

United States Department of Agriculture
Foreign Agricultural Service



MD-715 Report

Fiscal Year 2018

Linking U.S. Agriculture to the World

USDA is an equal opportunity provider, employer, and lender.

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U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

For period covering October 1, 2017 to September 30, 2018

Part A - Department or Agency Identifying Information	Agency	Second Level Component	Address	City	State	Zip Code	Agency Code	FIPS Code
	USDA	FAS	1400 Independence Ave. SW	Washington	DC	20250	10	11001

Part B - Total Employment	Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
	Number of Employees	590	305	895

Part C.1 - Head of Agency and Head of Agency Designee	Agency Leadership	Name	Title
	Head of Agency	Ken Isley	Administrator

Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)

EEO Program	Name	Title	Series	Grade	[REDACTED]	Email Address
Principal EEO Director & Official	Adriano Vasquez	Director	0260	GS-15	[REDACTED]	Adriano.Vasquez@fas.usda.gov
Affirmative Employment Program Manager	Adriano Vasquez	Director	0260	GS-15	[REDACTED]	Adriano.Vasquez@fas.usda.gov
Complaint Processing Program Manager	Adriano Vasquez	Director	0260	GS-15	[REDACTED]	Adriano.Vasquez@fas.usda.gov
Hispanic Program Manager (SEPM)	Benjamin Vasquez (FT) / Javier Farjado (Collateral Duty)	Hispanic Program Manager	0260 0110	GS-13	[REDACTED]	Benjamin.Vasquez@fas.usda.gov Javier.Farjado@fas.usda.gov
Women's Program Manager (SEPM)	Cristina Stanley (FT) / Jodi Erickson (Collateral Duty)	Women's Program Manager	0260 0343	GS-14	[REDACTED]	Cristina.Stanley@fas.usda.gov Jodi.Erickson@fas.usda.gov
Disability Program Manager (SEPM)	William Deibler (FT) / Linda Whitmore (Collateral Duty)	Disability Program Manager	0260 0343	GS-12	[REDACTED]	Will.Deibler@fas.usda.gov Linda.Whitmore@fas.usda.gov
Reasonable Accommodation Program Manager	David Walton	RA Program Coordinator	0201	GS-13	[REDACTED]	David.Walton@aphis.usda.gov
Anti-Harassment Program Manager	Benjamin Vasquez	ADR Program Manager	0260	GS-13	[REDACTED]	Benjamin.Vasquez@fas.usda.gov
ADR Program Manager	Adriano Vasquez	Director	0260	GS-15	[REDACTED]	Adriano.Vasquez@fas.usda.gov
Principal MD-715 Preparer	William Deibler	EEO Specialist	0260	GS-12	[REDACTED]	Will.Deibler@fas.usda.gov
MD-715 Preparer	Jeffrey Galloway	EEO Specialist	0260	GS-9	[REDACTED]	Jeffrey.Galloway@fas.usda.gov

Part D.1 – List of Subordinate Components Covered in this Report	Please identify the subordinate components within the agency (e.g., bureaus, regions, etc.).					
	<input checked="" type="checkbox"/> If the agency does not have any subordinate components, please check the box.					
	Subordinate Component	City	State	Country	Agency Code	FIPS Codes

Part D.2 – Mandatory and Optional Documents for this Report	In the table below, the agency must submit these documents with its MD-715 report.		
	Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
	Organizational Chart	YES	FAS is currently conducting a reorganization, with a projected completion date of FY 2019.
	EEO Policy Statement	YES	
	Strategic Plan	YES	FAS is currently conducting a reorganization, with a projected completion date of FY 2019 – 3 goals: Partnership, Transparency, Proactive Prevention of Harassment (Training).
	Anti-Harassment Policy and Procedures	YES	
	Reasonable Accommodation Procedures	YES	
	Personal Assistance Services Procedures	NO	APHIS HR is currently awaiting approval from EEOC.
	Alternative Dispute Resolution Procedures	YES	EEO/Non-EEO

Part D.2 – Mandatory and Optional Documents for this Report	In the table below, the agency may decide whether to submit these documents with its MD-715 report.		
	Did the agency submit the following optional documents?	Please respond Yes or No	Comments
	Federal Equal Opportunity Recruitment Program (FEORP) Report	NO	Awaiting APHIS HR request letter.
	Disabled Veterans Affirmative Action Program (DVAAP) Report	NO	Awaiting APHIS HR request letter.
	Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	NO	In progress, requires re-evaluation due to the recent EEOC changes to PWD.
	Diversity and Inclusion Plan under Executive Order 13583	NO	Awaiting guidance from Department.
	Diversity Policy Statement	NO	OCR currently under reorganization at the Department.
	Human Capital Strategic Plan	NO	FAS is currently conducting a reorganization, with a projected completion date of FY 2019.
	EEO Strategic Plan	NO	OCR currently under reorganization at the Department.
	Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	YES	Response rate for FY 2018 was 59.0, a decrease from FY 2017 by 6.9

EXECUTIVE SUMMARY

The Foreign Agricultural Service (FAS) mission is to link U.S. agriculture to the world to enhance export opportunities and global food security. FAS is the gateway to the global marketplace for U.S. agriculture. Its primary programs and services include trade policy, market development, data analysis, and food security.

FAS is primarily responsible for USDA’s international activities: market development, trade agreement and negotiations, and developing statistical and market analysis information. FAS administers USDA’s export credit guarantee and food aid programs (assisted and conducted programs) to increase income and food availability in developing nations by stimulating agriculturally-led economic growth. FAS enhances export opportunities and global food security by improving foreign market access for U.S. products, building new markets abroad, increasing competitiveness for U.S. agriculture globally, and providing assistance to developing countries. Given the broad scope and critical importance of the Agency’s mission, FAS recognizes the importance of a diverse, inclusive, dynamic, and world-class workforce to accomplish all of its responsibilities. To that end, FAS works vigorously to remove barriers to equal employment and to attract, retain, and promote talented individuals in accordance with merit systems principles.

The FAS workforce is comprised of Civil Service (PERM/TEMP), Foreign Service, Schedule B’s, and Locally Employed Staff (LES). Civil Service employees work in Washington, DC, while Foreign Service Officers spend approximately two-thirds of their careers at overseas post.

The FAS is pleased to present its Fiscal Year (FY) 2018, MD-715 Report summarizing its programs, activities, and accomplishments. This report highlights the effort of FAS towards building and sustaining a model Equal Employment Opportunity (EEO) program that is based on the six essential elements identified by the U.S. Equal Employment Opportunity Commission (EEOC), all of which are crucial to creating a model employment program.

Six Essential Elements

ELEMENT ONE: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Between 2017 and 2018, FAS underwent numerous changes in leadership including two Administrators (Acting) - Holly Higgins and James Higgiston. As part of the United States Department of Agriculture reorganization, the Department created an undersecretary position for trade and foreign agricultural affairs. On October 3, 2017, Ted McKinney was confirmed as Under Secretary of Agriculture for Trade and Foreign Agricultural Affairs (TFAA). In April 2018, Ken Isley was appointed Administrator for FAS.

- February 1, 2018, Acting Administrator Higgins re-issued policy statements in effect prior to Administrator Karsting departing from the USDA. The policy statements were sent to employees via email and posted on the Intranet. Each policy statement emphasized the importance of equal employment opportunity for employees and applicants for employment, regardless of race, religion, color, sex, national origin, age, disability, genetic information, and retaliation (Reprisal).
- February 14, 2018 – To align the Agency’s ability to administer programs with the United States’ trade objectives, FAS launched “FAS THRIVE” initiative.
- April 16, 2018 - OCR initiated an agency-wide Climate Survey. The survey was designed for employees to provide confidential responses about their experiences in FAS with regards to interpersonal relations, operational and management strengths and weaknesses, communication flow, Mission, Strategic Direction, Communication, Ethical Codes, and Agency Expectations. The survey achieved an overall response rate of 72%.
- April 26, 2018 - TFAA Under Secretary McKinney held a Town Hall introducing Mr. Ken Isley as the new permanent Administrator for FAS. Town Halls became a quarterly occurrence as a method of disseminating accurate and timely information to the workforce.
- May 5, 2018 - Administrator Isley continued the FAS tradition of holding its annual “Administrator Awards Week” an event celebrating employees nominated for their outstanding work in support of the FAS mission.
- December 11, 2018 – Administrator Isley held a Town Hall to update and provide employees and applicable stakeholders with guidance and direction on “Thrive”.
- FAS remains committed to establishing initiatives to recruit, develop, engage, reward, and retain a qualified, diverse workforce. These initiatives are implemented through a range of work experiences as well as formal and informal developmental programs (i.e., mentoring, on-the-job training, rotational assignments, and details.)
- OCR conducted “Teachable Moment” sessions to Senior Staff (SEs and GS-15s) on Wednesdays during Senior Staff meetings ranging in areas such as:
 - EEO Complaint Process
 - Reasonable Accommodation Process
 - Training on the pitfalls of Reasonable Accommodation process
 - Disability and Religious Discrimination
 - Retaliation/Reprisal for engaging in EEO activities
 - Workplace Harassment (Sexual Orientation and Sexual Harassment Prevention Training)
 - Prevention of Sexual Harassment (POSH)
 - Whistleblower Protection
 - The Hatch Act
 - Theories of Discrimination (i.e., Adverse Impact, Disparate Treatment and Hostile Work Environment).
- The climate survey indicated that 98% of FAS employees are committed to the mission.
- Thrive is an effort by the Agency to align its programs with the administrations trade objectives. The primary focus of the Thrive initiative are to improve human capital, talent acquisition, and the Agency governance process. The goal of the Thrive initiative is to improve efficiency, effectiveness, and accountability.
- Managers, supervisors, and employees responsible for referring or processing employee requests for reasonable accommodation were provided information on the FAS reasonable accommodation process. Information about the Reasonable Accommodation Procedures were provided to FAS employees via the Intranet site, SharePoint, and emails.

- The OCR conducted updates and briefings with program area managers on Mondays and Wednesdays to increase awareness. These briefings include discussions on civil rights policy statements, trends in civil rights complaints, and staff demographics (hiring, separation, retirement, retention, performance management, and related topics).
- The Junior Professional Advisory Committee (JPAC) is an internal employee development committee comprised of junior professionals (Grades 7-12). JPAC's mission is to promote junior professional development by expanding critical skillsets, increasing knowledge of U.S. agriculture in the international market, and increase employee knowledge of FAS programs. JPAC's Executive Board ensures coordination of professional, educational, social, and service-oriented activities enhancing the workplace for junior professionals. The primary focus of JPAC is to enhance upward mobility for junior professionals.
- Additionally, Foreign Service Trainees (FSTs) rotated through several different FAS program areas during Foreign Service Officer training. During rotation, FSTs were assigned work to obtain practical experience and insight into each program area and how it applies to their overseas work. Once hired, the Deputy Administrator for OFSO, along with the management team, evaluate the knowledge, skills, and abilities of each FST to create a cross-training plan. Cross-training plans are continually reviewed with the FST and relevant supervisors to ensure FSTs are prepared for upcoming post assignments. FSTs were required to qualify in a country specific language to prepare for their overseas post assignment upon completion of on-the-job training.
- Detail opportunities are typically 120 days in duration. The FAS leadership team supports detail opportunities to improve employee skillsets with the goal of offsetting higher than expected attrition rates resulting from retirement (17% of FAS employees were eligible to retire in 2018). During this reporting period FAS provided approximately 25 detail opportunities throughout the agency.
- FAS continued its Joint Venture Agreement with the Association of 1890 Research Directors, Inc. The goal of the joint venture is to increase the number of qualified students from Historically Black Colleges and Universities to working on international agriculture related matters.
- FAS managers and supervisors also received training in the following areas:
 - Surfing the Swamp - A Conflict Management Course for Supervisors & Managers
 - EEO for Supervisors and Managers
 - Fundamentals of Human Resources Management (FHRM)
 - Crucial Accountability
 - Overcoming Unconscious Bias in the Workplace
 - Staffing Essentials for Supervisors
 - Strategic Leadership
 - Kinds of Conversations: The Right Conversation for the Right Results
 - Crucial Conversations - Tools for Talking When the Stakes are High

ELEMENT TWO: INTEGRATION OF EEO INTO AGENCY'S STRATEGIC MISSION

OCR/EEO is integrated into the FAS mission, workforce decisions, and it is a member of Senior Staff. OCR Director routinely provides guidance and insight to the Administrator and senior staff members on matters related to EEO, EO and anti-discrimination laws and regulations.

- OCR Director attended weekly leadership meetings to provide weekly updates, briefings, and counsel to the Administrator on civil rights related matters.
- FAS continued its commitment to implement EEO/Civil Rights initiatives designed to attract, develop, and retain the most qualified workforce focused on supporting its strategic mission.
- Supervisors held regular staff meetings with employees to foster unified teams and address matters related to work production.
- OCR Director and Supervisors actively met with employees that provided input on how to continue improving the work process, the work environment, performance, career advancement opportunities, and overall work-life balance.
- Supervisors maintained an open-door policy for employees who wanted to seek guidance and direction on work-related matters.
- Supervisors encouraged employees to have approved Individual Development Plans (IDP) to optimize training opportunities,

strengthen skills, knowledge, and abilities when administering FAS programs and services as well as continuing advancing their careers.

- Supervisors offered travel opportunities for employees to learn how FAS programs and services support American Farmers and thereby promote global trade.
- Senior leadership and supervisors held employees accountable for actions that were not in compliance with federal laws, regulations, or policies by engaging in interactive dialogue, communicating expectations, issuing policy statements, launching inquiries, and working with OCR on EEO matters.
- Supervisors approved and supported employee attendance at special emphasis programs and affinity events.
- Recruitment, hiring, retention, and training were top priorities, meaning FAS strived to recruit candidates as widely as possible and used work rotations, leadership training, internships, and special hiring programs to attract and maintain its diverse workforce.
- MSI-Sponsorship, 151 unique individuals tuned in, representing 59 institutions: 28 1862 Land-Grant Universities, 8 1890 HBCUs, 11 other US universities, 6 USDA agencies, 4 private sector institutions, and the APLU. The largest delegations were from Fort Valley State University, Michigan State University, and North Carolina State University, with 8 persons each.

ELEMENT THREE: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This allows FAS to identify and address possible inadequacies of EEO programs using the workforce data trends.

- January 17, 2018 - Acting Administrator Higgins issued EEO policy statements on Civil Rights Diversity, Reasonable Accommodation, Anti-Harassment Policy Statement and Procedures, and Prohibition against Bullying in the Workplace. The Anti-Harassment Policy Statement and Procedures reaffirmed and expressed the Acting Administrator's strong commitment to preventing harassment (sexual and non-sexual) in the workplace and informed employees of the protected bases and how to report incidents of harassment.
- Senior leaders oversaw managers' and supervisors' implementation of equal employment opportunity laws and policies in all areas of employment, as stipulated in DR 4300-010, "Civil Rights Accountability Policy and Procedures."
- Managers and supervisors have a standardized critical EEO performance element, and non-supervisory employees have standardized critical EEO performance element in their annual performance plans.
- Supervisors identified possible trends and addressed inadequacies of EEO programs to promote diversity, fair opportunities in employment, and a healthy work environment.
- Workforce data tables are reviewed quarterly as part of the MD-715 to analyze trends and improve outreach efforts in recruiting candidates for employment at FAS.
- FAS utilized the USDA Shared Neutrals Program, an interagency mediation program that provides free trained and experienced collateral duty mediators to mediate complaints through the Alternative Dispute Resolution Process.
- Employees completed the following Civil Rights and Diversity-Related training:
 - 2018 Annual Ethics Training
 - Bridging the Diversity Gap
 - Unconscious Bias: The Hidden Barrier with Howard Ross
 - Accessibility and Section 508 Awareness
 - Anti-Harassment Training: Identifying and Preventing Workplace Harassment
 - Basic Mediation
 - Civil Rights: Reasonable Accommodation Training
 - Diversity and Conflict Management Workshop and Webinar
 - Disability Legislation & Reasonable Accommodation - A Practical Guide
 - Disability Management Employers Conference
 - Diversity & Inclusion: Generational Differences/Similarities in Workforce & Program Beneficiaries
 - Diversity and You
 - Diversity on the Job: The Importance of Diversity and the Changing Workplace
 - Equal Opportunity and Sexual Harassment Seminar
 - Lesbian, Gay, Bisexual, and Transgender (LGBT) Nondiscrimination in the Federal Workplace Supplement
 - National Disability Employment Awareness Month (DEAM)

- Reasonable Accommodation for the Federal Workplace
- Reasonable Accommodations Overview Unconscious Bias
- USDA Whistleblower Protection
- Agency is shifting toward implementing and monitoring measurable goals that tie to the success of the agency.
- Agency leadership is focused on ensuring employees (supervisor and non-supervisor) are held to the same standards on work expectations, communication, results, and discipline.
- Agency has implemented a Thrive action team to assess and address issues with respect in the workplace.

ELEMENT FOUR: PROACTIVE PREVENTION OF UNLAWFUL DISCRIMINATION

FAS is firmly committed to proactive prevention of unlawful discrimination.

- OCR used iComplaints, to track and monitor EEO complaints.
- In accordance with 29 CFR § 1614, MD-110, and DR 4701-001, employees received periodic information about traditional counseling and the ADR process. This information includes guidance on the EEO or ADR process and the applicable time limits. In addition, employees are provided with written guidance EEO-ADR, which outlines the ADR process and applicable timeframes for activating the EEO complaint procedures.
- New managers are required to take a week-long management training course covering subjects such as human resource management, conflict resolution, and dealing with difficult people.
- OCR worked in partnership with senior leadership and SEPMS to identify and eliminate barriers to equal employment opportunity. The Barrier Analysis included; workforce data analysis towards this effort, SEPMS reviewed the Climate Survey results and provided additional insight into matters affecting the workforce.
- The FAS OCR monitors the reasonable accommodation process to ensure compliance with Rehabilitation Act of 1973, as amended; the Americans with Disability Act, and to ensure compliance with applicable or related requirements under the ADAAA.
- OCR promoted the use of the USDA Target Center to provide employees with an additional resource.
- OCR tracked the utilization of ADR.
- OCR extended Civil Rights services to Locally Employed Staff (LES) ie. Prevention of Sexual Harassment (POSH) / Anti-Harassment Hotline, training, increased access to information and a dedicated email.
- Five out of Seven OCR personnel attended the 40-hour Basic Mediation Training. The training provided participants with the process revolved around the mediation process, the role of the mediator, the techniques of listening, communicating, bargaining, and negotiating.
- OCR Director met with Acting Administrators and Administrator Isley on a regular basis to discuss EEO related activity.
- OCR Director provided Senior Staff periodic information on unlawful discrimination via weekly newsletters and oral presentations.
- Employees utilized AgLearn for mandatory Civil Rights Training as well as non-mandatory trainings on topics of discrimination and respect in the workplace.
- OCR Director presented new employees with a briefing on civil rights laws, the EEO complaint process, and the reasonable accommodation process at FAS New Employee Orientation sessions.

ELEMENT FIVE: EFFICIENCY

OCR continually evaluated its EEO complaint resolution process to ensure it was efficient, fair and impartial. OCR monitors its informal and formal complaint rates, ADR participation rates, and timeliness of EEO counseling.

- OCR ensured the accuracy of iComplaints data through weekly and monthly reports of EEO complaint activity.
- In accordance with OASCR guidelines to USDA Agencies, OCR promoted ADR by offering informal contacts and complainants the option of utilizing mediation as a tool to attempt resolution.
- OCR offered ADR for non-EEO complaints to employees including Locally Employed Staff (LES). These services are typically administered at the mission area level. Managers and supervisors are required to participate in the ADR process. Likewise, the agency utilized the early resolution program for its EEO complaints, such as conflict coaching, mediation, and shuttle diplomacy.
- OCR improved its complaint processing procedures to improve the efficiency and communication of its EEO Counselors.
- OCR maintained a 90%, plus timely processing rate of EEO complaints.

ELEMENT SIX: RESPONSIVENESS AND LEGAL COMPLIANCE

OCR ensured accurate and timely submission of its MD-715 report to the EEOC and USDA.

- OCR complied with EEOC requirements, court orders, and settlement agreements to ensure the established timelines for EEO programs were met.
- OCR posted on the FAS intranet web site complaint statistical data in compliance with the No FEAR Act.
- OCR Director reported directly to the Administrator and served as the FAS principal advisor on EEO/CR matters.
- OCR Director actively participated in senior staff meetings and offered guidance from an EEO/Civil Rights perspective.
- OCR Director, along with Supervisors, maintained strong collaborative relationships related to FAS operations, especially with representatives from the Office of the Chief Human Capital Officer, the Office of General Counsel, the Office of the Chief Financial Officer, and other USDA Departmental officials.
- Supervisors were accountable for ensuring compliance with EEO/Civil Rights laws through performance standards, open dialogue, and training.
- Mandatory prevention of harassment and reasonable accommodation training is held on an as needed basis.
- OCR continued to evaluate the workplace environment to determine if barriers to EEO exist. OCR worked with SEPMS to conduct a barrier analysis and develop strategies to address the underrepresentation of certain groups; career development opportunities were identified.
- Senior leadership ensured civil rights goals and responsibilities were fully implemented, including annual issuance of the Civil Rights and Diversity, Reasonable Accommodations, Anti-Harassment and Procedures, which held managers and supervisors accountable.

FAS Data Tables

The following data table information compares the 2010 National Civilian Labor Force (NCLF), with the FAS FY 2017 and FY 2018 workforce.

FAS Permanent and Temporary Employees Overview (Table-A1)

Change in workforce from FY 2017 to FY 2018 (Table-A1)

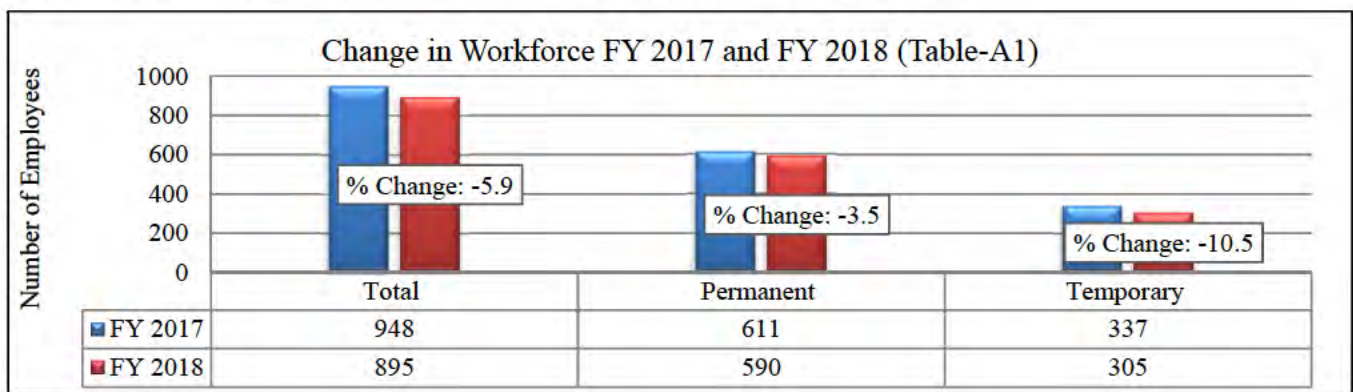
In FY 2017, the Foreign Agricultural Service employed 948 permanent and temporary employees.

- Permanent workforce 64.45% (611 employees)
- Temporary workforce 35.54% (337 employees)

In FY 2018, the Foreign Agricultural Service employed 895 permanent and temporary employees.

- Permanent workforce 65.92% (590 employees)
- Temporary workforce 34.07% (305 employees)

In summary, the workforce decreased by 5.60% or 53 employees from its FY 2017 total of 948.

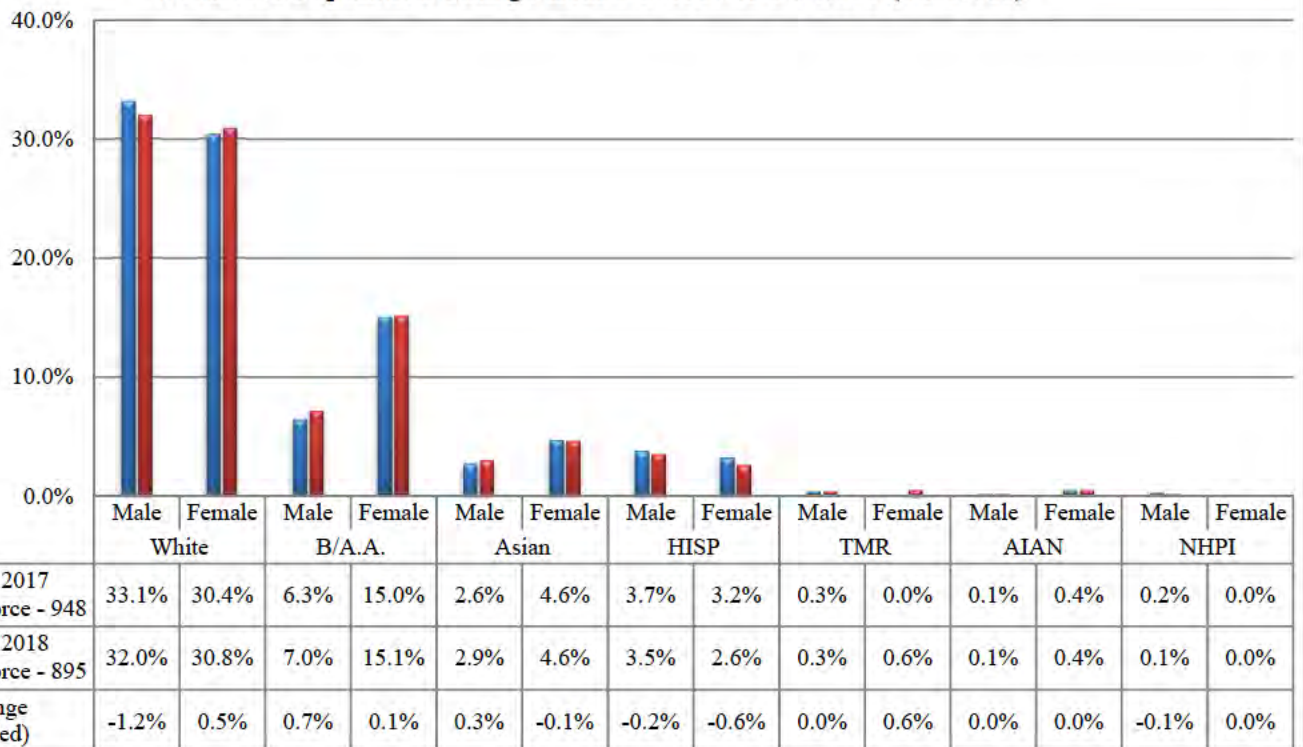


Population Trend by Gender, Race/Ethnicity

Population Change for FAS Workforce from FY 2017 to FY 2018

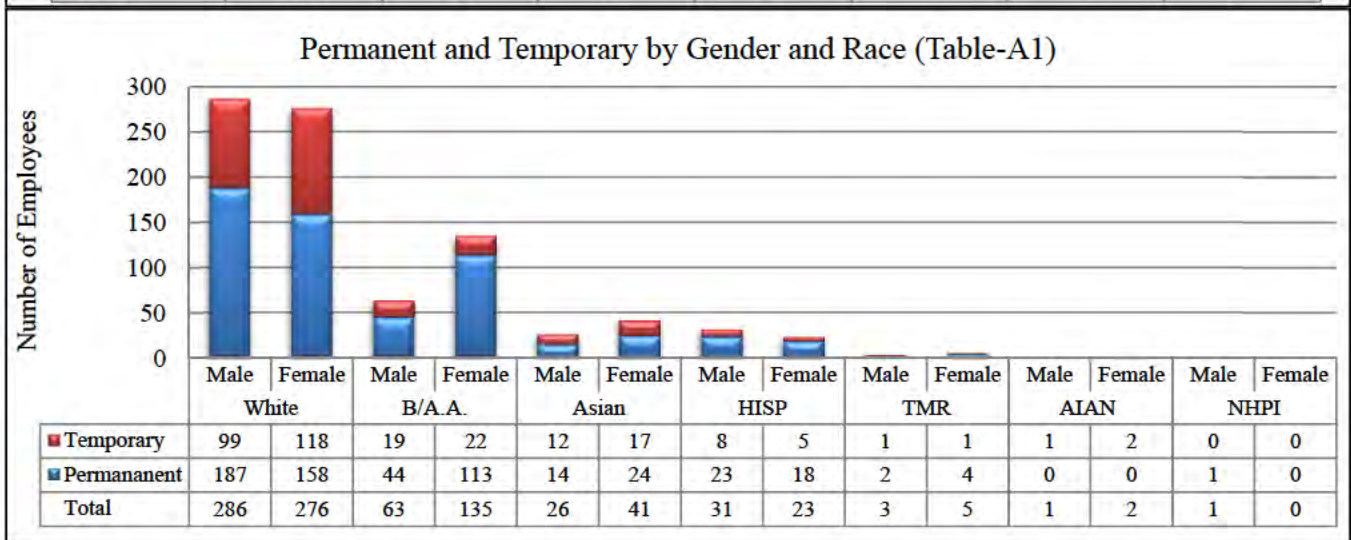
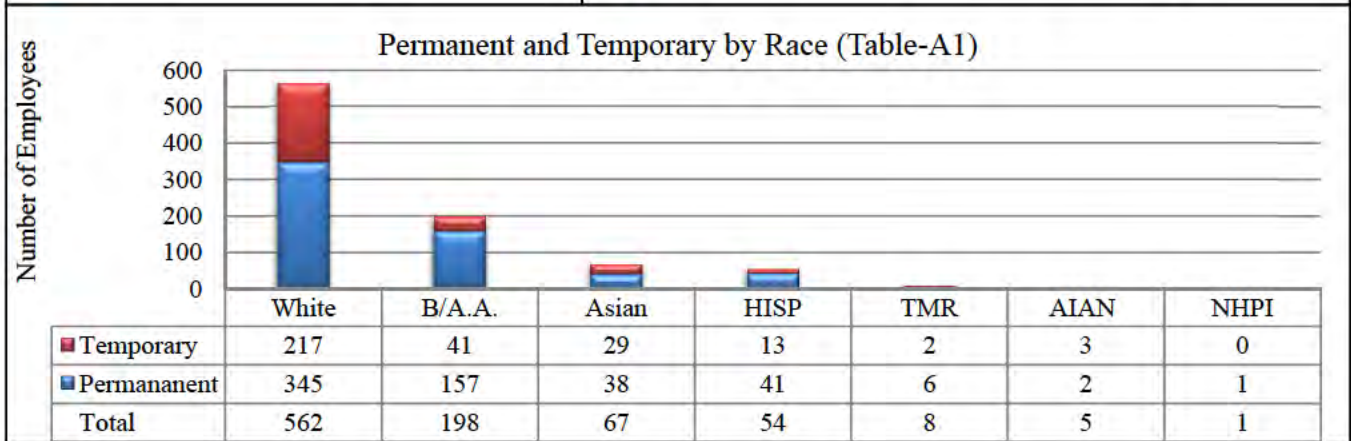
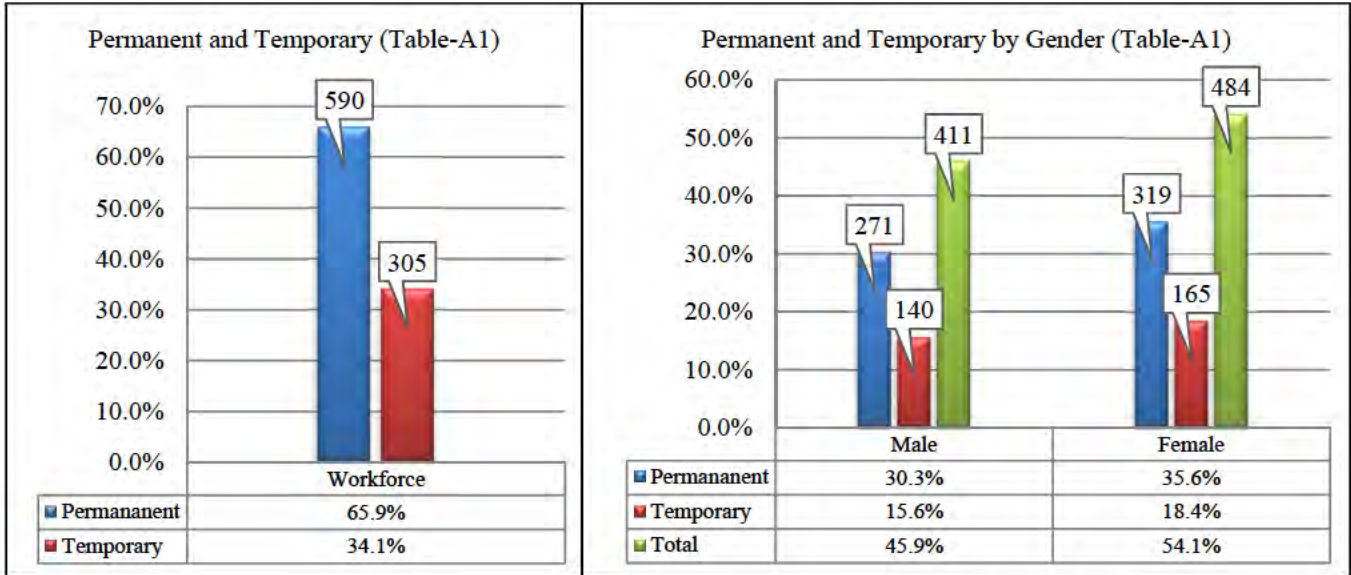
FY 2017 to FY 2018 Net Change					
Race/Ethnicity	Gender	FY 2017 Workforce - 948	FY 2018 Workforce - 895	Net Change	% Change
White	Male	314	286	-28	-8.9%
	Female	288	276	-12	-4.2%
B/A.A.	Male	60	63	3	5.0%
	Female	142	135	-7	-4.9%
Asian	Male	25	26	1	4.0%
	Female	44	41	-3	-6.8%
HISP	Male	35	31	-4	-11.4%
	Female	30	23	-7	-23.3%
TMR	Male	3	3	0	0.0%
	Female	0	5	5	0.0%
AIAN	Male	1	1	0	0.0%
	Female	4	4	0	0.0%
NHPI	Male	2	1	-1	-50.0%
	Female	0	0	0	0.0%
White Total		602	562	-40	-6.6%
B/A.A. Total		202	198	-4	-2.0%
Asian Total		69	67	-2	-2.9%
HISP Total		65	54	-11	-16.9%
TMR Total		3	8	5	166.7%
AIAN Total		5	5	0	0.0%
NHPI Total		2	1	-1	-50.0%

Workforce Population Change from FY 2017 to FY 2018 (Table A1)



In FY 2018 the Foreign Agricultural Service employed 895 permanent and temporary employees.

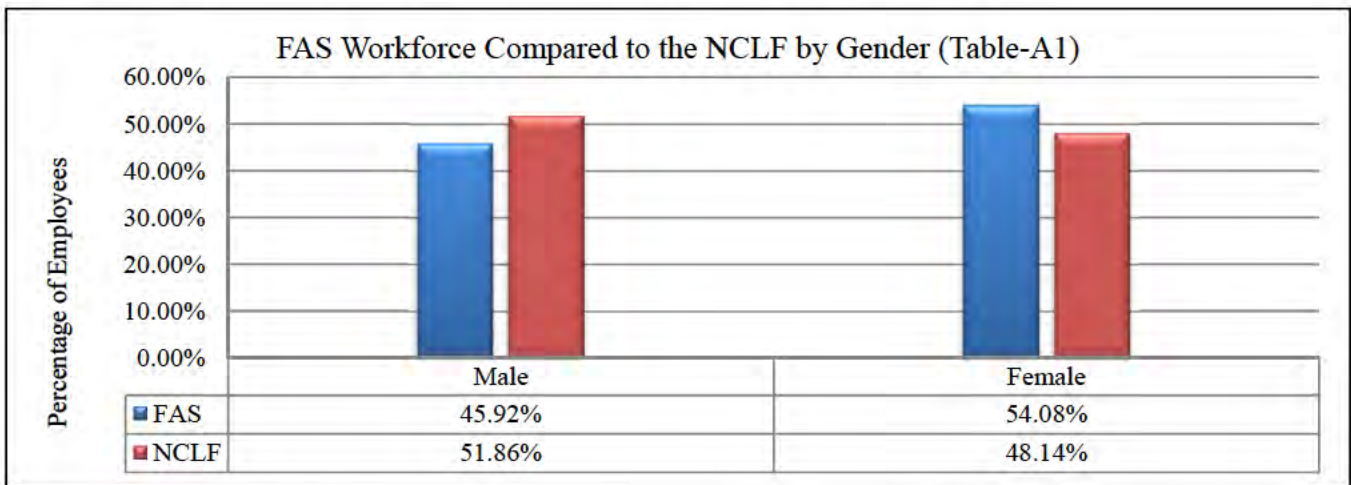
- Males accounted for 45.92% (411 employees), and Females accounted for 54.08% (484 employees)
- Permanent workforce 65.92% (590 employees)
 - Males accounted for 30.3% (271 employees)
 - Females accounted for 35.6% (319 employees)
- Temporary workforce 34.07% (305 employees)
 - Males accounted for 15.6% (140 employees)
 - Females accounted for 18.4% (165 employees)



National Civilian Labor Force 2010 (NCLF) compared to the FAS Workforce for FY 2018 (Table-A1)

FAS Workforce Compared to the NCLF by Gender (Table-A1)

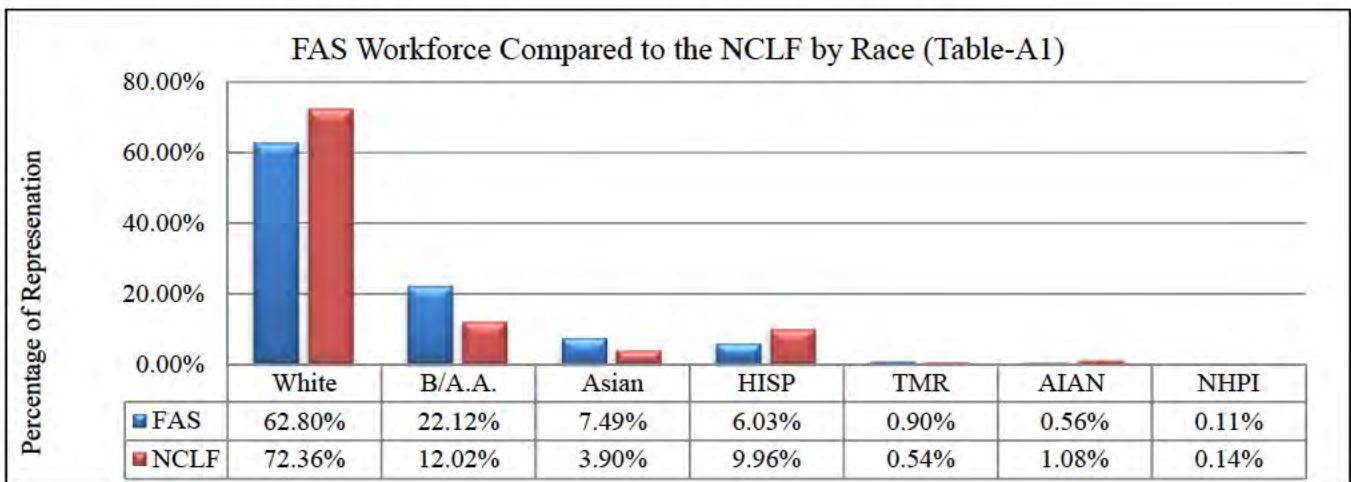
- Males accounted for 45.92% (411 employees), 5.94% below the NCLF average of 51.86%
- Females comprised 54.08% (484 employees), 5.94% above the NCLF average of 48.14%



FAS Workforce Compared to the NCLF by Race (Table-A1)

For FY 2018 the Foreign Agriculture Service race breakdown compared to the National Civilian Labor Force by Race in the chart below.

- Whites represented 62.80% (562 employees), 9.56% below the NCLF average of 72.36%
- B/A.A. represented 22.12% (198 employees), 10.10% above the NCLF average of 12.02%
- Asians represented 7.49% (67 employees), 3.59% above the NCLF average of 3.90%
- HISP represented 6.03% (54 employees), 3.93% below the NCLF average of 9.96%
- NHPI represented 0.11% (1 employee), 0.07% below the NCLF average of 0.14%
- AIAN represented 0.56% (5 employees), 0.52% below the NCLF average of 1.08%
- TMR represented 0.90% (8 employees), 0.36% above the NCLF average of 0.54%



FAS Permanent and Temporary Employees by Demographics (Race/ethnicity, Gender, Disability Status, Veteran Status) (Table-A1)

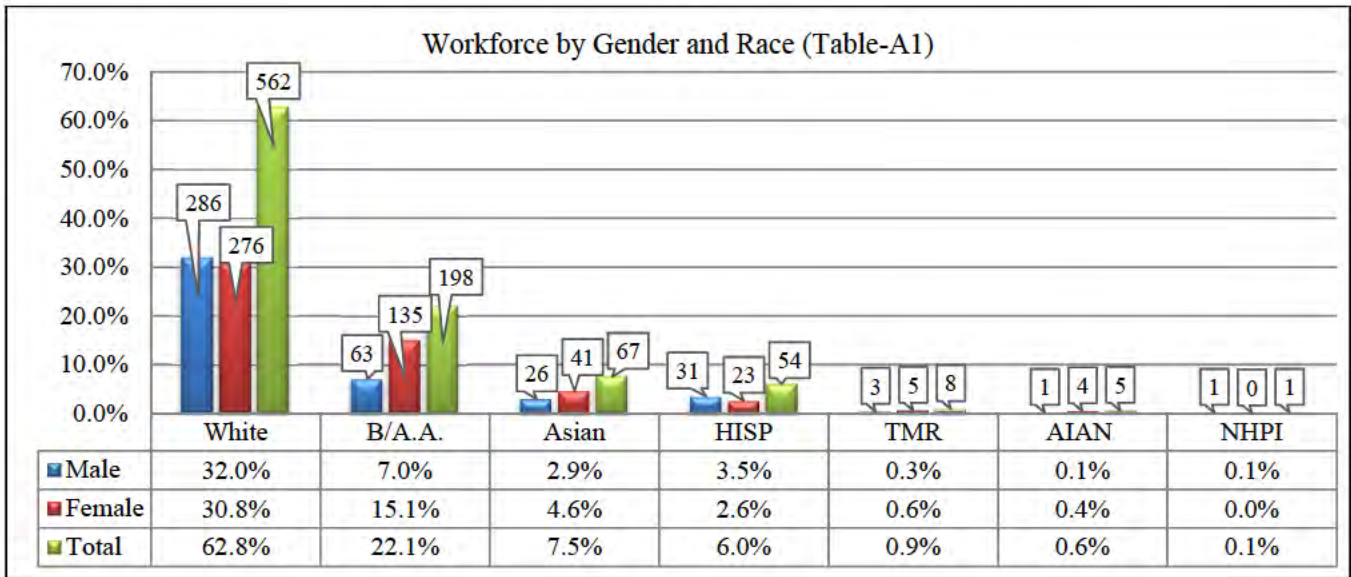
Demographic: Race

In FY 2018 **Males** accounted for 45.92% (411 employees)

- White 31.96% (286 employees), which is 6.37% below the NCLF average of 38.33%.
- Hispanic (HISP) 3.46%, (31 employees) which is 1.71% below the NCLF average of 5.17%.
- Black/African American (B/A.A.) 7.04% (63 employees) which is 1.55% above the NCLF average of 5.49%.
- Asian 2.91% (26 employees) which is 0.94% above the NCLF average of 1.97%.
- Two or More Races (TMR) 0.34% (3 employees) which is 0.08% above the NCLF average of 0.26%
- Native Hawaiian Pacific Islander (NHPI) 0.11% (1 employee), which is 0.04% above the NCLF average of 0.07%.
- American Indian or Alaskan Native (AIAN) 0.11% (1 employee), 0.44% below the NCLF average of 0.55%.

In FY 2018 **Females** accounted for 54.08% (484 employees)

- White 30.84% (276 employees), 3.19% below the NCLF average of 34.03%.
- Hispanic 2.57% (23 employees) which is 2.22% below the NCLF average of 4.79%.
- B/A.A. 15.08% (135 employees), 8.55% above the NCLF average 6.53%.
- Asian 4.58% (41 employees), 2.65% above the NCLF average of 1.93%.
- TMR 0.56% (5 employees), 0.28% above the NCLF average of 0.28%.
- NHPI were not represented in this category and therefore report 0.07 percent below the NCLF.
- AIAN 0.45% (4 employees), 0.08% below the NCLF average of 0.53%;



FAS Permanent Workforce for FY 2018 (Table-A1)

In FY 2018 the Permanent workforce representation was 65.92% (590 employees).

- Males accounted for 45.93% (271 employees)
- Females accounted for 53.42% (328 employees)

The cumulative Race by Male and Female employees' breakdown in FY 2018 for permanent employees is as follows:

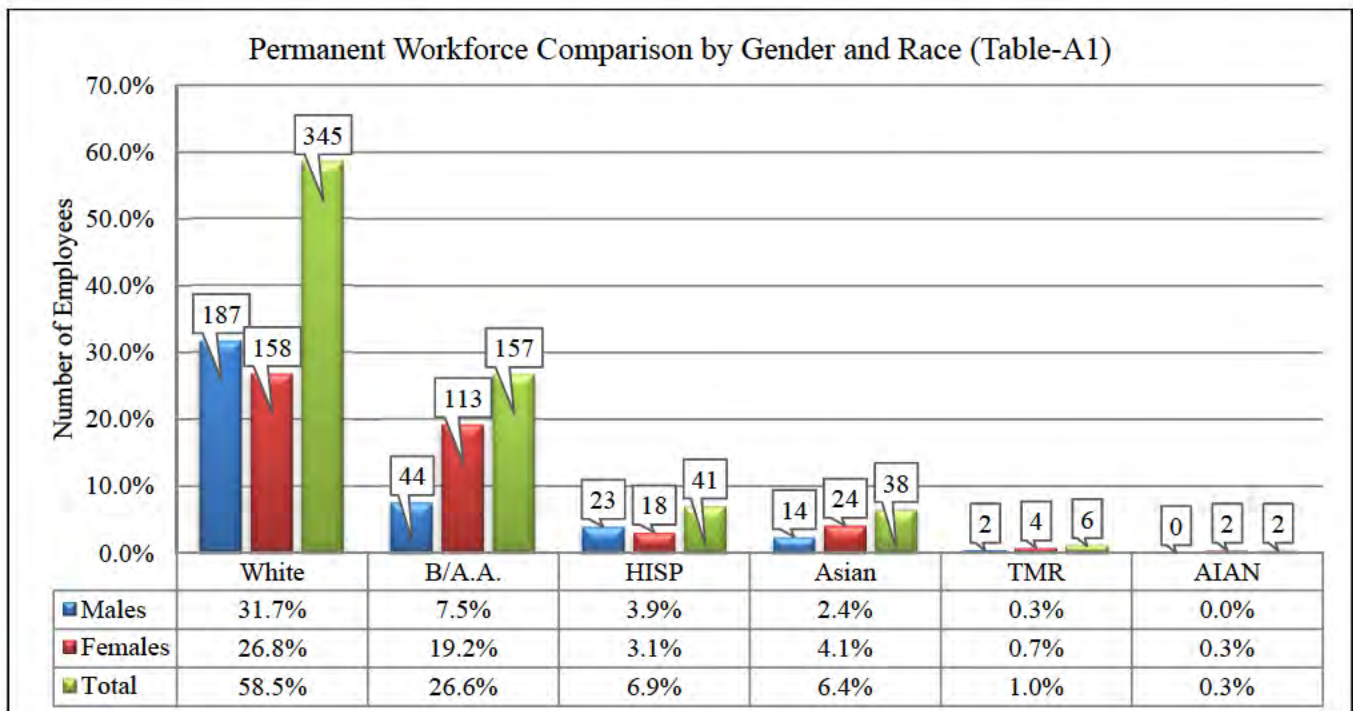
- White employees accounted for a total of 58.47% (345 employees)
- B/A.A. employees accounted for a total of 26.61% (157 employees)
- HISP employees accounted for 6.95% (41 employees)
- Asian employees accounted for a total of 6.44% (38 employees)
- TMR employees accounted for a total of 1.02% (6 employees)
- AIAN employees accounted for a total of 0.34% (2 employees)
- NHPI employees accounted for a total of 0.17% (1 employee)

The FY 2018 Race breakdown for Permanent Male employees is as follows:

- White males accounted for 31.69% (187 employees)
- B/A.A. males accounted for 7.46% (44 employees)
- Hispanic males accounted for 3.90% (23 employees)
- Asian males accounted for 2.37% (14 employees)
- TMR males accounted for 0.34% (2 employees)
- NHPI males accounted for 0.17% (1 employee)
- AIAN males were not represented

The FY 2018 Race breakdown for Permanent Female employees is as follows:

- White females accounted for 26.78% (158 employees)
- B/A.A. females accounted for 19.15% (113 employees)
- Hispanic females accounted for 3.05% (18 employees)
- Asian females accounted for 4.07% (24 employees)
- TMR females accounted for 0.68% (4 employees)
- AIAN females accounted for 0.34% (2 employees)
- NHPI females were not represented



FAS Temporary Workforce FY 2018 (Table-A1)

In FY 2018 the Temporary workforce representation was 34.07% (305 employees)

- Males accounted for 45.90% (140 employees)
- Females accounted for 54.10% (165 employees)

The Cumulative Race breakdown in FY 2018 for Temporary employees is as follows:

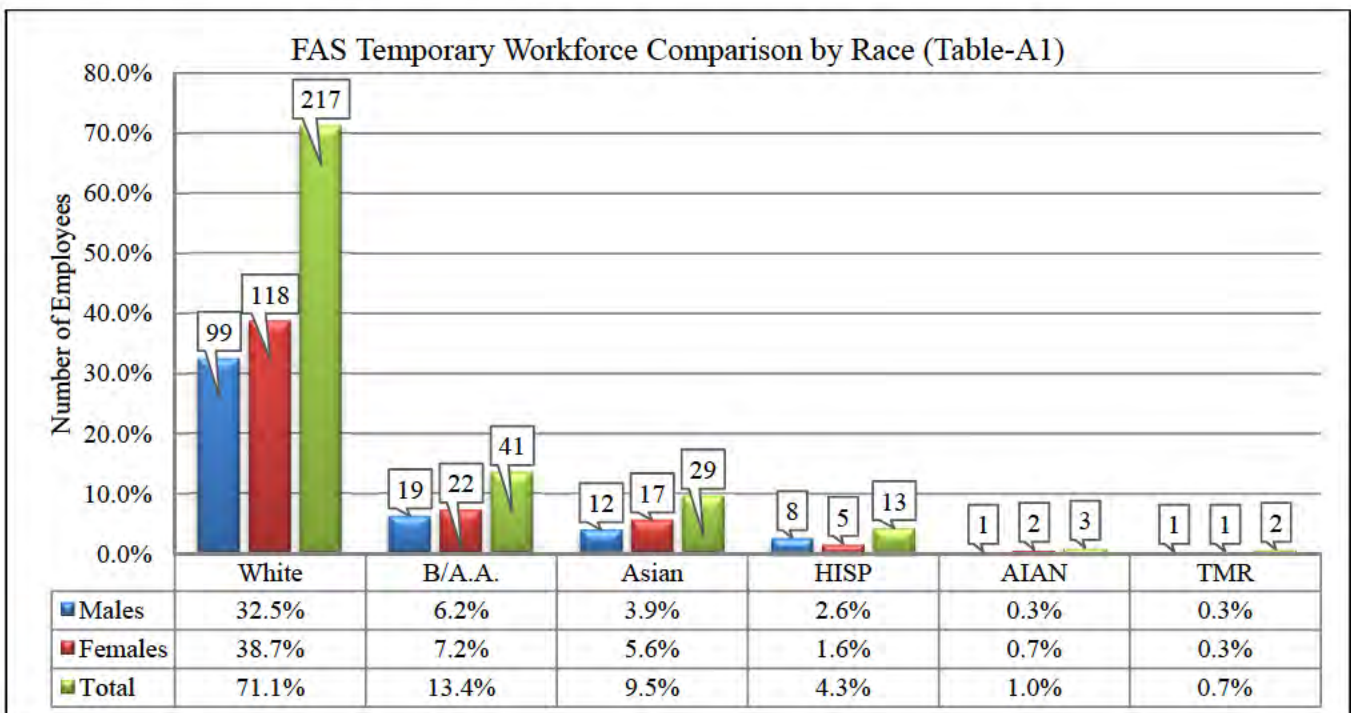
- White employees accounted for 71.15% (217 employees)
- B/A.A. employees accounted for 13.44% (41 employees)
- Asian employees accounted for 9.50% (29 employees)
- HISP accounted for 4.26% (13 employees)
- AIAN employees accounted for 0.99% (3 employees)
- TMR employees accounted for 0.66% (2 employees)
- NHPI employees were not represented

The FY 2018 Race breakdown for Temporary Male employees is as follows:

- White males accounted for 32.46% (99 employees)
- B/A.A. males accounted for 6.23% (19 employees)
- Asian males accounted for 3.93% (12 employees)
- HISP males accounted for 2.62% (8 employees)
- AIAN males accounted for 0.33% (1 employee)
- TMR males accounted for 0.33% (1 employee)

The FY 2018 Race breakdown for Temporary Female employees is as follows:

- White females accounted for 38.69% (118 employees)
- B/A.A. females accounted for 7.21% (22 employees)
- Asian females accounted for 5.57% (17 employees)
- HISP females accounted for 1.64% (5 employees)
- AIAN females accounted for 0.66% (2 employees)
- TMR females accounted for 0.33% (1 employee)



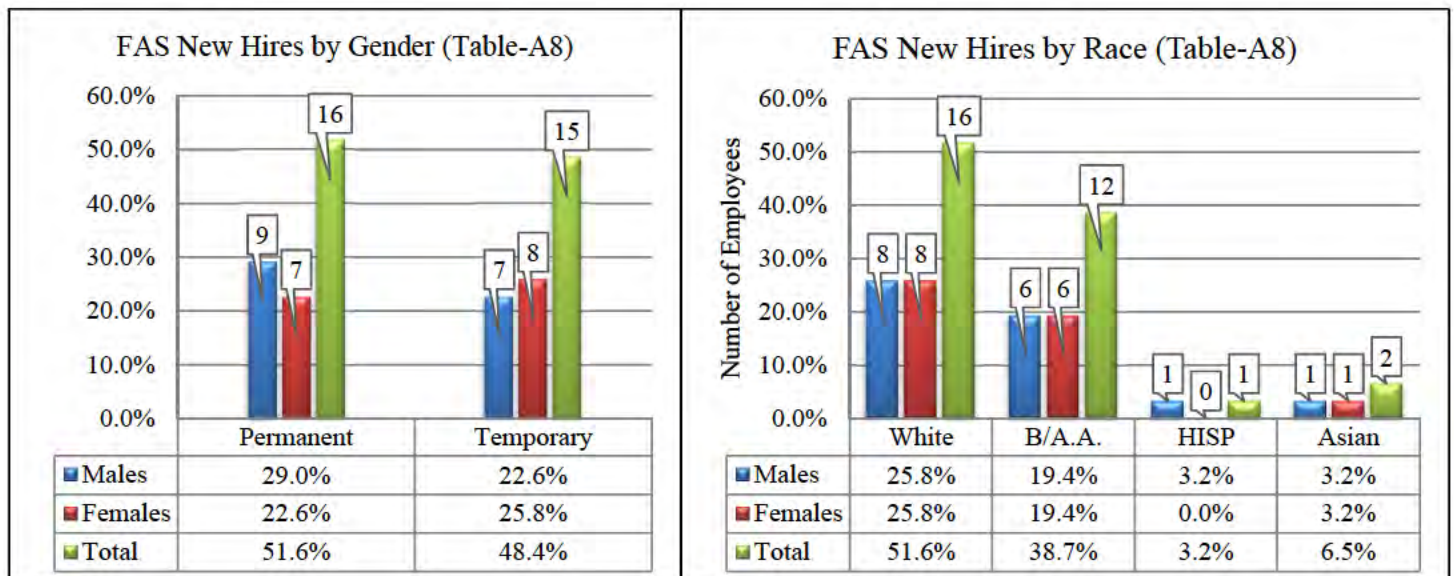
FAS FY 2018 New Hires (Table-A8)

New Hires by Type Appointment-Distribution by Gender and Race (Table-A8)

For FY 2018 the cumulative breakdown for New Hires by Race, and Gender is as follows:

New hire workforce data indicates a total of 31 new hires; 16 permanent (9 males / 7 females), and 15 temporary (7 males / 8 females)

- Permanent – 16 New Hires
 - Males accounted for 56.25% (9 employees) of all permanent new hires
 - White males 25.00% (4 employees)
 - B/A.A. males 18.75% (3 employees)
 - Asian males 3.22% (1 employee)
 - HISP males 6.25% (1 employee)
 - NHPI were not represented
 - AIAN were not represented
 - TMR were not represented
 - Females accounted for 43.75% (7 employees) of all permanent new hires
 - White females 31.25% (5 employee)
 - B/A.A. females 12.50% (2 employees)
 - Asian females were not represented
 - HISP females were not represented
 - NHPI females were not represented
 - AIAN females were not represented
 - TMR females were not represented
- Temporary – 15 New Hires
 - Males accounted for 46.67% (7 employees) of all temporary new hires
 - White males 26.67% (4 employees)
 - B/A.A. males 20.00% (3 employees)
 - Asian males were not represented
 - HISP males were not represented
 - NHPI were not represented
 - AIAN were not represented
 - TMR were not represented
 - Females accounted for 53.33% (8 employees) of all temporary new hires
 - White females 20.00% (3 employee)
 - B/A.A. females 26.67% (4 employees)
 - Asian females 6.67% (1 employee)
 - HISP females were not represented
 - NHPI females were not represented
 - AIAN females were not represented
 - TMR females were not represented



FAS Workforce Comparison by Disability Status (Table-B1, Table-B8)

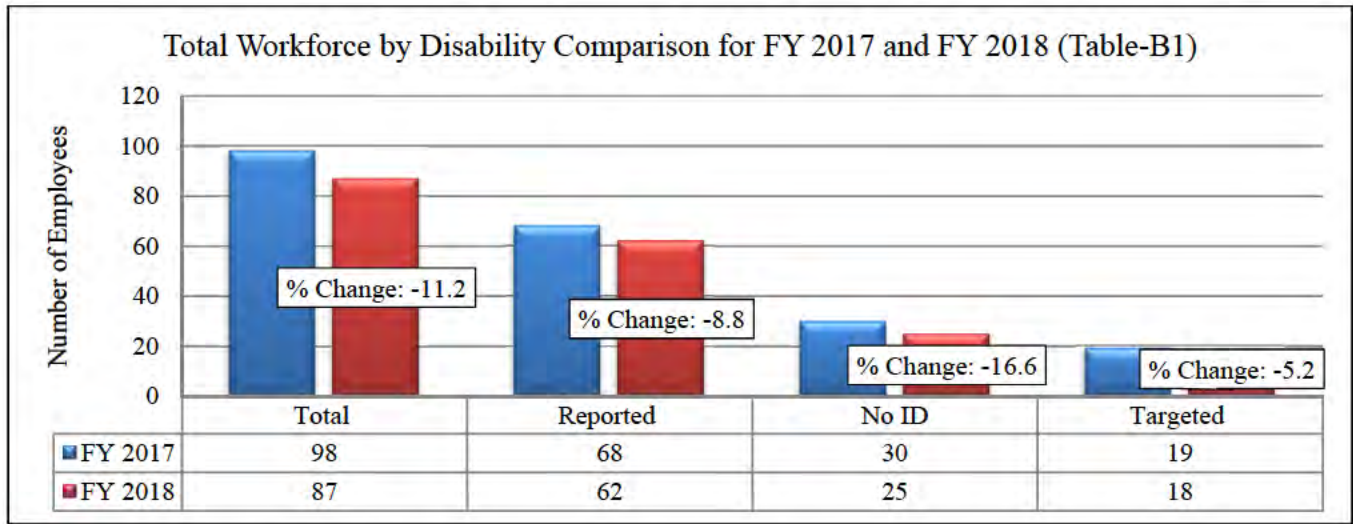
Change in workforce for Employees with Disability Status from FY 2017 to FY 2018 (Table-B1)

In FY 2017 the total workforce disability comparison is as follows:

- Individuals with Reported Disabilities account for 7.17%, (68 employees)
- Individuals with Targeted Disabilities¹ accounted for 2.00% (19 employees)
- Individuals who elected not to identify a disability account 3.16% (30 employees)

In FY 2018 the total workforce disability comparison is as follows:

- Individuals with Targeted Disabilities account for 2.01% (18 employees), 0.01% above the EEOC Federal Goal of 2.00%.
- Individuals with Reported Disabilities account for 6.93% (62 employees) in 2018, a decrease of 0.24% (6 employees)
- Individuals who elected not to identify a disability account 2.79% (25 employees) a decrease of 0.37% (5 employees)



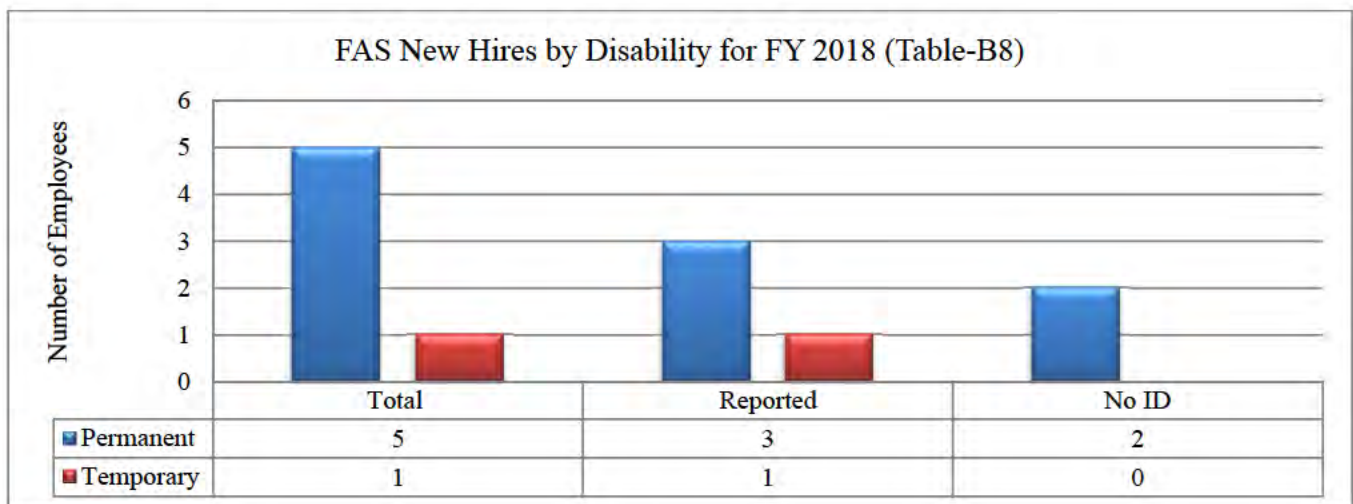
New Hires by Disability Status (Table-B8)

In FY 2018 the new hire workforce by disability is as follows:

Of the 31 new hires, 19.35% (6 employees) reported having a disability.

- 5 Permanent
- 1 Temporary

Of the 31 new hires, 0.00% reported having a targeted disability



¹ Targeted Disabilities are blindness, deafness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness and distortion of limbs and/or spine.

Summary of Fed Nine Occupational Categories by Ethnicity Race Identification (ERI): (Table A3)

Technicians, Sales workers, Laborers and Helpers, Craft workers, Operatives, and Service Workers not applicable in FAS.

Officials and Managers (435 employees)

FY 2018 Officials and Managers by Race

- Whites accounted for 59.08% (257 employees)
- B/A.A.s accounted for 26.90% (117 employees)
- HISPs accounted for 7.59% (33 employees)
- Asians accounted for 5.98% (26 employees)
- NHPIs accounted for 0.23% (1 employee)
- AIANs accounted for 0.23% (1 employee)
- TMRs were not represented in this category

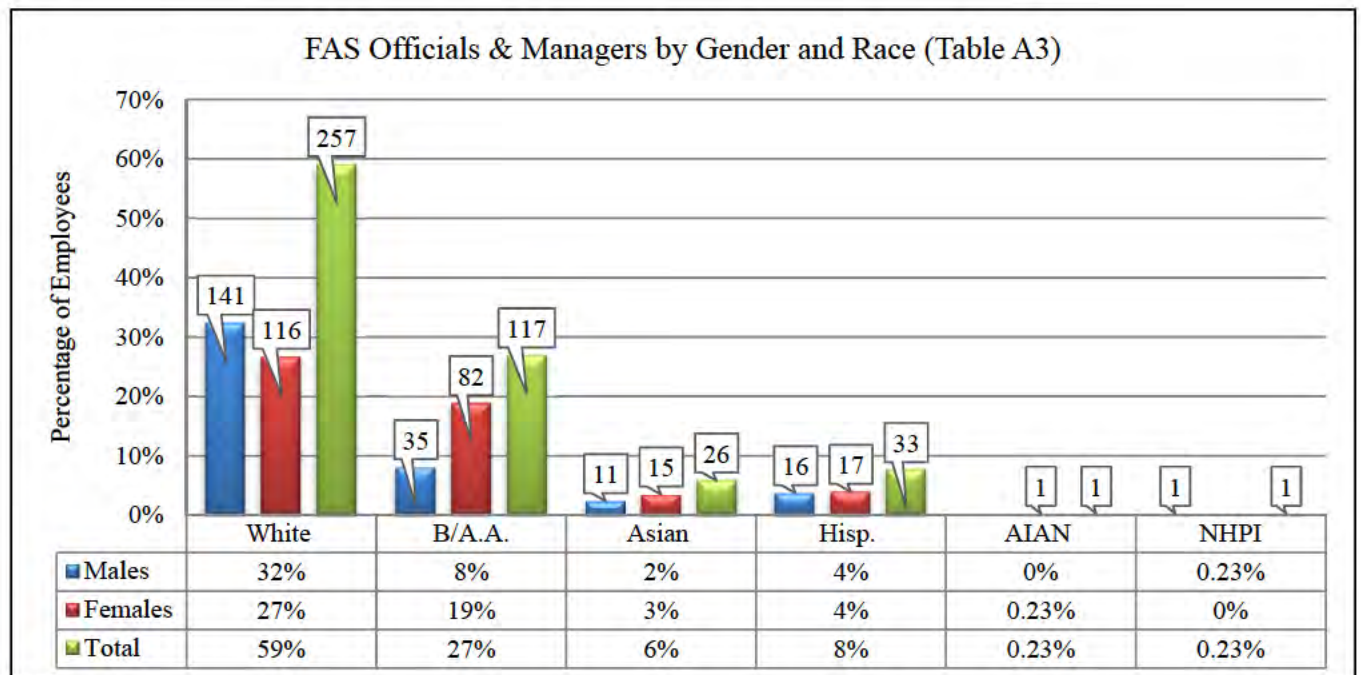
FY 2018 Officials and Managers by Gender and Race

Males accounted for 46.90% (204 employees)

- White males accounted for 32.41% (141 employees);
- B/A.A. males accounted for 8.05% (35 employees)
- HISP males accounted for 3.68% (16 employees)
- Asian males accounted for 2.53% (11 employees)
- NHPI males accounted for 0.23% (1 employee)
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 53.10% (231 employees)

- White females accounted for 26.67% (116 employees)
- B/A.A. females accounted for 18.85% (82 employees)
- HISP females accounted for 3.91% (17 employees)
- Asian females accounted for 3.45% (15 employees)
- NHPI females were not represented in this category
- AIAN females accounted for 0.23% (1 employee)
- TMR females were not represented in this category



Professionals (133 employees)

FY 2018 Professionals by Race

- Whites accounted for 62.41% (83 employees)
- B/A.A.s accounted for 18.80% (25 employees)
- Asians accounted for 9.02% (12 employees);
- HISPs accounted for 9.02% (12 employees);
- AIANs males accounted for 0.75% (1 employee),
- NHPIs were not represented in this category
- TMRs were not represented in this category.

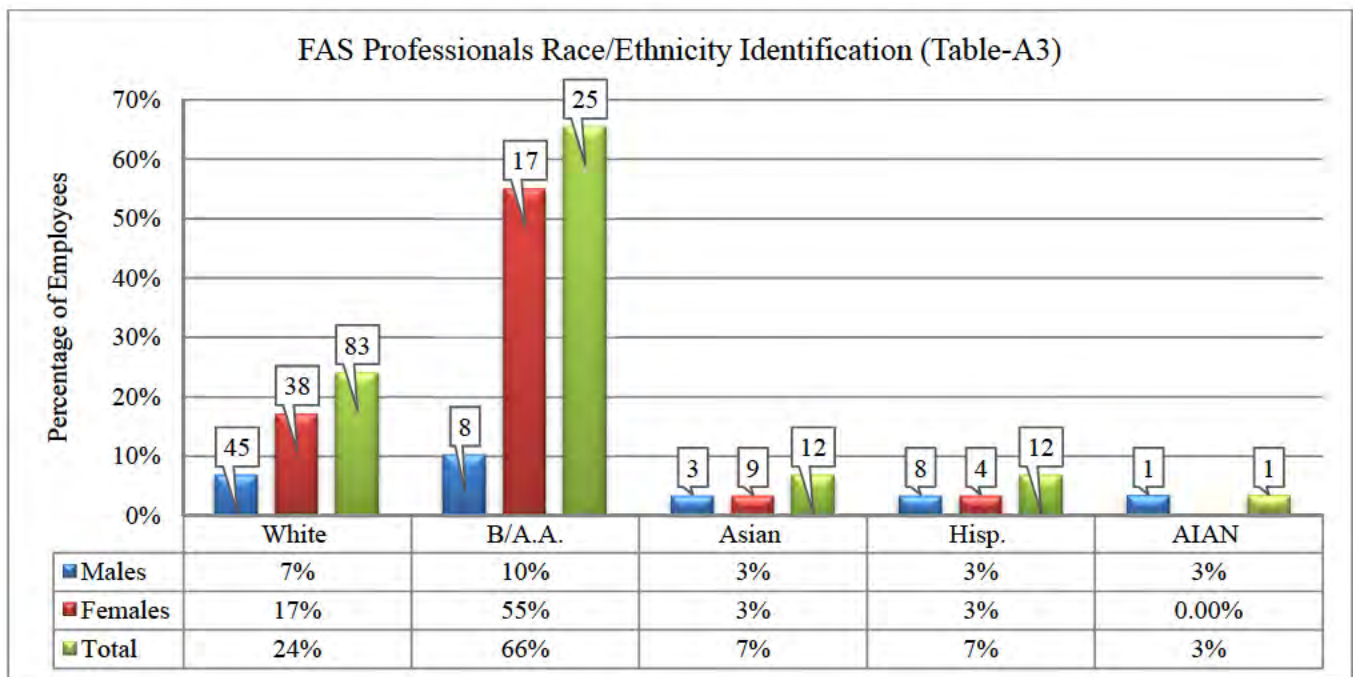
FY 2018 Professionals by Gender and Race

Males accounted for 48.12% (64 employees)

- White males accounted for 33.83% (45 employees)
- B/A.A. males accounted for 6.02% (8 employees)
- Asian males accounted for 2.26% (3 employees)
- HISP males accounted for 6.02% (8 employees)
- AIAN males were not represented in this category
- NHPIs males were not represented in this category
- TMR males were not represented in this category

Females accounted for 51.88% (69 employees)

- White females accounted for 28.57% (38 employees)
- B/A.A. females accounted for 12.78% (17 employees)
- Asian females accounted for 6.77% (9 employees)
- HISP females accounted for 3.01% (4 employees)
- AIAN females were not represented in this category
- NHPIs females were not represented in this category
- TMR females were not represented in this category



Administrative Support Workers (22 employees)

FY 2018 Administrative Support Workers by Race

- Whites accounted for 22.73% (5 employees)
- B/A.A.s accounted for 68.18% (15 employees)
- Asians were not represented in this category
- HISPs accounted for 9.09% (2 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

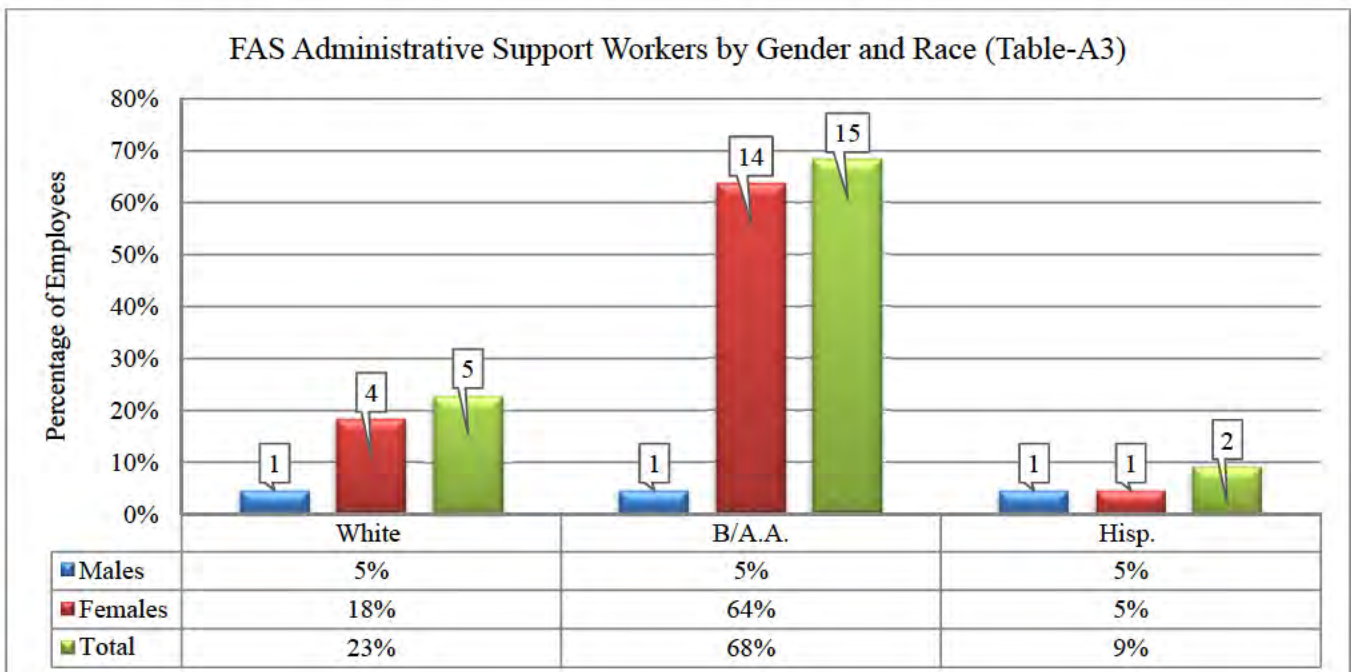
FY 2018 Administrative Support Workers by Gender and Race

Males accounted for 13.64% (3 employees)

- White males accounted for 4.55% (1 employee)
- B/A.A. males accounted for 4.55% (1 employee)
- Asian males were not represented in this category
- HISP males accounted for 4.55% (1 employee),
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 86.31% (19 employees)

- White females accounted for 18.18% (4 employees)
- B/A.A. females accounted for 63.64% (14 employees).
- Asian females were not represented in this category
- HISP females accounted for 4.55% (1 employee).
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Summary Analysis of the Top Eight Series (Table A6: Participation Rates for Major Occupations – Distribution by Race/Ethnicity and Sex (Permanent).)

Foreign Agricultural Affairs (0135 series - 99 employees)

FY 2018 Foreign Agricultural Affairs by Race

- Whites accounted for 72.73% (72 employees)
- B/A.A.s accounted for 11.11% (11 employees)
- Asians accounted for 5.05% (5 employees)
- HISPs accounted for 10.10% (10 employees)
- AIANs were not represented in this category
- NHPs accounted for 1.01% (1 employee)
- TMRs were not represented in this category

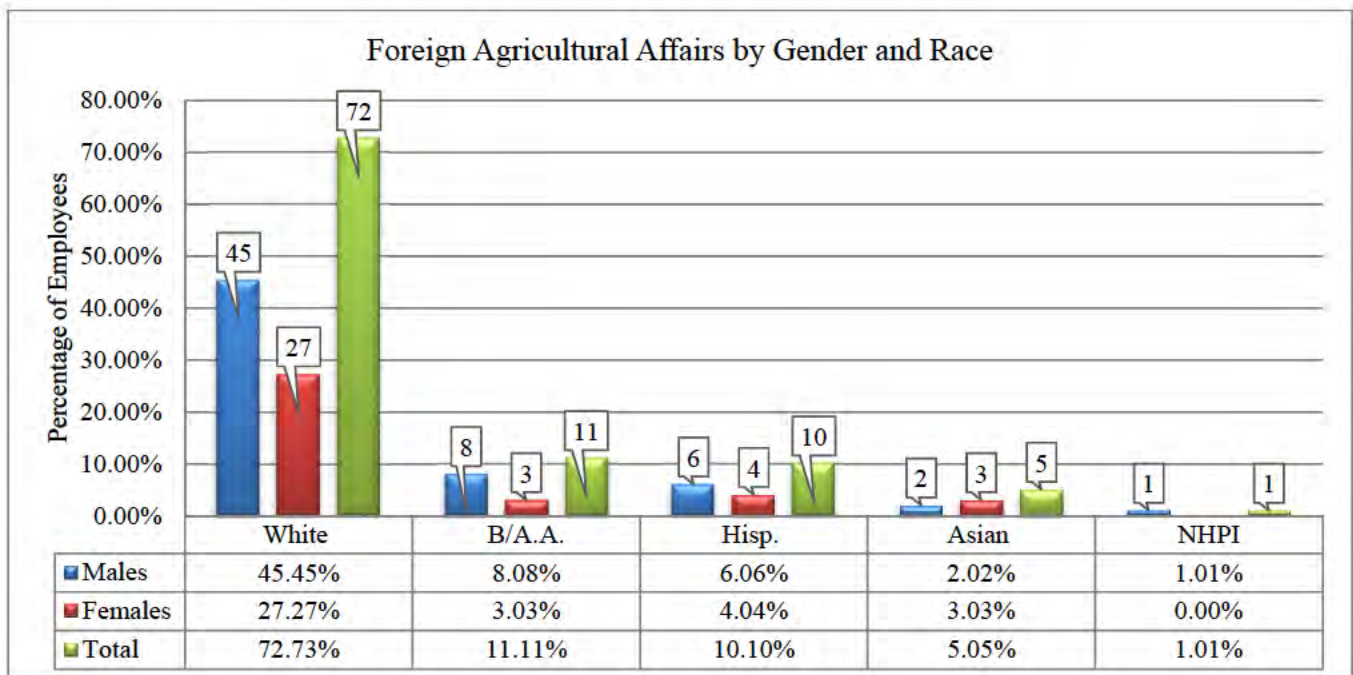
FY 2018 Foreign Agricultural Affairs by Gender and Race

Males accounted for 62.63% (62 employees)

- White males accounted for 45.45% (45 employees)
- B/A.A. males accounted for 8.08% (8 employees)
- Asian males accounted for 2.02% (2 employees)
- HISP males accounted for 6.06% (6 employees)
- NHPI males accounted for 1.01% (1 employee)
- TMR males were not represented in this category

Females accounted for 37.37% (37 employees)

- White females accounted for 27.27% (27 employees)
- B/A.A. females accounted for 3.03% (3 employees)
- Asian females accounted for 3.03% (3 employees)
- HISP females accounted for 4.04% (4 employees)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Miscellaneous Administration and Program (0301 series - 71 employees)

FY 2018 Foreign Administration and Program by Race

- Whites accounted for 57.75% (41 employees)
- B/A.A.s accounted for 32.39% (23 employees)
- Asians accounted for 4.23% (3 employees)
- HISPs accounted for 5.63% (4 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

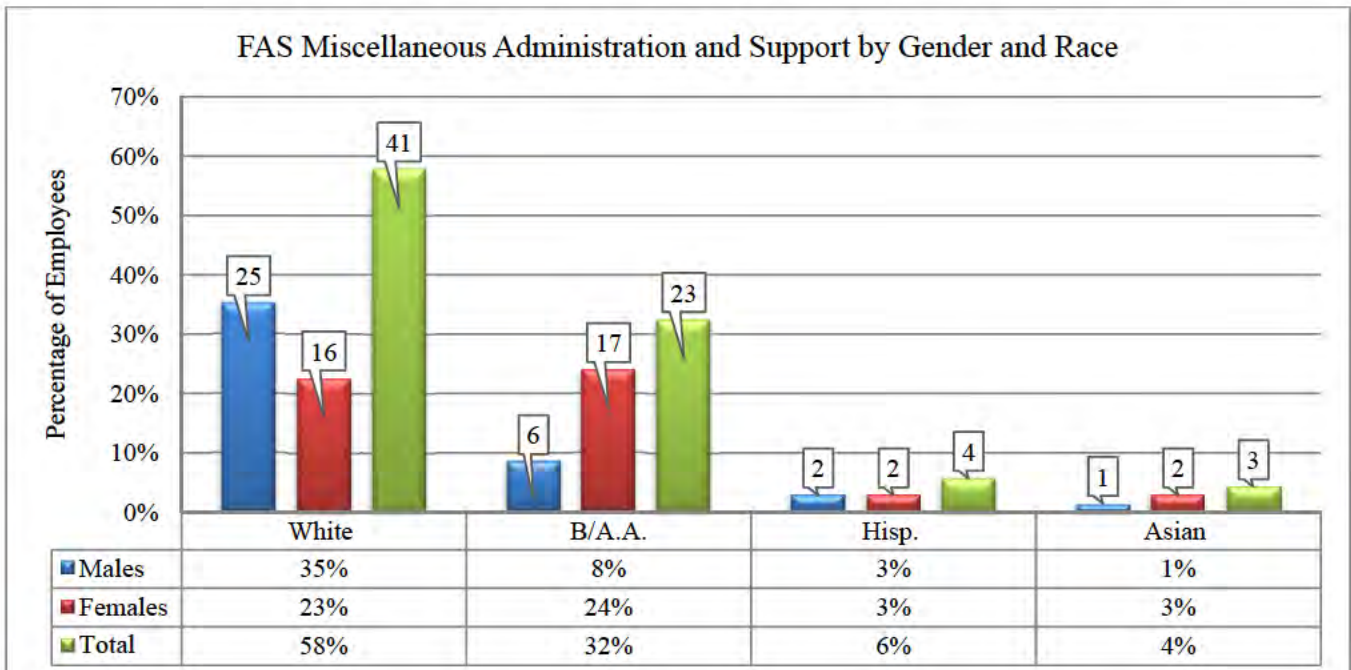
FY 2018 Foreign Administration and Program by Gender and Race

Males accounted for 47.89% (34 employees)

- White males accounted for 35.21% (25 employees)
- B/A.A. males accounted for 8.45% (6 employees)
- Asian males accounted for 1.41% (1 employee)
- HISP males accounted for 2.82% (2 employees)
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 52.11% (37 employees)

- White females accounted for 22.54% (16 employees)
- B/A.A. females accounted for 23.94% (17 employees)
- HISP females accounted for 2.82% (2 employees)
- Asian females accounted for 2.82% (2 employees)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Program Management (0340 series- 83 employees)

FY 2018 Program Management by Race

- Whites accounted for 68.67% (57 employees)
- B/A.A. employees accounted for 16.87% (14 employees)
- Asians accounted for 4.82% (4 employees)
- HISP accounted for 9.64% (8 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

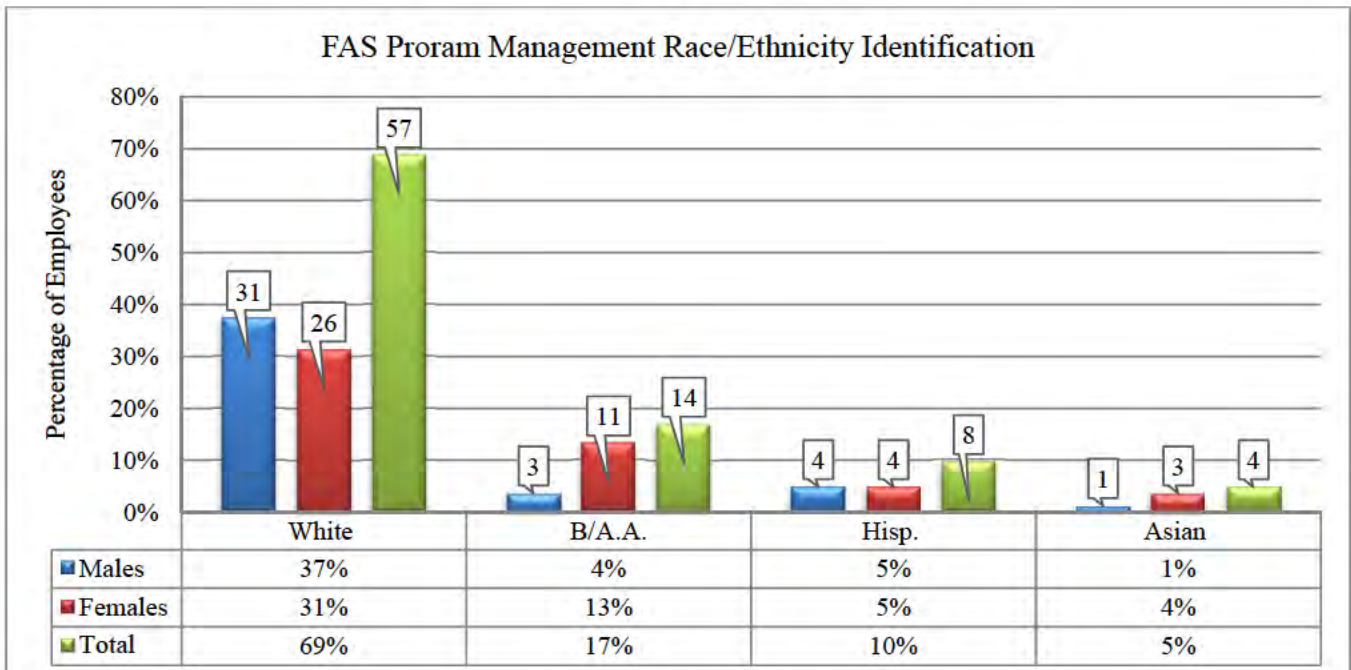
FY 2018 Program Management by Gender and Race

Males accounted for 46.99% (39 employees)

- White males accounted for 37.35% (31 employees)
- B/A.A. males accounted for 3.61% (3 employees)
- Asian males accounted for 1.20% (1 employee)
- HISP males accounted for 4.82% (4 employees)
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 53.01% (42 employees)

- White females accounted for 31.33% (26 employees)
- B/A.A. females accounted for 13.25% (11 employees)
- Asian females accounted for 3.61% (3 employees)
- HISP females accounted for 4.82% (4 employees)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Trade Specialist (1140 series = 78 employees)

FY 2018 Trade Specialist by Race

- Whites accounted for 71.79% (56 employees)
- B/A.A.s accounted for 12.82% (10 employees)
- Asians accounted for 8.97% (7 employees)
- HISP accounted for 6.41% (7 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

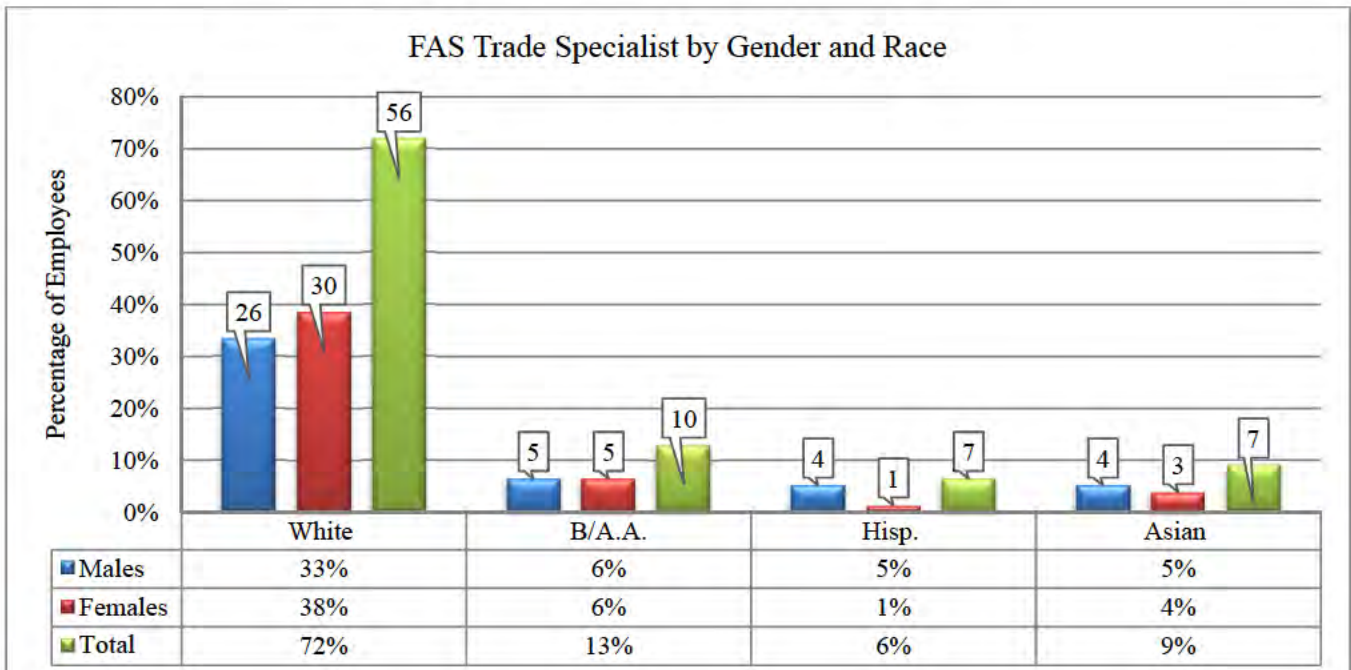
FY 2018 Trade Specialist by Gender and Race

Males accounted for 50.00% (39 employees)

- White males accounted for 33.33% (26 employees)
- B/A.A. males accounted for 6.41% (5 employees)
- Asian males accounted for 5.13% (4 employees)
- HISP males accounted for 5.13% (4 employees)
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 50.00% (39 employees)

- White females accounted for 38.46% (30 employees)
- B/A.A. females accounted for 6.41% (5 employees)
- Asian females accounted for 3.85% (3 employees)
- HISP females accounted for 1.28% (1 employee)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Management and Program Analysis (0343 series - 66 employees)

FY 2018 Management and Program Analysis by Race

- Whites accounted for 31.82% (21 employees)
- B/A.A. accounted for 48.48% (32 employees)
- Asians accounted for 10.61% (7 employees)
- HISP accounted for 9.09% (6 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

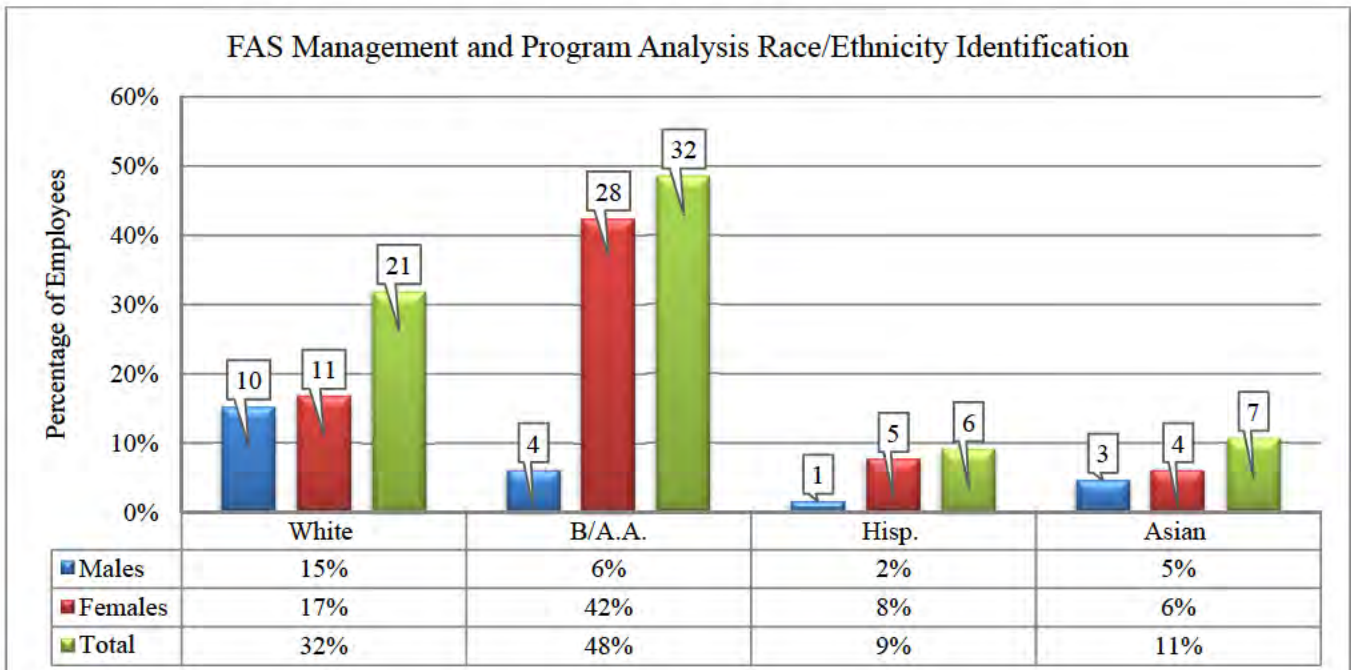
FY 2018 Management and Program Analysis by Gender and Race

Males accounted for 27.27% (18 employees)

- White males accounted for 15.15% (10 employees)
- B/A.A. males accounted for 6.06% (4 employees)
- Asian males accounted for 4.55% (3 employees)
- HISP males accounted for 1.52% (1 employee)
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 72.73% (48 employees)

- White females accounted for 16.67% (11 employees)
- B/A.A. females accounted for 42.42% (28 employees)
- Asian females accounted for 6.06% (4 employees)
- HISP females accounted for 7.58% (5 employees)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Economist (0110 - 44 employees)

FY 2018 Economist by Race

- Whites accounted for 63.64% (28 employees)
- B/A.A. employees accounted for 13.64% (6 employees)
- Asians accounted for 6.82% (7 employees)
- HISP accounted for 6.82% (3 employees)
- AIANs were not represented in this category
- NHPIs were not represented in this category
- TMRs were not represented in this category

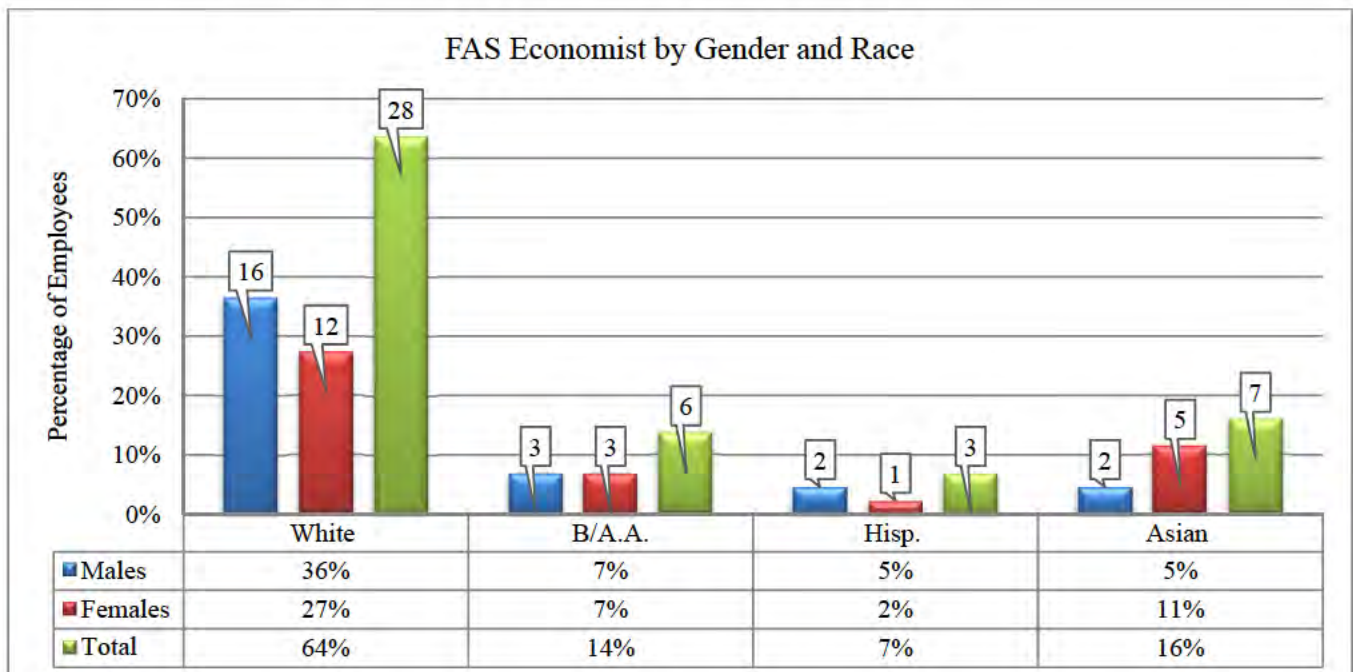
FY 2018 Economist by Gender and Race

Males accounted for 52.27% (23 employees)

- White males accounted for 36.36% (16 employees)
- B/A.A. males accounted for 6.82% (3 employees)
- Asian males accounted for 4.55% (2 employees)
- HISP males accounted for 4.55% (2 employees)
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 47.73% (21 employees)

- White females accounted for 27.27% (12 employees)
- B/A.A. females accounted for 6.82% (3 employees)
- Asian females accounted for 11.36% (5 employees)
- HISP females accounted for 2.27% (1 employee)
- AIAN females were not represented in this category
- NHPI females were not represented in this category
- TMR females were not represented in this category



Agricultural Marketing (1146 - 23 employees)

FY 2018 Economist by Race

- Whites accounted for 47.83% (11 employees)
- B/A.A.s accounted for 43.48% (10 employees)
- Asians accounted for 4.35% (1 employee)
- HISPs were not represented in this category
- AIANs accounted for 4.35% (1 employee)
- NHPIs were not represented in this category
- TMRs were not represented in this category

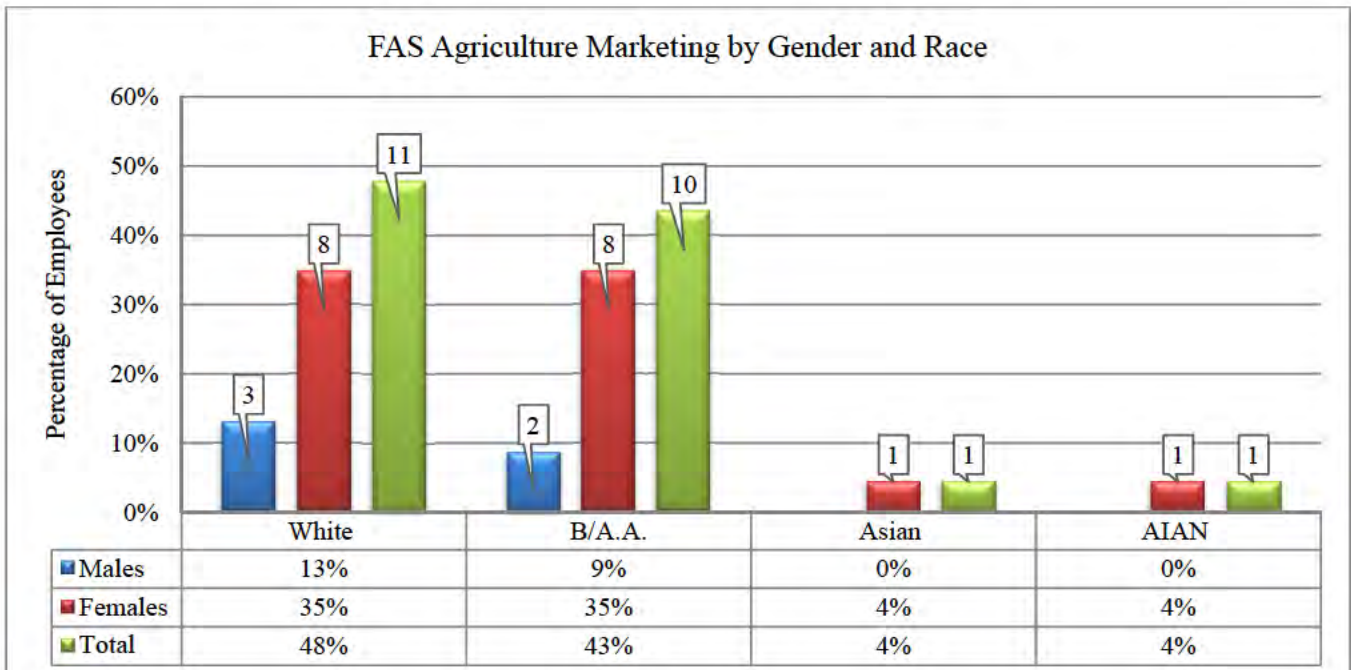
FY 2018 Economist by Gender and Race

Males accounted for 21.74% (5 employees)

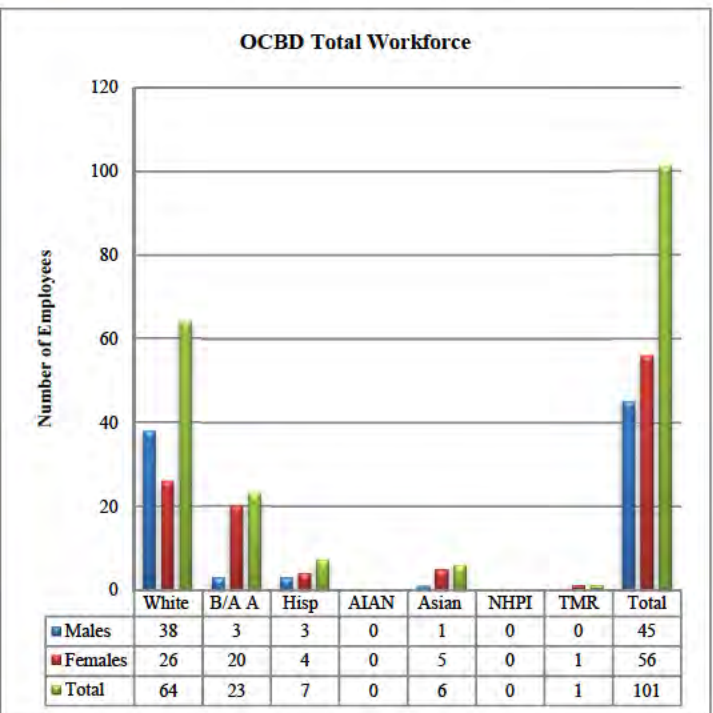
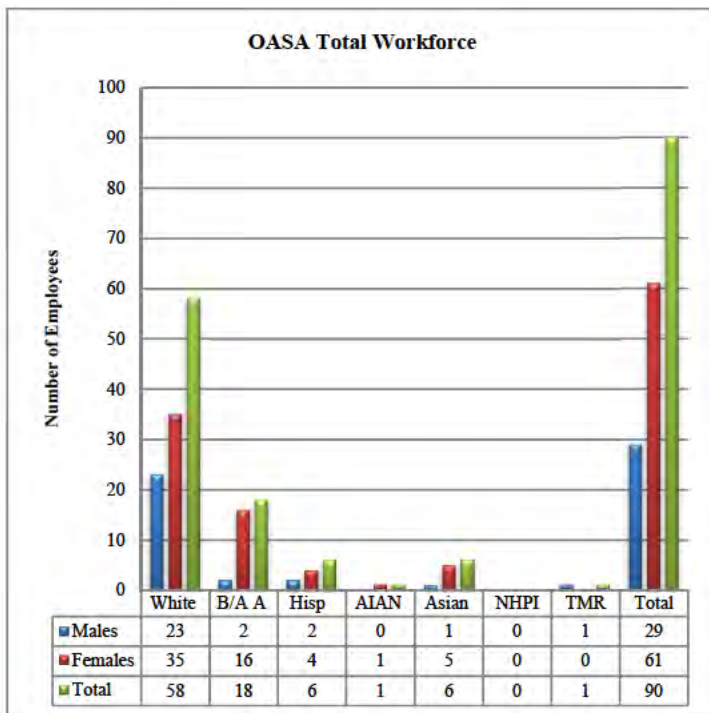
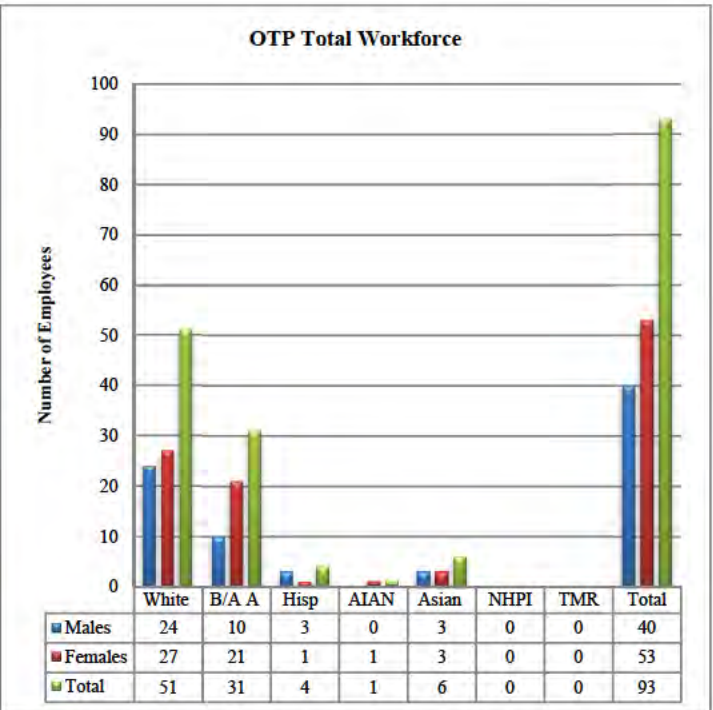
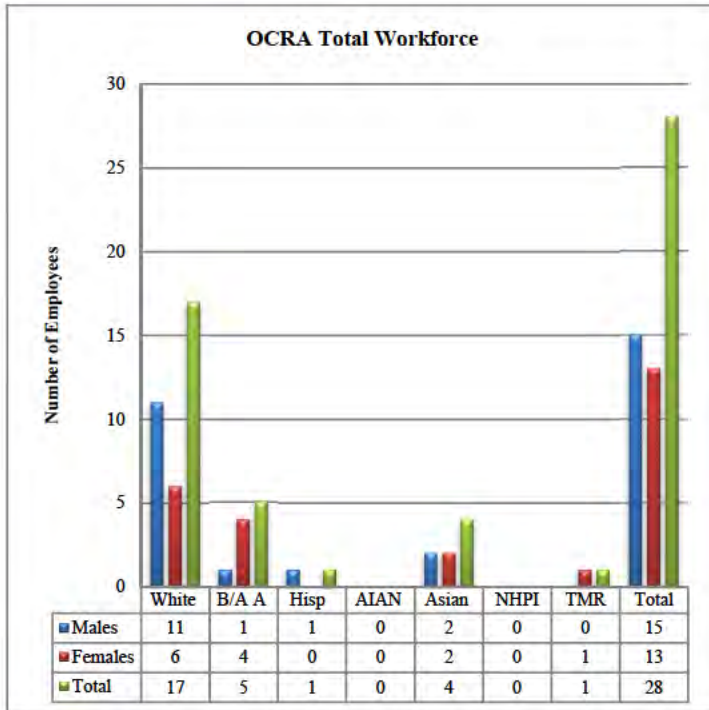
- White males accounted for 13.04% (3 employees)
- B/A.A. males accounted for 8.70% (2 employees)
- Asian males were not represented in this category
- HISP males were not represented in this category
- AIAN males were not represented in this category
- NHPI males were not represented in this category
- TMR males were not represented in this category

Females accounted for 78.26% (18 employees)

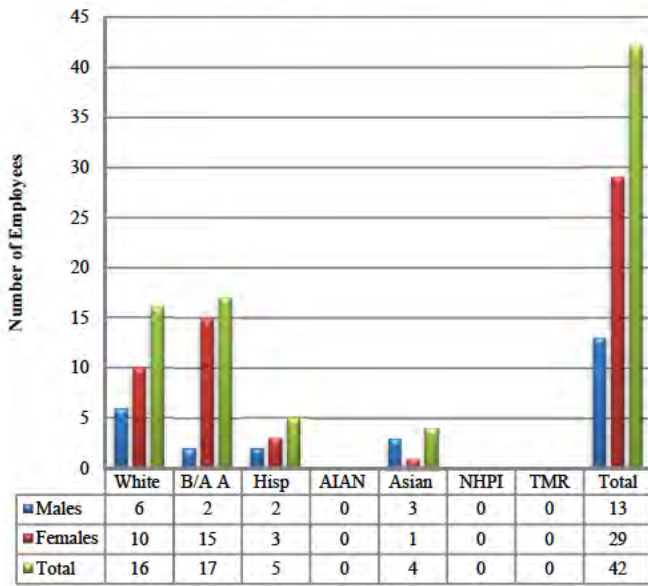
- White females accounted for 34.78% (8 employees)
- B/A.A. females accounted for 34.78% (8 employees)
- Asian accounted for 4.35% (1 employee)
- HISP females were not represented in this category
- AIAN females accounted for 4.35% (1 employee)
- NHPI females were not represented in this category
- TMR females were not represented in this category



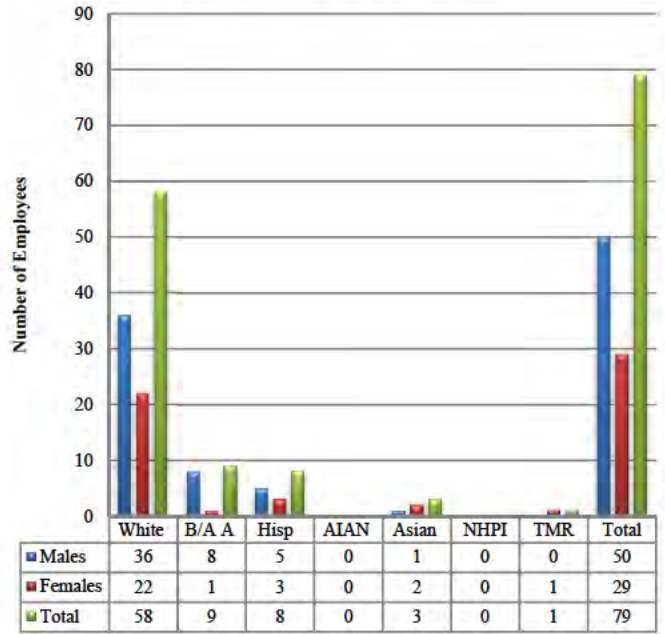
Summary of Program Areas



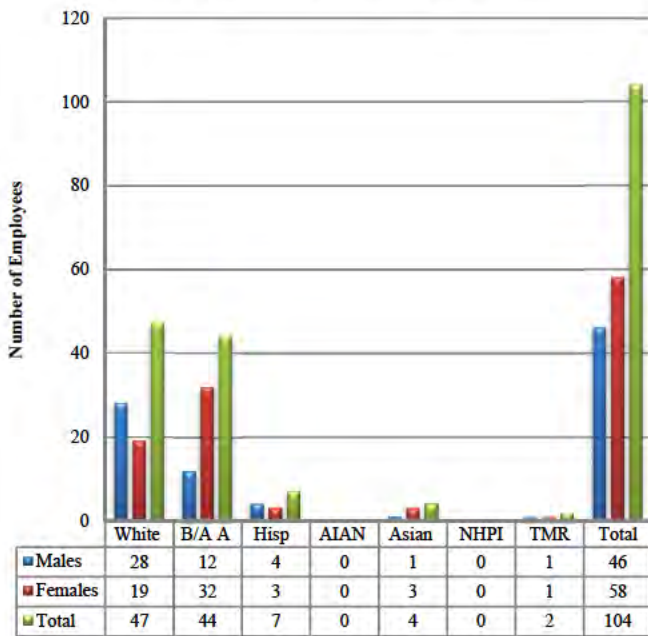
Office of the Director General of the Foreign Service/Deputy Administrator Workforce (Headquarters)



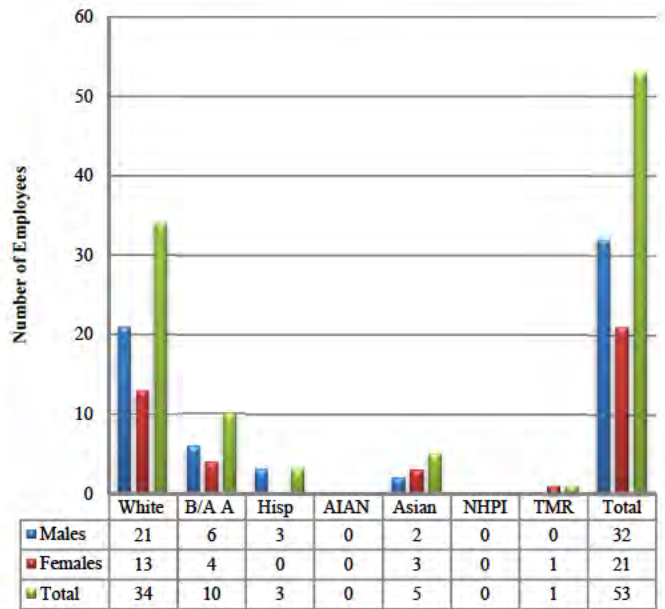
Overseas Posts Total Workforce



Office of the Administrator Total Workforce



Office of the Deputy Administrator Global Analysis Total Workforce



Summary Analysis of Awards – Distribution by Race/Ethnicity and Sex (Table A-13: Employee Recognition and Awards – Distribution by Race/Ethnicity and Sex)

Time-Off Awards – (1-9 Hours) = 6 employees received this award. Males and Females each represented 50.00% (3 employees). Breakdown by Race: Whites (66.66% or 4 employees), B/A.A. (16.67 % or one employee), and HISP (16.67% or one employee). Asians, NHPI, AIAN, and TMR employees did not receive a Time-Off Award of 1-9 hours.

Time-Off Awards – (9+ Hours) = 12 employees received this award. Recipients comprised: male (25.00% or 3 employees) and females (75.00% or 9 employees). Breakdown by Race: Whites (66.67% or 8 employees), B/A.A. (16.67% or two employees), HISP (8.33% or one employees), and Asians (8.33% 1 employee). NHPI, AIAN, and TMR employees did not receive a Time-Off Award of 9+ hours.

Cash Awards – (\$100-\$500) = 66 employees received awards within this category. Recipients comprised: males (37.88% or 25 employees) and females (62.12% or 41 employees). Breakdown by Race: Whites (43.48 or 32 employees), B/A.A. (30.31% or 20 employees); HISP (7.58% or 5 employees), Asians (13.64% or 9 employees). AIAN, NHPI, and TMR employees did not receive a Cash Award of \$100-\$500.

Cash Awards – (\$500+) = 713 employees received awards within this category. Recipients comprised: males (41.65% or 297 employees), and females (58.35% or 416 employees). Breakdown by Race: Whites (58.06% or 414 employees); B/A.A. (27.07% or 193 employees); HISP (7.72% or 55 employees); Asians (6.31% or 45 employees); AIAN (0.56% or 4 employees); NHPI and TMR employees each accounted for (0.14% or one employee).

Quality Step Increase (QSI) = 31 employees received QSI's. Recipients comprised: males (45.16% or 14 employees), and females (54.84% or 17 employees). Breakdown by Race: Whites (58.07% or 18 employees), B/A.A. (19.36% or 6 employees), Asians (6.46% or two employees), and HISP (16.13% or 5 employees). NHPI, AIAN, and TMR employees did not receive a QSI.

Workforce Comparison by Grade and Race (Table A4: Participation Rates for general Schedules (GS) Grades by Race/Ethnicity and Sex)

GS/GM,SES and Related Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-07	19	4	12	1	0	0	5	3	10	0	0	0	0	0	0	0	0
	100%	21.05%	63.15%	5.26%	0%	0%	26.31%	15.78%	52.63%	0%	0%	0%	0%	0%	0%	0%	0%
GS-08	7	1	6	0	0	1	1	0	5	0	0	0	0	0	0	0	0
	100%	14.29%	85.71%	0%	0%	14.29%	14.29%	0%	71.43%	0%	0%	0%	0%	0%	0%	0%	0%
GS-09	26	9	17	1	2	4	4	2	7	2	2	0	0	0	2	0	0
	100%	34.61%	65.38%	3.84%	7.69%	15.38%	15.38%	7.69%	26.92%	7.69%	7.69%	0%	0%	0%	7.69%	0%	0%
GS-10	2	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%
GS-11	48	19	29	0	1	10	11	3	16	5	1	0	0	1	0	0	0
	100%	39.58%	60.41%	0%	2.08%	20.83%	22.91%	6.25%	33.33%	10.41%	2.08%	0%	0%	2.08%	0%	0%	0%
GS-12	139	63	76	3	2	45	33	11	32	4	9	0	0	0	0	0	0
	100%	45.32%	54.67%	2.15%	1.43%	32.37%	23.74%	7.91%	23.02%	2.87%	6.47%	0%	0%	0%	0%	0%	0%
GS-13	237	91	146	8	9	62	90	17	35	4	11	0	0	0	1	0	0
	100%	38.39%	61.60%	3.37%	3.79%	26.16%	37.97%	7.17%	14.76%	1.68%	4.64%	0%	0%	0%	0.42%	0%	0%
GS-14	203	97	106	8	10	70	66	12	17	6	12	0	0	0	1	1	0
	100%	47.78%	52.21%	3.94%	4.92%	34.48%	32.51%	5.91%	8.37%	2.95%	5.91%	0%	0%	0%	0.49%	0.49%	0%
GS-15	67	38	29	3	0	30	20	4	7	1	2	0	0	0	0	0	0
	100%	56.71%	39.80%	4.47%	0.00%	44.77%	29.85%	5.97%	10.44%	1.49%	2.98%	0%	0%	0%	0%	0%	0%
Total	748	322	423	24	24	222	230	52	131	22	37	0	0	1	4	1	0
	100%	43.04%	56.55%	3.20%	3.20%	29.67%	30.74%	6.95%	17.51%	2.94%	4.94%	0%	0%	0.13%	0.5%	0.13%	0%

In FY 2018, there were 104 employees at the GS-7 – GS-11 level, Minorities accounted for 62.50% (65 employees) of those positions. At the GS-12 level, males accounted for 45.32% (63 employees) and females accounted for 54.67% (76 employees) for a total of 139 employees. Breakdown by Race: Whites (56.11% or 78 employees); B/A.A. (30.93% or 43 employees); HISP (3.59% or five employees); and Asians (9.35% or 13 employees). NHPI, AIAN, and TMR were not represented at this grade level.

At the GS-13 level, males represented 38.39% (91 employees) and females accounted for 61.60% (146 employees) for a total of 237 employees. Breakdown by Race: Whites (61.13% or 152 employees); B/A.A. (21.94% or 52 employees); HISP (7.17% or 17 employees); Asians (6.32% or 15 employees); and AIAN's (0.42% or one employee). TMR and NHPI employees were not represented at this grade level.

At the GS-14 grade level, males represented 47.78% (97 employees) and females accounted for 52.21% (106 employees) for a total of 203 employees. Breakdown by Race: Whites (66.99% or 136 employees); B/A.A. (14.28% or 29 employees); HISP (8.86% or 18 employees); and Asians (8.86% or 18 employees); AIAN (0.49% or one employee); and TMR (0.49% or one employee). NHPI employees were not represented at this grade level.

At the GS-15 Grade level males represented 56.71% (38 employees) and females accounted for 43.28% (29 employees) for a total of 67 employees. Breakdown by Race: Whites (74.62% or 50 employees); B/A.A. (16.41% or 11 employees); HISP (4.47% or three employees); and, Asians (4.47% or two employees). NHPI, AIAN and TMR were not represented at this grade level.

FAS had 237 (GS-13), 203 (GS-14) and 67 (GS-15) encumbered positions for a cumulative total of 497 positions at the GS 13/14/15 levels. Breakdown by Race: Whites (68.00% or 338 positions); B/A.A. (18.51% or 92 positions); HISP (7.64% or 38 positions); Asians (7.24% or 36 positions); AIAN (0.40% or two employees); and TMR (0.20% or one employee). NHPI employees were not represented.

Senior Executive Service (SES) employees totaled five positions, males (80.00% or four employees); females (20.00% or one employee). The Breakdown by Race: Whites (80.00% or four employees); and, B/A.A. (20.00% or one employee).

Temporary and Permanent - Average Grade by Total Number with Disabilities vs No Disabilities: (Table B4-1: Participation Rates for GS Grades by Disability)

Grades	Total	No Disabilities	Disability	Not Identified	Targeted Disability
GS-7	19	13	6	0	1
GS-8	7	4	2	1	2
GS-9	26	22	4	0	1
GS-10	2	2	0	0	0
GS-11	48	42	4	2	0
GS-12	139	120	15	4	6
GS-13	237	219	11	7	3
GS-14	203	184	15	4	5
GS -15	67	61	1	5	0
Total GS	736	675	58	23	18
SES	5	5	0	0	0
Total	741	680	58	23	18

Veteran Workforce Summary: (Data Table: Minority Profile by Veteran Preference by Disability Code.)

Veteran's Appointment	Number of Employees	HISP	White	B/A.A.	Asian	NH/PI	AI/AN	TMR
10 -Point/Comp/30%	22	4.54%	22.72%	59.09%	4.54%	0.00%	9.09%	0.00%
10- Point/Comp	5	20.00%	60.00%	20.00%	0.00%	0.00%	0.00%	0.00%
5- Point	25	8.00%	60.00%	28.00%	0.00%	0.00%	0.00%	4.00%

In FY 2018 there were 895 total employees, and veterans accounted for 5.81% (52 employees). Compared to FY 2017, veterans accounted for 6.30% (60 employees), a decrease of 0.49% (8 employees).

Veterans comprised three categories: 5-Point Veterans Preference, 10-Point Veterans Preference, and 10-Point Veterans Preference 30% Compensable.

Veteran Workforce for FY 2018			
Categories	Total	GS 12 & below	GS 13+
Veterans	52	26	26
% Representation	5.81%	50.00%	50.00%

30% Compensable Disabled Veteran Workforce:

Compensable veterans (30%) accounted for 2.45% of the FAS total workforce.

Categories	Total	30% DV:GS-12 & below	30% DV: GS-13+
30% DV	22	14	8
% Representation	2.45%	1.56%	0.89%

Occupational Categories:

Most disabled veterans held administrative positions (90.38% or 47 jobs). Technical jobs accounted for 8.84% or two jobs. Professional jobs accounted for 5.76% or three jobs.

Categories	Professional	Admin	Technical	Clerical	Other W/C	Blue Collar
Disabled Vet.	3	23	6	0	0	0
% Representation	0.33%	2.56%	0.67%	0.00%	0.00%	0.00%

Hiring of Veterans:

FAS hired four veterans, which was 75.00% fewer hires when compared to the 16 new hires for FY 2017.

Total New Hires for FY 2018					
Categories	Total	Total New 5 Pt Veteran Hires	Total New 10 Pt Comp Hires	Total New 30% + DV Hires	Total Non Veterans
All New Hires	31	3	0	1	27
%Representation	100	9.67%	0.00%	3.22%	87.09%
% Total Population	3.91%	0.33%	0.00%	0.11%	3.01%

Reasonable Accommodations for FY 2018

In FY2018, FAS received 59 requests under reasonable accommodations for services from FAS employees, and several USAID employees working with FAS. A total of 43 requests for reasonable accommodations were granted. Types of accommodations requested included telework, business class upgrades, disabled parking passes, ergonomic workstation adjustments, sit/stand desks, iPhone, voice recognition software, change of cubical, and travel restrictions.

Type of Accommodation Requested	Requested	Granted
Telework	24	21
Business Class/upgrade travel	7	5
Disabled Parking	2	2
Modify Work Space	21	11
Reassignment	2	1
Laptop for use when teleworking	3	3
Total	59	43

EEO Complaint Activity for FY 2018

The following table depicts the number of days processing FAS informal and USDA formal complaints in FY 2018.²

<u>Total Inventory (462)</u>	<u>Median Informal days (Includes ADR)</u>	<u>Median Formal days</u>	<u>Number of Formals beyond 180 days³</u>	<u>Number Formals accepted or dismissed</u>	<u>Number of Formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
28	40	176	7	12	0	18	3

FAS recorded 28 EEO contacts. Of the 28 contacts, 18 became informal complaints. All 18 employees who filed an informal complaint were offered Alternative Dispute Resolution (ADR) and 3 elected ADR. The preferred method of ADR is mediation. The remaining 15 employees who filed an informal complaint elected Traditional Counseling.

² Median number of days exceeds number of days allowed to complete traditional counseling without obtaining approval from aggrieved.

³ On January 1, 2013 OASCR assumed full control of all EEO process beyond the issuance of the NRTF to include Acceptance/Dismissals, Investigations, Issuance of Final Agency Decisions, processing conflict cases. Each agency was also required to support OASCR staffing requirements to support the 2013 initiative.

MD-715 - PART F

U.S. Equal Employment Opportunity Commission
**FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

USDA Foreign Agricultural Service

For period covering October 1, 2017 to September 30, 2018

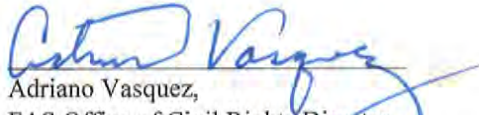
**CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL
EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Adriano Vasquez, Director of Civil Rights, am the Principal EEO Director/Official for the USDA Foreign Agricultural Service.

The FAS has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

FAS has also analyzed its workforce profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Adriano Vasquez,
FAS Office of Civil Rights Director
Certifies that this Federal Agency Annual EEO Program
Status Report is in compliance with EEO MD-715

March 6, 2019
Date



Ken Isley
FAS Administrator

7 Mar 19
Date

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 - PART G
Agency Self-Assessment Checklist

The Part G Self-Assessment Checklist is a series of questions designed to provide federal agencies with an effective means for conducting the annual self-assessment required in Part F of MD-715. This self-assessment permits EEO Directors to recognize, and to highlight for their senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements. Nothing in Part G prevents agencies from establishing additional practices that exceed the requirements set forth in this checklist.





All agencies will be required to submit Part G to EEOC. Although agencies do not need to submit documentation to support their Part G responses, they must maintain such documentation on a file to assure they can make it available to EEOC upon request.



The Part G checklist is organized to track the MD-715 essential elements. As a result, a single substantive matter may appear in several different sections, but in different contexts. For example, questions about establishing an anti-harassment policy fall within Element C (Management and Program Accountability), while questions about providing training under the anti-harassment policy are found in Element A (Demonstrated Commitment from Agency Leadership).



For each MD-715 essential element, the Part G checklist provides a series of "compliance indicators." Each compliance indicator, in turn, contains a series of "yes/no" questions, called "measures." To the right of the measures, there are two columns, one for the agency to answer the measure with "Yes", "No", or "NA;" and the second column for the agency to provide "comments", if necessary. Agencies should briefly explain any "N/A" answer in the comments. For example, many of the sub-component agencies are not responsible for issuing final agency decisions (FADs) in the EEO complaint process, so it may answer questions about FAD timeliness with "NA" and explain in the comments column that the parent agency drafts all FADs.



A "No" response to any measure in Part G is a program deficiency. For each such "No" response, an agency will be required in Part H to identify a plan for correcting the identified deficiency. If one or more sub-components answer "No" to a particular question, the agency-wide/parent agency's report should also include that "No" response.



MD-715 - PART G
Agency Self-Assessment Checklist



Part G: Agency Self-Assessment				
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP				
This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.				
 Compliance Indicator  Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency’s commitment to EEO for all employees and applicants? If “yes”, please provide the annual issuance date in the comment’s column. [see MD-715, II(A)]	YES	FAS re-issued its policy statements on February 1, 2018, via email and posted a copy on the FAS intranet.	A.1.a.2
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	YES	FAS complies with this requirement annually. This requirement is the policy of the U.S. government for creating a model EEO program.	New
 Compliance Indicator  Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.2.a	Does the agency disseminate the following policies and procedures to all employees:		FAS disseminates policies and procedures via emails, posted on the FAS intranet and new employee orientations.	
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	YES	FAS has an anti-harassment policy to ensure the workplace is free of discriminatory harassment.	New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	YES	Reasonable accommodation information is available on the FAS intranet for employees, and on the FAS Public Site for the public to access.	New
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:			

A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	YES	EEO contact information is distributed via email, OCR newsletters, posted in programs areas (OCBD and OASA), and on the FAS intranet. OCR also lists office contact information on the FAS internet.	New
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	YES	This information is posted on the FAS intranet.	A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)]. If so, please provide the internet address in the comments column.	YES	https://www.usda.gov/accessibility-statement	A.3.c
A.2.c	Does the agency inform its employees about the following topics:			
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often.	YES	Annually, During the Informal Complaint Process, and Training	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	YES	Annually, During the Informal Complaint Process, and Training	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	YES	Annually, During the Informal Complaint Process, and Training	New
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.	YES	Annually, During the Informal Complaint Process, and Training	New
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	YES	Annually, During the Informal Complaint Process, and Training	A.3.b
 Compliance Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions



A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	N/A	FAS will implement this measure in FY2020.	New
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	YES	OCR conducted a Climate Survey in April 2018 for FAS employees and LES. Also, OCR with OFSO, conducted an additional survey targeting its Locally Employed Staff for more input on the perception of EEO principles within the workforce.	New
Essential Element B: Integration of EEO into the agency’s Strategic Mission This element requires that the agency’s EEO programs are structured to maintain a workplace that is free from discrimination and support the agency’s strategic mission.				
 Compliance Indicator  Measures	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.1.a	Is the agency head the immediate supervisor of the person (“EEO Director”) who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	YES	Yes. However, in May 2018, the Secretary of Agriculture approved a reorganization of several civil rights offices within USDA. Once implemented, the OCR Director will report to a shared supervisor under USDA Research, Education and Economics (REE)	B.1.a
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If “yes,” please provide the title of the agency head designee in the comments.	N/A	See explanation in Measure B.1.a	New
B.1.a.2	Does the agency’s organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	YES		B.1.d





B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	YES	Weekly meetings which includes the head of the agency and other senior management officials.	B.2.a
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comment's column.	YES	April 2018 October 2018	B.2.b
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	YES		New
 Compliance Indicator  Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	YES		B.3.a
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	YES	The OCR Director is responsible for overseeing the counseling of aggrieved individual and class complaints at the informal complaint level. The informal complaint process includes inquiries, gather data, mediation, completing approved paperwork, loading information into iComplaints, conducting data analysis, and completing required reports.	New



B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	USDA Department is responsible for investigations.	New
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	USDA Department is responsible for FADs.	New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	YES	EEO Director complies with 29 CFR §§ 1614.502.	F.3.b
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	YES	OCR Director briefs Senior Leadership on EEO related matters as well as recommend improvements to the workplace. These briefings and recommendations are derived from periodic evaluation of the complaint activity, the training employees are taking, changes in agency size (monthly, and quarterly), and any feedback from SEPMs.	New
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	N/A		New
 Compliance Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	YES		B.2.c & B.2.d

B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comment's column.	YES	FAS Strategic Plan for FY2015 – 2018, Management Initiative II: Provide Civil Rights Services to Employees and Customers.	New
 Compliance Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	YES	OCR conducted a Climate Survey for FAS, receiving input from employees and LES (both at headquarters in DC as well as from overseas post).	B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	YES	OCR conducted barrier analysis using its SEPMS; however, FAS (including OCR) is undergoing a reorganization and at that time, a CRIA will be conducted once the plans for the reorganization have been completed.	B.4.a
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	YES	OCR has a 100% timely rate for all processed EEO cases. The OCR Director oversees all aspects of the EEO process as well as all required reports. These requirements are evaluated on a continued basis for each fiscal year.	E.5.b
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	YES	Training is completed on AgLearn.	B.4 f & B.4.g
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	N/A		E.1.c



B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	YES		B.4.c
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	YES	FAS uses many systems to collect a variety of data types including: iComplaints, NFC, FEDSEP, and SurveyMonkey.	New
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	YES		B.3.c, B.3.c.1, B.3.c.2, & B.3c3
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES	FAS anti-harassment program is communicated to employees, contact information is provided and harassment is defined. When harassment is reported, FAS takes prompt action by meeting with the concerned parties, conduct an inquiry or investigation, working with OCR, Compliance, Security and Emergency Planning Division (CSEPD) and HR Employee Relations to determine appropriate course of action. FAS has a “zero tolerance” policy for harassment.	New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	N/A	APHIS manages the reasonable accommodation program for FAS.	B.4.d
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	YES		New
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	NO	The Office of the Administrator includes the OCR budget.	New
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	YES	EEO officials have clearly defined duties and responsibilities. These are listed in their position description as certified by an HR classifier.	B.1.b

B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	YES		E.2.d
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	YES	OCR Counselors complete their required annual 8-hour refresher course. This is captured in their IDPs. OCR Director ensures Counselors receive their annual training. OCR does not contract with investigators (handled by the USDA) and does not employ collateral duty employees.	E.2.e
 Compliance Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	YES	No Fear training is an annual requirement all FAS employees must complete.	New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	YES	Reasonable Accommodation program policies and procedures are communicated to employees through webinars and classroom training throughout the year. In addition, employees have access to the Reasonable Accommodations directive and Department guidance via the FAS intranet.	A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	YES	FAS annually issues its Anti-Harassment Policy to employees via email and/or posted on its intranet.	New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	YES	OCR Director ensures to promote open communications between supervisors and managers as well as with non-managers. When disputes arise, OCR Director attempts to open dialogue through EEO or Non-EEO mediation.	New



B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	YES	OCR Director is committed to providing FAS employees with as many tools as possible to resolve disputes. As such, OCR Director ensures ADR is offered for EEO and Non-EEO mediation.	E.4.b
 Compliance Indicator  Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	YES	Senior management approve the participation of SEPMS who work with OCR. FAS has 22 SEPMS across several program areas.	New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	YES	Varies by office and availability of senior management.	D.1.a
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	YES	HR, legal, and OCR work in tandem to eliminate barriers when they are identified.	D.1.b
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	N/A	FAS is currently initiating a review of its Strategic Plan and EEO Action Plans are under consideration.	D.1.c
Essential Element C: Management and Program Accountability This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator  Measures	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A		New
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A		New





C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	N/A		New
 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC’s enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	YES	FAS issued its anti-harassment policy to employees for FY 2018. FAS currently revising its anti-harassment policy to meet EEOC requirements and to reflect updated OPM guidance.	New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES	FAS Anti-harassment Policy defines what is harassment and who to contact the employee believes when he or she has been harassed. When employees bring this OCR or a Senior Leader (including managers), FAS conducts an inquiry. The results of the inquiry are addressed with HR Employee Relations and other personnel, as appropriate.	New
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	YES	FAS has established an internal firewall within OCR to address harassment complaints, and an external firewall between OCR and CSEPD.	New
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	YES	FAS has an external firewall between OCR and CSEPD.	New



C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	YES	OCR and CSEPD coordinate this information accordingly.	New
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	YES	FAS has 100% compliance when conducting prompt inquiries of harassment allegations.	New
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	YES	OCR will revise its materials and the FAS anti-harassment policy to include information on disability-based harassment.	New
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	YES	All requests for reasonable accommodations are forwarded to the Reasonable Accommodations POC for review and processing in accordance with applicable laws and departmental regulations. The Reasonable Accommodations POC and the USDA TARGET Center often work together to coordinate accommodations solutions.	New
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	YES		E.1.d
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	YES	USDA/APHIS is responsible for managing the reasonable accommodation process for FAS. Allegations of discrimination based on disability are forwarded to the EEO office for processing.	New





C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	YES	Applicants are provided with information on how to request and receive reasonable accommodations.	New
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	YES	APHIS Reasonable Accommodation will notify the FAS manager to respond within 30 calendar days of being notified that a reasonable accommodation has been requested by a “qualified individual” with a disability.	New
C.2.b.5	Does the agency process all accommodation requests 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 in the comments column.	YES	APHIS reports requests are processed within 25 calendar days.	E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	YES	The accommodation process is handled through APHIS, including requests for personal assistance services.	New
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	YES	https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Reasonable_Accommodations_Program	New
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	YES	Included in Managers and Supervisors performance standards and elements.	New
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			



C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.1
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.5
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.6
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.2
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	New
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	YES	OCR Director briefs the Administrator periodically on the “Civil Rights State of the Agency” which includes recommending improvements /corrections for managers and supervisors who fail in their EEO responsibilities.	New



C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	YES	Recommendations are a collaboration between the EEO Director, Associate Administrators, and the Administrator.	New
 Compliance Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	YES	APHIS HR Director and OCR Director interact on an as-needed basis.	New
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	NO	OCR continues to monitor employee advancement or recognition programs to ensure they comply with EEO laws and regulations. FAS is undergoing a reorganization and is in the process of developing measures to identify systematic barriers which may impede full participation in programs for women, minorities, and individuals with disabilities. FAS is on target to complete this objective by April 2020 as stated in its FY2017 MD-715.	C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	YES	EEO office has access to data as defined in this section.	New
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	YES	HR office is responsive to employee workforce data; however, OCR conducts its own Civil Rights Exit Interview and Climate Assessment Surveys. EEO has direct access to employee data through National Finance Center (NFC).	New
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			



C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	YES	OCR coordinates with HR to establish a plan for Individuals with Disabilities	New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	YES	FAS conducts numerous outreach and recruitment initiatives through HACU, TMCF.	New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	YES	OCR will implement a monthly managers and employees training program.	New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	YES	OCR does not have enough resources to conduct barrier analysis for all FAS.	New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	YES	OCR prepares the MD-715 report and HR supplies the needed information, when requested.	New
 Compliance Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	YES	FAS follows the USDA Table of Penalties, Section 11 describing the disciplinary for actions related to discrimination.	C.3.a.
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If “yes”, please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	YES	In FY2018, OCR reports no findings of discriminations at FAS.	C.3.c
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	N/A	In FY2018, OCR reports no findings of discriminations at FAS.	New
 Compliance Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions





C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comment’s column.	YES	MD-715 Report – posted annually on FAS Intranet. This information is included in the OCR Climate Survey Report, 1890s Report, and No Fear Report. In addition, EEO Director presents an overview of this information at Management Council meetings on a regular basis.	C.1.a
C.6.b	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	YES	OCR officials have an “open door” policy and make time to meet with managers and supervisor as soon as possible.	New
Essential Element D: Proactive Prevention				
This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.				
 Compliance Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	YES	The FAS Office of Chief Operating Officer (OCCO) prepares periodic workforce analytic data listing trends, succession planning data and grade dispersal by various demographic characteristics. This information is shared and used by OCR to analyze triggers in the FAS workforce and recommend improvements.	New
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	YES	Workforce data, complaint / grievance data, exit surveys, employee climate surveys, and special emphasis programs	New



D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	YES	OCR conducts exit interviews to obtain input from employees and interns about their experience at FAS, reasons for separation, and suggestions on how to improve the FAS work environment to attract and maintain talent.	New
 Compliance Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	YES	OCR Climate Survey, CLF data and FEVS. OCR also conducts periodic listening sessions.	New
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	YES	OCR conducts Civil Rights Impact Analysis. OCR Director attends Senior Staff Meetings and other managements meetings held to discuss personnel and organizational planning and management decisions.	B.2.c.2
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	YES	OCR conducts Civil Rights Impact Analysis.	B.2.c.1
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	YES	OCR Climate Survey, CLF data and FEVS. OCR conducts periodic listening sessions.	New
 Compliance Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions

D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	YES	OCR conducts training, listening sessions, and one-on-one meetings with impacted employees by changes in policies procedures or practices. OCR works with leadership to ensure action plans are implemented as intended.	New
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	N/A		New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	N/A		New
 Compliance Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	NO	Ensure OCR posts its affirmative action plan on its public website by September 30, 2019	New
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	NO		New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	N/A		New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	N/A		New
Essential Element E: Efficiency				
This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency’s EEO programs and an efficient and fair dispute resolution process.				

 Compliance Indicator  Measures	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	YES	FAS has a 100% timeliness rate for processing the informal complaint cases.	E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	YES	EEO counselors provided those entering the complaint process written notification of their rights and responsibilities.	E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	N/A	USDA issued acknowledgment letters.	New
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	N/A	USDA issued acceptance letters.	New
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	YES	FAS employees received written notice of their roles and responsibilities when engaging in the EEO process.	New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	N/A	USDA Department manages investigations FAS.	E.3.a.3
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	N/A	USDA Department handled Investigations for FAS.	New
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	N/A	USDA Department managed the FADs for FAS.	E.3.a.4
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	N/A	USDA Department managed the FADs for FAS.	E.3.a.7



E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If “yes”, please describe how in the comments column.	N/A	USDA Department contracts Investigators for FAS.	E.2.c
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	YES	These requirements are in FAS performance standards and elements.	New
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FEDSEP)? [See 29 CFR § 1614.403(g)]	YES	USDA Department manages the submission of files to EEOC; however, FAS will respond to EEOC when additional information or clarification is requested.	New
 Compliance Indicator  Measures	E.2 – The agency has a neutral EEO process.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	N/A		New
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If “yes”, please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	N/A		E.6.a
E.2.c	If the EEO office relies on the agency’s defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	N/A		New
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	YES	USDA/APHIS acts as the Agency Representative and is separate from the OCR and its duties.	E.6.b





E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	YES		E.6.c
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	YES	In FY 2018 OCR hired on a Mediator to bring the ADR within FAS and provided EEO & Non-EEO mediation services for FAS employees, and towards the end of FY 2018 offered these services to LES at post overseas.	E.4.a
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	YES	FAS managers, supervisors and employees approached ADR in good-faith of a resolution.	E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	YES	OCR encouraged widespread use of ADR to attempt resolution of conflicts, disputes and early stage informal complaints at the lowest level.	D.2.a
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	YES	OCR ensures all parties involved in the dispute, especially with authority to resolve a complaint are accessible during the resolution process.	New
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	YES	Associate Administrators or Administrator	E.4.d
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	N/A	ADR in-house program was created in FY 2018. OCR is in the process of evaluating the effectiveness of its ADR program.	New
 Compliance Indicator  Measures	E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			

E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	YES	OCR used iComplaints	E.5.a
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	YES	OCR used NFC and USDA/APHIS HR data to collect and reconcile information on FAS demographics to ensure accuracy and consistency.	E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	YES	OCR collects contact information from students at job fairs, FAS internship programs and other events, when possible.	E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	YES	USDA/APHIS HR manages this information and provides it OCR upon request.	New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	YES	USDA/APHIS HR processes FAS requests for reasonable accommodations.	New
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	YES	OCR and CSEPD working in collaboration to support and ensure compliance with the FAS anti-harassment program	New
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	YES	OCR utilizes survey software applications and continued communication with FAS employees to maintain awareness about the FAS work environment.	New
 Compliance Indicator  Measures	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.	YES	OCR monitored this information through various reports (No Fear, AHA Report), conversations with employees (managers, supervisors and non-managers) and by analyzing data in iComplaints and trends.	E.5.e

E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	YES	OCR maintains relations with other USDA agencies as well as other federal agencies to collaborate and share best practices and, if applicable, adopt into its operations.	E.5.g
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	YES	When data is available from other federal agencies and the data is compatible, OCR evaluates the information and, where applicable, adjust operations.	E.3.a

Essential Element F: Responsiveness and Legal Compliance
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

 Compliance Indicator  Measures	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	YES	OCR manages the request for information to ensure information is submitted USDA Department and the EEOC within established timelines. OCR sends reminder emails, conducts meetings and monitors deadlines to ensure timely compliance with established deadlines.	F.1.a
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	YES	OCR monitors orders to ensure compliance by FAS. If poor work products or there are delays, EEO Director acts to ensure work quality is acceptable and submitted within established deadlines.	F.3.a.

 Compliance Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	YES	OCR ensures EEOC orders are responded within established timelines and in compliance.	C.3.d
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	YES	OCR ensures all information is promptly uploaded in FEDSEP and USDA Department manages the transfer of investigative file to EEOC.	E.3.a.5
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	YES	OCR ensures EEOC orders are responded within established timelines and in compliance.	E.3.a.7
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC’s Office of Federal Operations? [see 29 CFR §1614.403(e)]	YES	OCR ensures all information is promptly uploaded in FEDSEP and USDA Department manages the transfer of investigative file to EEOC.	New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	N/A		F.3.d (1 to 9)
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	N/A	OCR is required to submit the FAS NO FEAR to USDA Department. USDA Department manages the submission of the NO FEAR report to EEOC.	New
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	N/A	USDA Department manages the post on its webpage the NO FEAR Act data for all agencies.	New

ESSENTIAL ELEMENT B: INTEGRATION OF EEO INTO THE AGENCY STRATEGIC MISSION			
MISSION CRITICAL OCCUPATION	RCLF ⁴	OBJECTIVE	TARGET COMPLETION DATE
0135 Foreign Agricultural Affairs	<p>Total males are above the RCLF 50.4% at 62.6% White males are above the RCLF 31.8% at 45.4% B/A.A. males are below the RCLF 12.9% at 8.0% Asian males are above the RCLF 0.0% at 2.0% HISP males are above the RCLF 2.4% at 6.0% NHPI males are above the RCLF 0.0% at 1.0%</p> <p>White females are below the RCLF 37.6% at 27.2% (T) B/A.A. females are below the RCLF 11.8% at 3.0% Asian females are above the RCLF 0.0% at 3.0% HISP females are above the RCLF 0.0% at 4.0% All females are below the RCLF 50.4% at 37.3% (T)</p>	<p>0135 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 11.06% (99) employees in the 0135 series.</p> <p>(T) In MCO 0135 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0340 Program Management	<p>Total males are above the RCLF 32.9% at 46.9%(T) White males are above the RCLF 23.6% at 37.3% B/A.A. males are below the RCLF 6.8% at 3.6% Asian males are above the RCLF 0.0% at 1.2% HISP males are above the RCLF 1.6% at 4.82%</p> <p>Total females are below the RCLF 66.9% at 53.1% White females are above the RCLF 25.2% at 31.3% B/A.A. females are below the RCLF 33.7% at 13.2% (T) Asian females are above the RCLF 2.3% at 3.6% HISP females are above the RCLF 1.9% at 4.8%</p>	<p>0340 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 9.27% (83) employees in the 0340 series.</p> <p>(T) In MCO 0340 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
1140 Trade Specialist	<p>Total males are above the RCLF 32.9% at 50.0% White males are above the RCLF 23.6% at 33.3% B/A.A. males are below the RCLF 6.8% at 6.4% Asian males are above the RCLF 0.0% at 5.1% HISP males are above the RCLF 1.6% at 5.1%</p> <p>Total females are below the RCLF 66.9% at 50.0% (T) White females are above the RCLF 25.2% at 38.4% B/A.A. females are below the RCLF 33.7% at 6.4% (T) Asian females are above the RCLF 2.3% at 3.8% HISP females are below the RCLF 1.9% at 1.2%</p>	<p>1140 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 8.71% (78) employees in the 1140 series.</p> <p>(T) In MCO 1140 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0343 Management and Program Analysis	<p>Total males are below the RCLF 50.5% at 27.2.0% (T) White males are below the RCLF 40.8% at 15.1% (T) B/A.A. males are below the RCLF 6.1% at 6.0% Asian males are above the RCLF 1.1% at 4.5% HISP males are above the RCLF 0.6% at 1.5%</p> <p>Total females are above the RCLF 49.3% at 72.73% White females are below the RCLF 30.6% at 16.6% (T) B/A.A. females are below the RCLF 13.8% at 42.4% Asian females are above the RCLF 2.0% at 6.0% HISP females are above the RCLF 1.9% at 7.5%</p>	<p>0343 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 7.37% (66) employees in the 0343 series.</p> <p>(T) In MCO 0343 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0110 Economist	<p>Total males are below the RCLF 64.6% at 52.2% White males are below the RCLF 51.1% at 36.3% B/A.A. males are above the RCLF 2.8% at 6.8% Asian males are above the RCLF 3.4% at 4.5% HISP males are above the RCLF 3.9% at 4.5%</p> <p>Total females are above the RCLF 35.4% at 47.7% White females are above the RCLF 22.6% at 27.2% B/A.A. females are above the RCLF 3.5% at 6.8% Asian females are above the RCLF 6.0% at 11.3% HISP females are at the RCLF 2.2% at 2.2%</p>	<p>0110 is identified MCO for FAS. FAS' total workforce for FY 2018 is 951 employees which signify 4.91 % (44) employees in the 0110 series</p>	<p>11/30/2021</p>

⁴ RCLF: Regional Civilian Labor Force based on DMV region

1146 Agricultural Marketing	<p>Total males are below the RCLF 48.4% at 21.7% (T) White males are below the RCLF 31.8% at 13.0% (T) B/A.A. males are below the RCLF 12.9% at 8.7% (T)</p> <p>Total females are above the RCLF 50.4% at 78.2% White females are below the RCLF 37.6% at 34.7% B/A.A. females are above the RCLF 11.8% at 34.7% Asian females are above the RCLF 0.0% at 4.3% AIAN females are above the RCLF 0.9% at 4.0%</p>	<p>1146 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 2.56% (23) employees in the 1146 series.</p> <p>(T) In MCO 1146 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
2210 Information Technology Management	<p>Total males are below the RCLF 55.8% at 50.0% White males are above the RCLF 21.9% at 35.7% B/A.A. males are above the RCLF 27.0% at 14.2% (T) Hispanic males are below the RCLF 4.6% at 0.0% (T)</p> <p>Total females are above the RCLF 43.5% at 50.0% White females are below the RCLF 9.8% at 21.4% B/A.A. females are below the RCLF 32.0% at 21.4% Asian females are above the RCLF 0.8% at 7.1%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 1.56% (14) employees in the 2210 series.</p> <p>(T) In MCO 2210 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
1101 General Business and Industry	<p>Total males are above the RCLF 32.9% at 69.2% White males are above the RCLF 23.6% at 46.1% B/A.A. males are above the RCLF 6.8% at 15.3% HISP males are above the RCLF 1.6% at 7.6%</p> <p>Total females are below the RCLF 66.9% at 30.7% (T) White females are below the RCLF 25.2% at 23.0% HISP females are above the RCLF 1.9% at 7.6%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 1.45% (13) employees in the 1101 series.</p> <p>(T) In MCO 1101 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0301 Miscellaneous Administration and Program	<p>Total males are above the RCLF 47.8% at 50.0% White males are below the RCLF 35.2% at 33.3% B/A.A. males are below the RCLF 8.4% at 6.4% Asian males are above the RCLF 1.4% at 5.1% HISP males are above the RCLF 2.8% at 5.1%</p> <p>Total females are below the RCLF 66.9% at 50.0% White females are above the RCLF 25.2% at 38.4% B/A.A. females are below the RCLF 33.7% at 6.4% Asian females are above the RCLF 2.3% at 3.8% HISP females are below the RCLF 1.9% at 1.2%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 7.93% (71) employees in the 0301 series.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0303 Miscellaneous Clerk and Assistant	<p>Total males are below the RCLF 36.5% at 31.2% B/A.A. males are below the RCLF 14.8% at 5.2% HISP males are above the RCLF 3.0% at 5.2%</p> <p>Total females are above the RCLF 63.3% at 89.4% White females are below the RCLF 28.8% at 21.0% B/A.A. females are above the RCLF 27.9% at 63.1% (T) HISP females are above the RCLF 3.6% at 5.6%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 2.12% (19) employees in the 0303 series.</p> <p>(T) In MCO 1101 all females are below the RCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>

MISSION CRITICAL OCCUPATION	NCLF ⁵	OBJECTIVE	TARGET COMPLETION DATE
0135 Foreign Agricultural Affairs	<p>Total males are above the NCLF 49.0% at 62.6% White males are above the NCLF 41.3% at 45.4% B/A.A. males are above the NCLF 1.6% at 8.0% Asian males are above the NCLF 0.1% at 2.0% HISP males are above the NCLF 1.8% at 6.0% NHPI males are above the NCLF 0.2% at 1.0%</p> <p>Total females are below the NCLF 51.0% at 37.3% (T) White females are below the NCLF 41.6% at 27.2% (T) B/A.A. females are below the NCLF 3.1% at 3.0% Asian females are above the NCLF 0.0% at 3.0% HISP females are above the NCLF 2.3% at 4.0%</p>	<p>0135 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 11.06% (99) employees in the 0135 series.</p> <p>(T) In MCO 0135 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0340 Program Management	<p>Total males are above the NCLF 43.4% at 46.9%(T) White males are above the NCLF 30.2% at 37.3% B/A.A. males are below the NCLF 4.6% at 3.6% Asian males are above the NCLF 0.1% at 1.2% HISP males are above the NCLF 4.7% at 4.82%</p> <p>Total females are below the NCLF 56.6% at 53.1% White females are below the NCLF 39.7% at 31.3% * B/A.A. females are above the NCLF 7.8% at 13.2% * Asian females are above the NCLF 0.1% at 3.6% HISP females are below the NCLF 5.3% at 4.8% *</p>	<p>0340 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 9.27% (83) employees in the 0340 series.</p> <p>(T) In MCO 0340 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
1140 Trade Specialist	<p>Total males are above the NCLF 43.4% at 50.0% White males are above the NCLF 30.2% at 33.3% B/A.A. males are above the NCLF 4.9% at 6.4% * Asian males are above the NCLF 0.1% at 5.1% HISP males are above the NCLF 4.7% at 5.1%</p> <p>Total females are below the NCLF 56.6% at 50.0% (T) White females are below the NCLF 39.7% at 38.4% * B/A.A. females are below the NCLF 7.8% at 6.4% (T) Asian females are above the NCLF 0.1% at 3.8% HISP females are below the NCLF 5.3% at 1.2%</p>	<p>1140 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 8.71% (78) employees in the 1140 series.</p> <p>(T) In MCO 1140 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0343 Management and Program Analysis	<p>Total males are below the NCLF 61.4% at 27.2.0% (T) White males are below the NCLF 52.5% at 15.1% (T) B/A.A. males are above the NCLF 2.5% at 6.0% * Asian males are above the NCLF 0.0% at 4.5% HISP males are below the NCLF 2.0% at 1.5% *</p> <p>Total females are above the NCLF 38.6% at 72.73% White females are below the NCLF 31.1% at 16.6% (T) B/A.A. females are above the NCLF 3.3% at 42.4% * Asian females are above the NCLF 0.0% at 6.0% HISP females are above the NCLF 1.6% at 7.5%</p>	<p>0343 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 7.37% (66) employees in the 0343 series.</p> <p>(T) In MCO 0343 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0110 Economist	<p>Total males are below the NCLF 69.4% at 52.2% White males are below the NCLF 56.3% at 36.3% B/A.A. males are above the NCLF 3.2% at 6.8% Asian males are above the NCLF 0.0% at 4.5% HISP males are above the NCLF 3.1% at 4.5%</p> <p>Total females are above the NCLF 30.6% at 47.7% White females are above the NCLF 21.6% at 27.2% B/A.A. females are above the NCLF 2.4% at 6.8% Asian females are above the NCLF 0.0% at 11.3% HISP females are below the NCLF 2.0% at 2.2% *</p>	<p>0110 is identified MCO for FAS. FAS' total workforce for FY 2018 is 951 employees which signify 4.91 % (44) employees in the 0110 series</p>	<p>11/30/2021</p>

⁵ NCLF: National Civilian Labor Force (2010)

1146 Agricultural Marketing	<p>Total males are below the NCLF 49.0% at 21.7% (T) White males are below the NCLF 41.3% at 13.0% (T) B/A.A. males are above the NCLF 1.6% at 8.7% (T)</p> <p>Total females are above the NCLF 51.0% at 78.2% White females are below the NCLF 41.6% at 34.7% B/A.A. females are above the NCLF 3.1% at 34.7% Asian females are above the NCLF 0.0% at 4.3% AIAN females are above the NCLF 3.0% at 4.0%</p>	<p>1146 is identified MCO for FAS. FAS' total workforce for FY 2018 is 895 employees which signify 2.56% (23) employees in the 1146 series.</p> <p>(T) In MCO 1146 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
2210 Information Technology Management	<p>Total males are below the NCLF 66.8% at 50.0% White males are below the NCLF 50.4% at 35.7% * B/A.A. males are above the NCLF 4.3% at 14.2% (T) Hispanic males are below the NCLF 3.1% at 0.0% (T)</p> <p>Total females are above the NCLF 33.2% at 50.0% * White females are below the NCLF 24.7% at 21.4% B/A.A. females are above the NCLF 3.5% at 21.4% * Asian females are above the NCLF 0.0% at 7.1%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 1.56% (14) employees in the 2210 series.</p> <p>(T) In MCO 2210 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
1101 General Business and Industry	<p>Total males are above the NCLF 43.4% at 69.2% White males are above the NCLF 30.2% at 46.1% B/A.A. males are above the NCLF 4.9% at 15.3% HISP males are above the NCLF 4.7% at 7.6%</p> <p>Total females are below the NCLF 56.6% at 30.7% (T) White females are below the NCLF 39.7% at 23.0% HISP females are above the NCLF 5.3% at 7.6%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 1.45% (13) employees in the 1101 series.</p> <p>(T) In MCO 1101 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0301 Miscellaneous Administration and Program	<p>Total males are above the NCLF 43.4% at 50.0% White males are above the NCLF 30.2% at 33.3% * B/A.A. males are above the NCLF 4.9% at 6.4% * Asian males are above the NCLF 0.1% at 5.1% HISP males are above the NCLF 4.7% at 5.1%</p> <p>Total females are below the NCLF 56.6% at 50.0% White females are below the NCLF 39.7% at 38.4% * B/A.A. females are below the NCLF 7.8% at 6.4% Asian females are above the NCLF 0.1% at 3.8% HISP females are below the NCLF 5.3% at 1.2%</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 7.93% (71) employees in the 0301 series.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>
0303 Miscellaneous Clerk and Assistant	<p>Total males are above the NCLF 26.6% at 31.2% * B/A.A. males are above the NCLF 2.8% at 5.2% * HISP males are above the NCLF 2.3% at 5.2%</p> <p>Total females are above the NCLF 73.4% at 89.4% White females are below the NCLF 54.7% at 21.0% B/A.A. females are above the NCLF 8.9% at 63.1% (T) HISP females are below the NCLF 5.8% at 5.6% *</p>	<p>FAS' total workforce for FY 2018 is 895 employees which signify 2.12% (19) employees in the 0303 series.</p> <p>(T) In MCO 1101 all females are below the NCLF.</p> <p>Action: Conduct barrier analysis for MCO to determine is a barrier exists.</p>	<p>Start Date: 06/01/2019 IPR Date: 09/01/2019 1st Update: 11/01/2019 Develop COA: 01/01/2020</p> <p>Reassess: 06/01/2020</p>

MD-715 - Part H

Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)]

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2018	Ensure OCR posts its affirmative action plan on its public website	09/30/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
Acting Chief Information Officer	Brenda J. Lawson	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
09/30/2019	OCR will revise its FAS Affirmative Action plan to include information on people with disabilities and those with targeted disabilities.	YES		
09/30/2019	OCR will ensure it's a current FAS Affirmative Action plan is posted on its public website.			

Report of Accomplishments

Fiscal Year	Accomplishments
April 2019	
September 2019	
October 2019	

MD-715 – Part I

Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
D.4.a	B- Tables	FAS does not have their affirmative action plan for people with disabilities, including those with targeted disabilities posted on their website

EEO Group(s) Affected by Trigger

EEO Group
Persons With Disability = Currently 8.9%
Persons With Targeted Disability = Currently 2.0%

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	YES	B Tables: B1, B6, B7
Complaint Data (Trends)	YES	
Grievance Data (Trends)		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
Climate Assessment Survey (e.g., FEVS) / FAS Climate Assessment	YES	
Exit Interview Data	YES	
Focus Groups	YES	
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
YES	YES

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Posted internally, need to post externally.
D.4.a Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)]

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
Ensure that the Agency posts its affirmative action plan on its public website	10/01/2018	09/30/2019	YES		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
CIO (IT)	Brenda J. Lawson	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/30/2020	Meet with the CIO and whoever else need be involved in order to determine the steps needed to post the affirmative action plan.		

Report of Accomplishments

Fiscal Year	Accomplishments
FY 2019	Began deliberations with OCOO on correcting noted barrier.

MD-715 – Part H

Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
04/30/2017	Review current FAS merit promotion policy to determine impact employees based on protected characteristic, as defined in the Civil Rights Act of 1964, as amended.	04/30/2020		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
Branch Chief, HRO Team 5, FAS and APHIS International Services	Audrey M. Armstrong	YES
Associate Chief Operating Officer	Ronald L. Croushorn	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
04/30/2020	Develop measurement tools and schedules to conduct quarterly review of promotion tables to access impact (positive or negative) on FAS workforce.	YES		

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part I

Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
C.4.b		No tables or schedules have been established for FAS to review its Merit Promotion Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups.

EEO Group(s) Affected by Trigger

EEO Group
All Men
All Women

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	YES	
Complaint Data (Trends)	YES	
Grievance Data (Trends)	YES	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	NO	
Climate Assessment Survey (e.g., FEVS)	YES	FEVS
Exit Interview Data	YES	
Focus Groups	YES	S.E.P.M, Men’s Listening Session, Women Listening Session, Veterans
Interviews	YES	Done with FAS Climate Survey
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	YES	
Other (Please Describe)	YES	FAS Climate Survey

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
NO	NO

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
OCR will review impact on employees of Agency decisions by conducting civil rights impact and workforce analysis prior to final approval of organizational changes, policies and practices	03/01/2019	09/30/2020	TBD (Realignment in progress)		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
Branch Chief, HRO Team 5, FAS and APHIS International Services	Audrey M. Armstrong	YES
Associate Chief Operating Officer	Ronald L. Croushorn	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
11/30/2019	Coordinate working group with responsible individuals		
04/30/2020	Review merit promotion to identify systems and processes to capture Key Performance Indicators.		

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part J

Special Program 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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

For period covering October 1, 2017 to September 30, 2018.										
PART I Department or Agency Identifying Information	1. Agency		1. USDA Foreign Agricultural Service							
	1a. 2 nd Level Component		1a. N/A							
	1b. 3 rd Level or lower		1b. N/A							
PART II Employment Trend and Special Recruitment for Individuals with Targeted Disabilities			Start 10-01-2017		End 9-30-2018		Net Change			
			Number	%	Number	%	Number	Rate of Change		
	Total Work Force		948	100%	895	100%	-53	-5.59%		
	Reportable Disability		68	7.17%	62	6.93%	-6	-8.82%		
	Targeted Disability*		19	2.04%	18	1.89%	-1	-5.26%		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below). Please see Part I9.									
	1. Total Number of Applications Received from Persons with Targeted Disabilities during the reporting period.							N/A		
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.							N/A			
PART III Participation Rates in Agency Employment Programs										
	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability		
		#	%	#	%	#	%	#	%	
Competitive Promotions	133	9	6.8%	0	0.0%	2	1.5%	122	91.7%	
4. Non-Competitive Promotions	30	6	20.0%	0	0.0%	2	6.67%	22	73.33%	
5. Employee Career Development Programs										
5a. Grades 5-12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5b. Grades 13-14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5c. Grade 15/SES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

6. Employee Recognition and Awards									
Type of Award	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
6a. Time-Off Awards (Total hrs. awarded)	280	16	5.7%	16	5.7%	0	0.0%	264	94.3%
6b. Cash Awards (Total \$\$\$ awarded)	795,983	36,320	3.2%	10,464	1.3%	17,348	2.2%	742,315	93.3%
6c. Cash Awards (Non-Rating Based) (Total \$\$\$ awarded)	290,423	19,309	4.7%	5,664	2.0%	8,446	2.9%	262,668	90.4%
6d. Quality Step Incr.	31	0	0.0%	0	0.0%	1	3.2%	30	96.8%
Part IV Identification and Elimination of Barriers	The FAS has less than 1,000 employees and therefore does not meet the threshold for a barrier analysis due to Agency size. However, FAS is committed to developing and maintaining a workforce that supports full participation by all employees.								
Part V Goals for Targeted Disabilities	<p>Hiring Goals – In FY 2018 the total workforce of FAS decreased from 948 to 895 employees. Resultingly, individuals with Targeted Disabilities make up 2.01% (18 employees) of the agency, 0.01% above the EEOC Federal Goal of 2.00%. Individuals with Reported Disabilities account for 6.93% (62 employees), a decrease of 0.24% (6 employees – below EEOC Goal). FAS in FY 2017 increased the total workforce for Individuals with targeted disabilities from 0.92% (8) employees in FY 2016 to 1.89% (18) employees FY 2017, which was 0.11% below the 2.0% goal.</p> <p>FAS has continued to improve its recruitment, retention and advancement of individuals with targeted disabilities, by educating and reaffirming its commitment to the diversity committee and the Disability SEPM. The diversity committee and Disability SEPM are required to develop strategies to recruit and retain individuals with disabilities. In addition, FAS will continue to educate managers and supervisors with Schedule A and 5 CFR 213.3102(u) training programs, which will include topics such as Reasonable accommodations, the conversion of Schedule A appointees to competitive status when appropriate; and the importance of why the Agency should hire individuals with disabilities.</p>								

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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) | Yes | No X |
| b. Cluster GS-11 to SES (PWD) | Yes X | No |

Cluster GS-1 to GS-10 (PWD) 26.5%
Cluster GS-11 to SES (PWD) 8.1%

FAS did not meet this goal due to FY 18 hiring freeze. Positions approved and filled under limited circumstances. Hiring freeze was in effect until close to the end of FY18.

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) | Yes | No X |
| b. Cluster GS-11 to SES (PWTD) | Yes | No X |

Cluster GS-1 to GS-10 (PWTD) 8.8%
Cluster GS-11 to SES (PWTD) 2.4%

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

The OCR Director communicates numerical goals at Senior leadership and other management meetings to inform the agency of hiring trends and action plans that may need to be implemented.

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.

Yes X No

FAS, through USDA/APHIS, has designated qualified personnel to implement its disability program.

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	1	0	0	David Walton, RA Program Coordinator, USDA, APHIS, HRD: David.Walton@aphis.usda.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Ilycia Schwartz, RA Specialist, APHIS, HRD, WRWB: Ilycia.A.Schwartz@aphis.usda.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Tiffany Lott, RA Specialist, APHIS, HRD, WRWB: Tiffany.D.Lott@aphis.usda.gov
Section 508 Compliance	1	0	0	Angela Williams, USDA Section 508 Coordinator Angela.Williams@ocio.usda.gov
Architectural Barriers Act Compliance	1	0	0	Managed by the Department
Special Emphasis Program for PWD and PWTD	0	0	2	Linda Whitmore, OASA Linda.Whitmore@fas.usda.gov Ben Vasquez, EEO Specialist Benjamin.Vasquez@fas.usda.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.

Yes X No

AgLearn training system provides the following training modules, Accessibility, and Section 508 Awareness, Disability Legislation & Reasonable Accommodation (A Practical Guide), Hidden Talent: How Leading Companies Hire, Retain, and Benefit from People with Disabilities, Selective Placement Program Coordinator (SPPC), AbilityOne Program, Perfectly Able: How to Attract and Hire Talented People with Disabilities, EEOC Barrier Analysis Elimination Training (Linda Whitmore) and FDR training for Disability Program Managers.

B. Plan to Ensure Sufficient Funding for the Disability Program

1. 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.

Yes X No

FAS set aside funds and other resources to successfully implement its reasonable accommodation program for employees and the public visiting or participating in USDA sponsored events. In addition, USDA has a Target Center with experts on helping qualified employees meet their ergonomic needs in and around their workspace.

Section III: 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 Applicants with Disabilities

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

FAS utilized USAJOBS. GOV to announce and accept job applications. FAS used the “SF 256 SELF-IDENTIFICATION OF DISABILITY” form to identify job applicants with disabilities. Some candidates voluntarily completed the form while others did not self-identify as having a disability. Also, FAS maintained a collateral duty Selective Placement Planning Coordinator (SPPC) who liaisons with OPM to ensure process and procedures are followed when seeking job applicants with disabilities (including applicants with targeted disabilities) for vacant positions. The SPPC also connects FAS with the US Department of Labor’s Workforce Recruitment Program (WRP) as another avenue to seek and recruit qualified individuals for positions at FAS.

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.

FAS utilized Schedule A hiring authority and participated in events and conferences whose audience targets individuals with disabilities. At these public forums, FAS provides information and informs participants about career and internship opportunities. In FY 2018, FAS hired two employees under Schedule A hiring authority.

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.

FAS reviews verification of eligibility documents from applicants requesting consideration for hire under Schedule A hiring authority. Documentation includes verification of a disability, eligibility for a Schedule A appointment from a licensed medical professional, a licensed vocational rehabilitation specialist; or any Federal agency, state agency, or agency of the District of Columbia or a US territory that issues or provides disability benefits and ensured the minimum qualification requirements for the position are met. Once applicants are determined eligible and qualified, their applications are referred to the hiring manager for consideration, along with applications from any other qualified candidates. The hiring manager then is informed if an applicant is eligible for non-competitive appointment under the appropriate special hiring authority.

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.

Yes X No

OCR Director presents "Teachable Moments" at Senior Staff meetings. Topics include Reasonable Accommodation; Disability and Religious Discriminations, the Reasonable Accommodation Process, etc. OCR Director also worked with the newly appointed SPPC on action plans and setting a training plan as applicable on Schedule A hiring authority.

B. Plan to Establish Contacts with Disability Employment Organizations

1. Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Veteran employees at FAS continue to conduct outreach to the Transition Assistance Programs that are available for Military Personnel. The agency SPPC, tasked with trying to increase numbers of personnel with disabilities, began the process with DOL for the agency to easily access resumes and repositories of individuals with disabilities interested in federal employment opportunities. FAS Disability SEPM continues to participate in events and conferences targeting individuals with disabilities.

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) | Yes | No |
| b. New Hires for Permanent Workforce (PWTD) | Yes | No |

Did not Receive Applicant Flow Data

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.

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

Did not Receive Applicant Flow Data	N/A
-------------------------------------	-----

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.

- | | | |
|--|-----|----|
| a. Qualified Applicants for MCO (PWD) | Yes | No |
| b. Qualified Applicants for MCO (PWTD) | Yes | No |

Did not Receive Applicant Flow Data	N/A
-------------------------------------	-----

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.

- | | | |
|------------------------------|-----|----|
| a. Promotions for MCO (PWD) | Yes | No |
| b. Promotions for MCO (PWTD) | Yes | No |

Did not Receive Applicant Flow Data	N/A
-------------------------------------	-----

Section IV: 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

1. Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

FAS continued several initiatives building a comprehensive recruitment and retention program. These initiatives included continuing to support more robust work opportunities and developmental programs (i.e., mentoring, on-the-job training, rotational assignments, and details.) Below is a summary of these continued initiatives:

Junior Professionals (JP) Rotations offered lower grade employees the opportunity to learn more about the work conducted, and the programs administered at FAS through guest speaker sessions, discussion forums, and site tours to see the impact of FAS programs on farmers, agricultural products, and agricultural organizations.

Overseas Experiential Rotation (OER) program offers full-time, career, civil service employee's opportunities to support FAS missions abroad while learning more about the FAS overseas. OER is a 24 - 30 days detail at an overseas post.

FAS supports details within its divisions, and at other federal agencies, so employees get the opportunity to experience and learn about other programs areas within FAS. These details last between 14 – 20 days.

FAS Foreign Service Trainees (FSTs) rotate through several different FAS program areas as part of their Foreign Service Officers training. During rotation, FSTs are assigned to work that gives them practical experience and insight into each work process, and better understand how it applies to their overseas work. Once hired, the Deputy Administrator for OFSO, along with his management team, evaluate the knowledge, skills, and abilities of each FST and creates a cross-training plan. The progress for each FST is continually reviewed and discussed with the FST temporary supervisor(s) to ensure goals are met for each section of their cross-training plan. FSTs are required to qualify in a commissioning foreign language (including in completing a language training course, if necessary) to prepare for post assignment.

FAS periodically hosts "Meet the FAS Leadership" new employee orientation program. The program includes presentations by FAS Senior Leaders and support staff from each program, providing an overview about their program areas, services and show them where new employees can find resource and contact information on the FAS Intranet. It is designed to give new employees an opportunity to meet FAS leadership and other support staff, learn more about FAS programs and services contributing to the overall FAS mission. This four-hour program is offered at least once a year but more often if needed.

Master the FAS Mission program is an 8-week seminar series introducing the FAS mission and strategic objectives in a classroom setting. This program provides employees in-depth lessons information about FAS programs and how they align with the three pillars of the FAS Mission (Trade, Trade Policy, and Capacity Building and Development). The program increases knowledge and information about FAS programs and how this program help links the US agricultural industry to global markets. This program is offered once a year or more if needed.

FAS Exchange Program is an informal yet organized networking platform to facilitate knowledge sharing across program areas. Every six months employees volunteer to "host" other FAS employees. A list of FAS program area divisions with along with the list of volunteer employees are published for other employees to sign-up as "guests." Employees meet with colleagues from other program areas and learn about the work. The program is offered twice a year to employees. It promotes employee engagement by providing more opportunities to learn about FAS program areas, FAS missions and foster bonds between colleagues.

B. Career Development Opportunities

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

In addition to some of the training and development initiatives listed above, FAS employees can utilize USDA's OHRM Virtual University; and some courses offered include:

1. Aspiring Leader Program (ALP) Detail
2. Opportunity Registry Diversity and Inclusion
3. Training Hiring Manager Training Individual
4. Development Plans
5. Leadership Essentials Certificate Program (LECP)
6. Team Leader Program
7. USDA Mentoring Program
8. FAS Washington Area Assignment Plan (WAP)

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	49	10	N/A	N/A	N/A	N/A
Fellowship Programs	UNK	UNK	UNK	UNK	UNK	UNK
Mentoring Programs	46	42	0	0	0	0
Coaching Programs	UNK	UNK	UNK	UNK	UNK	UNK
Training Programs	14,270	14,270	N/A	N/A	N/A	N/A
Detail Programs	UNK	UNK	UNK	UNK	UNK	UNK
Other Career Development Programs	UNK	UNK	UNK	UNK	UNK	UNK

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.

- | | | |
|---------------------|-----|----|
| a. Applicants (PWD) | Yes | No |
| b. Selections (PWD) | Yes | No |

N/A

FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY19 reporting cycle.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- | | | |
|----------------------|-----|----|
| a. Applicants (PWTD) | Yes | No |
| b. Selections (PWTD) | Yes | No |

N/A

FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY19 reporting cycle.

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) | Yes | No |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes | No |

N/A

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) | Yes | No |
| b. Pay Increases (PWTD) | Yes | No |

N/A

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) | Yes | No | N/A 0 |
| b. Other Types of Recognition (PWTD) | Yes | No | N/A 0 |

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.

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

N/A

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.

- a. SES
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No

N/A

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.

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

N/A

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.

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

N/A

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.

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

N/A

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.

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Yes No
 - ii. Internal Selections (PWTD) Yes No

N/A

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.

- a. New Hires for Executives (PWD) Yes No
- b. New Hires for Managers (PWD) Yes No
- c. New Hires for Supervisors (PWD) Yes No

N/A

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.

- a. New Hires for Executives (PWTD) Yes No
- b. New Hires for Managers (PWTD) Yes No
- c. New Hires for Supervisors (PWTD) Yes No

N/A

Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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.

Yes No N/A X

N/A

FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY19 reporting cycle.

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)	Yes	No
b. Involuntary Separations (PWD)	Yes	No

N/A

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)	Yes	No
b. Involuntary Separations (PWTD)	Yes	No

N/A

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.

N/A

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.usda.gov/accessibility-statement>

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.aphis.usda.gov/aphis/ourfocus/businessservices/Career Opportunities/Reasonable Accommodations /](https://www.aphis.usda.gov/aphis/ourfocus/businessservices/Career_Opportunities/Reasonable_Accommodations/)
https://www.ocio.usda.gov/sites/default/files/docs/2012/DM4300-002_0.pdf
<https://www.targetcenter.dm.usda.gov/content/reasonable-accommodation>

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.

Issues related to accessibility are managed by Department Management at USDA and not FAS. Section 508 issues are managed in collaboration between OCR, Office of the Chief Information Officer (OCIO), and FAS Public Affairs. Foreign Service Officers, LES and other FAS civilian employees are predominately duty stationed to a post overseas. Facilities and technology are primarily managed by the US State Department.

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.)

USDA APHIS/HR reports to OCR all requests for reasonable accommodation were granted in FY18.

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 requests for reasonable accommodations are forwarded to the APHIS Reasonable Accommodations staff for review and processing in accordance with applicable laws and departmental regulations. The Reasonable Accommodations staff and the TARGET Center often work together to coordinate accommodations solutions. During the last year all the closed cases within FAS were fully processed within 30 calendar days, which is consistent with the guidance in the USDA Reasonable Accommodation Directive. A revised RA brochure was developed and posted on the FAS website in December 2018. The revised RA brochure outlines the components of the FAS RA process.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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.

1. 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.

APHIS has revised Directive MRP 4300.2, Reasonable Accommodations Program, and developed a new HR Desk Guide subchapter, to include PAS information. Requests for PAS will follow reasonable accommodations procedures and the funding process can be discussed with the Reasonable Accommodations Specialist. The draft directive and HR desk guide subchapter are currently being reviewed by the agency's EEOC representative to ensure compliance prior to finalizing the documents. In addition, APHIS has developed a new Reasonable Accommodations Brochure to include PAS information that is posted on the external and internal websites. During the last fiscal year, no RA request Personal Assistance was made through the formal RA process.

Section VI: EEO Complaint and Findings Data

E. 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 government-wide average?

Yes No X N/A

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?

Yes No X N/A

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

F. 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?

Yes No N/A

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?

Yes No N/A

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.

N/A

Section VII: 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?

Yes No

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

Yes No N/A

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.

Trigger 1	Individuals with Disabilities are underrepresented within the Agency.			
Barrier(s)	Recruitment and Hiring of Individuals with Disabilities.			
Objective(s)	To increase representation of Individuals with Disabilities within the agency.			
	Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)		
Target Date	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date	Completion Date
09/31/2019	FAS to join the Department of Labor Workforce Recruitment Program.	Yes	N/A	N/A
09/31/2019	FAS to become a part of the OPM network and shared cadre network of individuals with disabilities lists specifying interested applicants of federal employment.	Yes	N/A	N/A
09/31/2019	FAS to join and become an active part of the Federal Disability Workforce Consortium, an interagency organization.	Yes	N/A	N/A
Fiscal Year	Accomplishments			
2018	The agency appointed an experienced civil rights staff member with previous Disability Program Management experience to simultaneously serve this role within the FAS Civil Rights Office.			

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

New Measure will require additional coordination with APHIS and IT to obtain the required data.

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

These activities have allowed the agency additional avenues and resources from which to recruit qualified individuals with disabilities interested in employment with our agency. It in essence is an additional source of applicants.

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