 0.00% selected 0525: PWD: NO 33.33% selected PWTD YES 0.00% selected. 2210 PWD: NO 58.33% selected PWTD: NO 33.33% selected

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0201 HUMAN RESOURCES SPECIALIST	26	69.23	15.38
0301 ADMINISTRATIVE SPECIALIST	4	50.00	0.00
0340 PROGRAM MANAGEMENT	2	0.00	0.00
0343 MANAGEMENT AND PROGRAM ANALYST	1	100.00	0.00
0501 FINACIAL ADMINISTRATION AND MANAGEMENT	22	59.09	13.64
0510 ACCOUNTANT	11	18.18	0.00
2210 INFORMATION TECHNOLOGY SPECIALIST	12	58.33	33.33

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

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Series 340 Qualified: PWTD: 0% - YES Series 0343 Qualified: PWD: 78.74% - YES PWTD: 3.54% - YES Series 0501 Qualified: PWD: 65.33% - YES PWTD: 5.53% - YES

4.

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

- a. Promotions for MCO (PWD) Answer Yes
- b. Promotions for MCO (PWTD) Answer Yes

Series 0201 Selected: Disability: 72.22% - YES Targeted: 0.00% - YES Series 0301 Selected: Disability: 60.00% - YES Targeted: 0.00% - YES Series 0501 Selected: Targeted: 4.00% - YES Series 2210 Selected: Targeted: 6.67% - YES

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. 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.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Fiscal Service does not have a formal competitive career developmental program. However all offices have developmental programs in place for employees to take classes to make them eligible for promotion to higher grades in their career ladder. Fiscal Service also offers career development classes in person and online that enable employees to develop skills to help them advance and qualify for other positions in Fiscal Service. See A above.

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 (%)
Coaching Programs	10	10	0	0	0	0
Internship Programs	0	0	0	0	0	0
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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	0	0	0	0	0	0
Mentoring Programs	59	59	18.64	18.64	3.39	3.39

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 No Disability: 12.75% PWD: 11.22% - YES PWDT: 12.03% - YES Time Off Hours 11-20 No Disability: 3.14% PWD: 5.06% - NO PWDT: 6.33% - NO Time Off Hours 21-30 No Disability: 14.82% PWD: 14.76% - NO PWDT: 12.03% - YES Time Off Hours 31-40 No Disability: 10.61% PWD: 11.63% - NO PWDT: 13.29% - NO Cash Awards: \$500 and under No Disability: 165.63% PWD: 131.14% - YES PWDT: 146.84% - YES Cash Awards: \$501 - \$999 No Disability: 133.65% PWD: 101.82% - YES PWDT: 148.73% - NO Cash Awards: \$1000 - \$1999 No Disability: 89.07% PWD: 37.91% - YES PWDT: 46.84% - YES Cash Awards: \$2000 - \$2999 No Disability: 11.04% PWD: 4.55% PWDT: 2.53% Cash Awards: \$3000 - \$3999 No Disability: 1.75% PWD: 0.00% - YES PWDT: 0.00% - YES Cash Awards: \$5000+ No Disability: 0.08% PWD: 0.00% - YES PWDT: 0.00% - YES Quality Step Increase No Disability: 0.52% PWD: 0.45% - YES PWDT: 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	279	7.76	7.75	7.32	7.85
Time-Off Awards 1 - 10 Hours: Total Hours	1707	47.47	47.29	51.22	46.70
Time-Off Awards 1 - 10 Hours: Average Hours	6.12	0.63	0.24	4.27	-0.11

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	112	3.41	2.89	4.27	3.24
Time-Off Awards 11 - 20 Hours: Total Hours	1849	55.74	47.37	74.39	51.93
Time-Off Awards 11 - 20 Hours: Average Hours	16.51	1.69	0.65	10.63	-0.14
Time-Off Awards 21 - 30 hours: Awards Given	262	9.10	6.72	8.54	9.22
Time-Off Awards 21 - 30 Hours: Total Hours	5677	195.55	146.30	179.27	198.88
Time-Off Awards 21 - 30 Hours: Average Hours	21.67	2.22	0.86	12.80	0.06
Time-Off Awards 31 - 40 hours: Awards Given	246	7.14	6.80	4.88	7.60
Time-Off Awards 31 - 40 Hours: Total Hours	8023	233.40	221.67	159.76	248.44
Time-Off Awards 31 - 40 Hours: Average Hours	32.61	3.38	1.29	19.97	0.00
Time-Off Awards 41 or more Hours: Awards Given	100	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	2329	56.77	68.25	82.93	51.43
Cash Awards: \$501 - \$999: Total Amount	1705103	41680.04	50014.27	60270.73	37883.19
Cash Awards: \$501 - \$999: Average Amount	732.12	75.92	28.98	443.16	0.92
Cash Awards: \$1000 - \$1999: Awards Given	1526	25.85	49.19	31.10	24.78
Cash Awards: \$1000 - \$1999: Total Amount	2065945	34235.47	66897.31	40767.07	32901.49
Cash Awards: \$1000 - \$1999: Average Amount	1353.83	136.94	53.78	799.35	1.66
Cash Awards: \$2000 - \$2999: Awards Given	205	2.79	7.00	1.22	3.11
Cash Awards: \$2000 - \$2999: Total Amount	470038	6396.59	16061.01	2675.00	7156.66
Cash Awards: \$2000 - \$2999: Average Amount	2292.87	236.91	90.74	1337.50	12.13
Cash Awards: \$3000 - \$3999: Awards Given	29	0.41	0.99	0.00	0.50
Cash Awards: \$3000 - \$3999: Total Amount	96157	1379.94	3274.54	0.00	1661.77
Cash Awards: \$3000 - \$3999: Average Amount	3315.76	344.98	130.98	0.00	415.44
Cash Awards: \$4000 - \$4999: Awards Given	9	0.00	0.36	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	37512	0.00	1483.27	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4168	0.00	164.81	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Awards Given	1	0.00	0.04	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	5000	0.00	197.71	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	5000	0.00	197.71	0.00	0.00

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

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

Total Awards: 17 No Disability: 0.52% Disability: 0.45% - YES Targeted Disability: 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 No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

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

SES No New Internal Hires Grade GS-15 Applicants (PWD): 65.31% Qualified (PWD): 65.79% Selected (PWD): 60.00% Grade GS-14 Applicants (PWD): 68.38% Qualified (PWD): 68.85% Selected (PWD): 60.00% Grade GS-13 Applicants (PWD): 73.33% Qualified (PWD): 70.25% Selected (PWD): 66.04%

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 Yes
- ii. Internal Selections (PWTD) Answer Yes

c. Grade GS-14

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

d. Grade GS-13

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

SES No New Internal Hires Grade GS-15 Applicants (PWTD): 2.04% Qualified (PWTD): 0.00% Selected (PWTD): 0.00% Grade GS-14 Applicants (PWTD): 4.41% Qualified (PWTD): 2.46% Selected (PWTD): 0.00% Grade GS-13 Applicants (PWTD): 5.33% Qualified (PWTD): 3.58% Selected (PWTD): 1.89%

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

Do not have the qualified applicant pool. GS-13 25.26% of selections were PWD GS-14 21.43% of selections were PWD GS-15

42.86% of selections were PWD SES No New Hires

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

Using 12% and 2% as benchmarks CAN'T FIND DATA FOR QUALIFIED APPLICANTS GS-13 0.00% of selections were PWDT GS-14 7.14% of selections were PWDT GS-15 0.00% of selections were PWDT

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

Do not have the qualified applicant pool. Internal selections for Executives, Managers and Supervisors were above the participation rate for those categories.

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

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer Yes
 - ii. Internal Selections (PWTD) Answer Yes
- b. Managers

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

Do not have the qualified applicant pool. No selections of PWTD for executives. Internal selections for managers and supervisors were above the participation rate for PWTD.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWD) Answer Yes
 - b. New Hires for Managers (PWD) Answer No
 - c. New Hires for Supervisors (PWD) Answer Yes

Do not have the qualified applicant pool. No new hires of PWD for new hires to Executives or Supervisors. 60% of external hires for Managers have a disability.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWTD) Answer Yes
 - b. New Hires for Managers (PWTD) Answer No
 - c. New Hires for Supervisors (PWTD) Answer Yes

Do not have the qualified applicant pool. No new hires of PWTD for new hires to Executives or Supervisors. 20% of external hires for Managers have a disability.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

2.

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

- a. Voluntary Separations (PWD) Answer Yes
- b. Involuntary Separations (PWD) Answer Yes

Voluntary: Total: 178 No Disability: 132 (74.16%) Disability: 46 (25.84%) Involuntary: Total: 19 No Disability: 13 (68.42%) Disability: 6 (31.57%)

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.21	0.23
Permanent Workforce: Resignation	25	0.62	0.71
Permanent Workforce: Retirement	79	1.65	2.36
Permanent Workforce: Other Separations	41	1.34	1.05
Permanent Workforce: Total Separations	153	3.82	4.35

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

- a. Voluntary Separations (PWTD) Answer Yes
- b. Involuntary Separations (PWTD) Answer Yes

Voluntary: Total: 178 No Disability: 132 (74.16%) Targeted: 12 (6.74%) Involuntary: Total: 19 No Disability: 13 (68.42%) Targeted: 1 (5.26%)

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.00	0.23
Permanent Workforce: Resignation	25	1.22	0.66
Permanent Workforce: Retirement	79	4.27	2.07
Permanent Workforce: Other Separations	41	2.44	1.07
Permanent Workforce: Total Separations	153	7.93	4.03

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.

Treasury does use exit surveys for involuntary separations. A large proportion of the separations were due to retirement. Fiscal Service is moving jobs from Hyattsville, MD to Parkersburg, WV and Kansas City, MO resulting in a larger than normal amount of transfers to other federal agencies and resignations in FY 2019.

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 FY 2020 was 10 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.

Redrafted reasonable accommodation program policy to incorporate recommendations made by the EEOC and address untimely requests. Added 2 additional full-time staff to RA team. 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. Complaint trends regarding RA’s indicate the need to streamline the process. Addressed this issue in the RA Policy draft.

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.

Initiated processing of first PAS request.

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 Yes

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.

Two complaints alleging harassment based on disability status resulted in settlement agreements. • One was settlement agreement for an informal complaint alleging non-sexual harassment based on race, sex, and disability. • Second was formal and it involved harassment based on disability and reasonable accommodation.

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.

8/7/20: It is the decision of the Department of the Treasury that a finding of discrimination is appropriate based on a failure to promptly provide Complainant 100 percent telework as a reasonable accommodation. The Bureau of the Fiscal Service shall take the following actions: 1. Pay compensatory damages (if any) with respect to Complainant within sixty (60) days of receipt of the order establishing the amount of damages to which Complainant is entitled; guidance regarding compensatory damages is attached. 2. Restoration of leave taken for doctor's appointments in connection with the October 8, 2019 incident. Complainant must provide evidence of the leave taken and medical documentation supporting the reason for the medical visits. 3. Provide two (2) hours of training to S1 and S2 on the responsibilities of management under the Rehabilitation Act, with an emphasis on the obligation to provide reasonable accommodation. 4. Within ten (10) days of the date of this decision, post the attached notice regarding discrimination on all employee bulletin boards, including electronic ones. 5. The notice shall remain posted for sixty (60) consecutive days. The original signed notice is to be provided to the Office of Civil Rights and Diversity within ten (10) calendar of the expiration of the posting period. 6. In the absence of any evidence that Complainant was represented by an attorney, no attorney's fees are awarded. If Complainant engages the services of an attorney, he or she must notify the Office of Civil Rights and Diversity of the representation. Any request for attorney's fees should be submitted to the Director, Office of Civil Rights and Diversity, within thirty (30) days of the date of receipt of this decision, in accordance with the requirements of 29 C.F.R. §1614.501. 7. Provide a report with appropriate documentation showing implementation of these remedies, with the first report due within sixty (60) days of receipt of the decision and with reports issued monthly until a final implementation report is issued. Reports must be sent to eeocompliance@treasury.gov. 8. In order to support a compensatory damages award, Complainant shall: Submit evidence of any compensatory damages to the Office of Civil Rights and Diversity within thirty (30) days of his receipt of this order.

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 PWTDD?

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		Description of Policy, Procedure, or Practice			
	Providing Effective Reasonable Accommodations		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.

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