



United States
Department of
Agriculture

Farm and
Foreign
Agricultural
Services

Foreign
Agricultural
Service

1400
Independence
Avenue, SW
Stop 1008
Washington, DC
20250-1008



TO: Geraldine Herring
Chief
Compliance Division
Office of Assistant Secretary for Civil Rights

FROM: Suzanne Heinen
Administrator

DEC 18 2012

SUBJECT: Fiscal Year 2012 Management Directive 715 – Model EEO Program Plan
and Accomplishment Report

Attached are two copies of the Foreign Agricultural Service FY 2012 Management Directive (MD) 715 Equal Employment Opportunity Program Status Report, along with a copy of the FY 2012 fourth quarter employment tables. An electronic version on (CD ROM) is also included.

If you have any questions do not hesitate to contact Daniel Whitley at (202) 720-7233 or Daniel.Whitley@fas.usda.gov.

Attachments

cc: Chief of Staff, OA/FAS
Associate Administrator, OA/FAS
Chief Operating Officer, OA/COO
Deputy Administrators, FAS
OA Staff Directors
Director, HRD
AFSCME Union
AFSA Union
Special Emphasis Program Managers

USDA programs, discrimination is prohibited on the bases of race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a program discrimination complaint, please complete the USDA Program Discrimination Complaint Form at http://www.ecfo.usda.gov/forms/docs/Complain_combined_6_8_12.pdf. You may also file a program discrimination complaint by writing a letter to the Office of Adjudication, U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410. USDA is an Equal Opportunity Employer and Provider.

FISCAL
YEAR
2012

UNITED STATES
DEPARTMENT OF
AGRICULTURE

FOREIGN AGRICULTURAL SERVICE

**MANAGEMENT DIRECTIVE 715 (MD-715)
PROGRAM STATUS REPORT**



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Department of Agriculture
USDA Foreign Agricultural Service

MD715 - 2012

PART A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code (xxxxx-xxxx)	CPDF Code (xxxx)	FIPS Code
Department of Agriculture	Foreign Agricultural Service	1400 Independence Avenue, SW, Room 4069-S	Washington	DC	20250-1008		

PART B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Non-Appropriated Workforce	Total Workforce
Number of Employees	598	24	332	954

PART C.1 - Head of Agency and Head of Agency Designee

Agency Leadership	Name	Title
Head of Agency	Suzanne Heinen	FAS Administrator

PART C.2 - Agency Official(s) Responsible For Oversight of EEO Program(s)

EEO Program Staff	Name	Title	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal EEO Director/Official	Daniel Whitley	Director, Civil Rights	GS-15	202-720-7233	Daniel.Whitley@fas.usda.gov
Title VII Affirmative EEO Program Official	Stefanie Watson	Deputy Director, Civil Rights	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov
Section 501 Affirmative Action Program	Stefanie Watson	Equal Employment Opportunity	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov

EEO Program Staff	Name	Title	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Official		Specialist			
Complaint Processing Program Manager	Stefanie Watson	Equal Employment Opportunity Specialist	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov
American Indian and Alaskan Native Program Manager (SEPM)	Teresina Chin	Collateral Duty	GS-13	202-720-9423	Teresina.Chin@fas.usda.gov
Asian American Program Manager (SEPM)	Gene Kim	Collateral Duty	GS-12	202-720-8398	Gene.Kim@fas.usda.gov
African American Program Manager (SEPM)	Elaine Jones	Collateral Duty	GS-13	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Hispanic Program Manager (SEPM)	Juliana Madrid	Collateral Duty	GS-11	202-720-6139	Juliana.Madrid@fas.usda.gov
Gay, Lesbian, Bi-Sexual and Transgendered Program Manager (SEPM)	Nicola Sakhleh	Collateral Duty	GS-14	202-720-4228	Nicola.Sakhleh@fas.usda.gov
Women's Program Manager (SEPM)	Elaine Jones	Equal Employment Opportunity Specialist	GS-14	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Disability Program Manager (SEPM)	George Niles	Equal Employment Opportunity Specialist	GS-13	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Veteran's Program	Jim Warden	Collateral Duty	GS-15	202-690-1148	James.Warden@fas.usda.gov

EEO Program Staff	Name	Title	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Manager					
ADR Program Manager	Elaine Jones	Equal Employment Opportunity Specialist	GS-12-01	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Compliance Manager	Elaine Jones	Equal Employment Opportunity Specialist	GS-12-04	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Principal MD-715 Preparer	Stefanie Watson	Equal Employment Opportunity Specialist	GS-13-07	202-720-7233	Stefanie.Watson@fas.usda.gov

PART D - Forms/Documents Included with This Report

Is the following Form or Document Uploaded?	(Please respond "Yes" or "No")	Comments
PART F - Statement of Establishment of Continuing EEO Programs	Yes	Signed on December 17, 2012
EEO Policy Statement Issued During Reporting Period	Yes	Issued June 11, 2012
Facility Accessibility Survey Results Necessary to Support EEO Action Plan for Building Renovation Projects	No	N/A. The agency is housed in the USDA Headquarters, South Building. Facility Accessibility related renovation projects fall under the jurisdiction of USDA Departmental Management.
Organizational Chart	Yes	Signed on October 25, 2010
FEORP Report	Yes	Submitted October 17, 2012
Anti-Harassment Policy and Procedures	Yes	Issued on March 29, 2011
Diversity Policy Statement	Yes	Issued on June 11, 2012
Strategic Plan (excerpts of	Yes	Effective FY 2012-2015, to develop agency-wide EEO and

Is the following Form or Document Uploaded?	(Please respond "Yes" or "No")	Comments
EEO goal only)		outreach efforts that promote outreach strategies and results.
Human Capital Strategic Plan	Yes	Human Capital Plan is within the Agency's Strategic Plan under Management Initiative.
EEO Strategic Plan	Yes	Included in the Agency's Strategic Plan under Management Initiative. Our objective is to protect EEO rights of all employees, former employees and applicants; increase early resolution in equal employment opportunity complaints; analyze field operations for systemic improvements; and, support departmental and EEOC Civil Rights initiatives.
Federal Employee Viewpoint Survey or Annual Employee Survey	Yes	Analysis conducted and recommendations were made as a part of the Cultural Transformation Initiative.

PART E.1 - Executive Summary: Mission

The Foreign Agricultural Service (FAS) is the gateway to the international marketplace for U.S. agriculture. FAS enhances export opportunities and global food security through improving foreign market access for U.S. products, building new markets, increasing competitiveness for U.S. agriculture in the globally, and providing assistance to developing foreign countries. FAS has the primary responsibility for USDA’s international activities, market development, trade agreements and negotiations, and the collection and analysis of statistics and market information. In addition, FAS administers USDA’s export credit guarantee and food aid programs, and helps increase income and food availability in developing nations by mobilizing expertise for agriculturally led economic growth. The FAS workforce is comprised of employees in the Civil Service and Foreign Service. Civil Service employees work in FAS headquarters in Washington, DC and Foreign Service Officers spend as much as two-thirds of their careers in overseas post.

At the conclusion of fiscal year 2012, FAS had a total workforce of 954 employees including Schedule B and temporary employees. Of the total workforce, 36.37% (347) were White males; 29.25% (279) were White females; 6.18% (59) were Black males; 15.83% (151) were Black females; 3.56% (34) were Hispanic males; 1.99% (19) were Hispanic females (both are significantly below the CLF, 6.20% for Hispanic males and 4.50% were Hispanic females); 1.47% (14) are Asian American males; 4.09% (39) are Asian American females; 1 (0.10%) are Native Hawaiian/Pacific Islander male; we do not currently have any Native Hawaiian/Pacific Islander females; 0.21% (2) American Indian/Alaska Native male; 0.42% (4) American Indian/Alaska Native females; 0.10% (1 male) identified two or more races; and, .42% (4 females) identified two or more races. In comparison with FY 2011, total employment decreased by - 2.65% (26 employees); of which the largest percentage declines were noted in the following groups: American Indian or Alaskan Native males declined by 1 (-33.33%); American Indian or Alaskan Native females declined by 1 (-20.00%); and, Asian males declined by 1 (16.67%). In addition, we had a smaller decline -2.49% 1 employee). Native Hawaiian or Other Pacific Islander males at; Categories where employment increased from FY 2011 include, Hispanic females which had the largest percentage increase 5.56, or 1 employee (5.56%). The representation of White males at 36.37% and White females at 29.25%

mirrors a decrease at the Civilian Labor Force (CLF) of -5.71% for Caucasian/White males and -0.36% for Caucasian/White females. The representation of African American/Black males at 59 (36.37%) and African American/Black females 151 (15.83%) exceeded the CLF percentages of 4.80% (African American/Black males) and 5.70% African American/Black females respectfully. It is worth mentioning that of the total African American workforce (210 employees), 67% (141 employees) are GS 12 and lower; compared to the total White workforce (626 employees), 49% (307 employees) are GS 12 and lower.

Of the total FAS workforce, 332 (34.80%) are Schedule B and temporary employees, of which 177 (53.31%) are males and 155 (46.69%) are women; 80 (23.79%) self-identified as “minorities.” Schedule B employees are direct-hire Federal employees on a limited or term appointment under the Excepted Service. Schedule B employees have neither career status nor protection of reduction-in-force (RIF) procedures afforded to Competitive Service employees; as a result, they can be separated from employment at anytime without advance written notice from the appointment officer. Appointments are generally terminated when the project funding ceases. In some cases, it is possible for employees to be re-appointed to another project for which they are qualified. Employees can also apply for other vacancies within the Agency.

PART E.2 - Executive Summary: Essential Element A

ELEMENT A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

The USDA policy statement was issued by the Secretary of the Department of Agriculture on June 2, 2011. The Administrator of FAS issued a policy statement on June 11, 2012; the statement was distributed to all employees. The Equal Employment Opportunity (EEO), Diversity, and Anti-Harassment policy statements were issued jointly on June 11, 2012. Likewise, the Agency continues to comply with and support the Reasonable Accommodation policy statement issued on May 17, 2011; the Alternative Dispute Resolution policy statement, which was issued on April 20, 2011; and the Use of Official Time statement issued on April 13, 2011. All above mentioned policy statements are posted on the FAS Internet, Intranet, and the Agency’s SharePoint site (which allows 24-hour a day access by employees). FAS Office of Civil Rights (OCR) continued to facilitate formal and informal presentations on EEO/Civil Rights; as well as, provided agency employees with copies of policy statements from the Secretary and the Administrator on Non-Discrimination and Anti-Harassment. The Agency utilizes the performance appraisal process to evaluate individual contributions to the Agency’s EEO/Civil Rights plan. In addition, all managers and supervisors have a critical EEO/Civil Rights performance element; all employees have a standardized, non-supervisory, critical EEO performance element.

In March 2012, Suzanne E. Heinen was selected to serve as Administrator of FAS. In April 2012, the Agency hired a new Civil Rights Director. On June 11, 2012, the Administrator signed and issued an updated EEO and Diversity Policy Statement. Additionally, Administrator Heinen approved a new EEO and Alternative Dispute Resolution Policy Statement; and an FAS Reasonable Accommodation Policy Statement on May 17, 2012.

All policy statements were posted and made available to all employees in a timely fashion after being signed by the Administrator. The Agency communicated to all employees that the Agency’s updated policy statements were available. This was achieved by email and verbally at multiple all employee meetings throughout the fiscal year. Due diligence is taken to ensure that all policies and procedures conform to established EEO and Civil Rights guidelines and policies. Deputy Administrators worked to ensure that personnel policies, including hiring, performance management, and training, were fairly implemented to promote a diverse work environment in which all employees have the opportunity to achieve their full potential. EEO policies and announcements were posted in each unit (Program Areas) in the Agency.

PART E.3 - Executive Summary: Essential Element B

ELEMENT B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION

FAS senior leadership and managers are firmly committed to ensuring that Civil Rights policies and regulations are fully integrated within the Agency's strategic plan. On December 1, 2011, the FAS Administrator held an all hands meeting to address the state of the Agency and to emphasize the Secretary's commitment to diversity and inclusion in the workplace. FAS leadership has recognized civil rights as a critical element to its cultural transformation efforts. In the FAS Strategic Plan (FY 2012-2016) Management Initiative 2: Provide Civil Rights Services to FAS Employees and Customers, includes the Department's specific civil rights goals, performance objectives, and goal indicators as they pertain to Agency leadership commitment and improving civil rights in FAS (FAS Strategic Plan Civil Rights Commitment, Pages 20-22 FAS has also drafted a Civil Rights Strategic Plan (Office of Civil Rights Strategic Plan) which are aligned with the FAS Strategic Plan. The Agency began implementing the new Civil Rights Strategic Plan at the end of FY 2012. The Civil Rights Director is also part of the FAS senior leadership team and participates in all senior leadership meetings, as well as the Executive Advisory Group. The FAS workforce is required to complete mandatory civil rights training; and, embraces Alternative Dispute Resolution (ADR) to address workplace conflicts.

PART E.4 - Executive Summary: Essential Element C

ELEMENT C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

The Agency adheres to all EEO Civil Rights requirements; including Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures," issued January 18, 2006. Additionally, the Agency notifies all employees of the requirements of this policy. Managers and supervisors were held responsible and accountable for maintaining a civil rights program that accomplishes the strategic civil rights goals. To implement the Civil Rights Management Initiative of the FAS Strategic Plan, FAS utilized the early resolution program for all of its EEO complaints. Additionally, FAS received zero Title VI (program) complaints. FAS partnered with OASCR to provide training to 25 FAS Foreign Service employees on sexual harassment, age discrimination, and ADR. In addition, FAS OCR officials met with each agency program area individually to review the Agency's responsibility and commitment to EEO and civil rights. During the briefings, OCR provided copies of the following policy statements: (1) Equal Employment Opportunity Diversity Policy Statement; (2) Equal Employment Opportunity Alternative Dispute Resolution Policy Statement; (3) Reasonable Accommodation Policy Statement; and (4) FAS Anti-Harassment Policy Statement and Procedures. The statements can also be found on the FAS OCR website located at <http://www.fas.usda.gov/admin/civilrights/policy.asp>.

In accordance with Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures," issued January 18, 2006, the FAS website maintains a link to the DR 4300-010 located here: <http://www.fas.usda.gov/admin/civilrights/resources.asp> under USDA Civil Rights Directives.

PART E.5 - Executive Summary: Essential Element D

ELEMENT D: PROACTIVE PREVENTION

FAS OCR works in partnership with agency leadership to address any EEO barriers and develop targeted strategies for resolution. Workforce data is reviewed monthly as part of the Diversity Roadmap, Cultural Transformation process and the MD-715. OCR Prepares a monthly diversity report for the Diversity Roadmap Steering Committee that requires a comprehensive workforce analysis on the FAS Workforce.

Each program office provides a written self-assessment of their progress towards developing a model EEO program and actively engages in addressing workplace conflict at the lowest possible level.

The FAS senior leadership holds managers and supervisors accountable for implementing the Agency's and Department's equal employment opportunity policy in all areas of employment, as stipulated in DR 4300-010, "Civil Rights Accountability Policy and Procedures," issued on January 8, 2006. All managers and supervisors incorporated within their employee performance plans the stipulation that annual performance appraisals shall include an evaluation of employee's contributions to USDA's commitment to civil rights, equal opportunity, and adherence to civil rights policies. FAS managers have certified that all agency employee performance plans are in place and provides EEO/CR accountability. All managers and supervisors have in place the standardized, FAS critical EEO performance element and all non-supervisory employees have in place the standardized, non-supervisory, critical EEO performance element. For employees FY 2012 performance evaluations, managers and supervisors will be held accountable for their contributions to the Agency's EEO plan and commitment to carrying out civil rights policy.

FAS continues to issue both a mid-year and annual performance review notice to all employees requiring managers and supervisors to establish performance standards and/or conduct performance reviews for all of their assigned employees. On November 9, 2011, FAS Acting Administrator issued to all employees an electronic copy of the FAS Performance Management Program guidelines announcing the FY 2012 Performance Management Program. It was also posted on FAS' internal SharePoint site.

A summary of the process and changes for FY 2012 Performance Management Program are:

1. Supervisors have up to 30 days from receiving Departmental Guidance to put employee standards and elements in place for FY 2012.
2. Supervisors were required to discuss with all employees the standards and elements before being put into place.
3. Supervisors gave employees 5 workdays to provide written or oral comments.
4. Employees were allowed to disagree with the proposed standards and elements, and appeal to the second-line supervisor.
5. For employees, the number of elements can be from 3 to 5. At least two must be critical.
6. There are two mandatory and critical elements: 1) CR/EEO, Diversity, and Inclusion, and 2) Enhanced Customer Service.
7. There are two mandatory standards under Enhanced Customer Service: 1) Health and Safety, and 2) PII.
8. Supervisors explained the differences between performance ratings, Does Not Meet Fully Successful, Fully Successful, and Exceeds Fully Successful for all employee standards.
9. Supervisors discussed Individual Development Plan (IDP) with employees.

Managers in FAS held regular staff meetings and conversations with employees to remain abreast of issues and address employee conflicts. During meetings with individual staff members, managers put forth effort to identify potential employee conflicts and find ways of resolving them before they escalate. Sufficient time is allowed within each staff meeting for employees to ask questions. Managers also actively seek information from employees to improve EEO activities and to implement comprehensive training opportunities to support the FAS mission.

FAS management maintains an open door policy to allow for good communications with staff and the prevention of unlawful discrimination. They encourage employees to implement training plans and offer travel opportunities, so that employees can learn more about the programs and the Agency mission. FAS management also provides opportunities for staff to attend meetings with external parties, senior FAS management, and FFAS to develop their skills. A top priority in FAS is holding managers and all

employees accountable for adhering to EEO laws, regulations, and policies. Among these measures is participation in Agency Special Emphasis Programs and EEO events, which managers and supervisors encouraged all employees to take an active part in throughout the year.

PART E.6 - Executive Summary: Essential Element E

Element E: Efficiency

The Agency ensured effective systems were in place for evaluating the impact and effectiveness of the Agency’s EEO programs as well as an efficient and fair dispute resolution process. FAS utilizes USDA Reasonable Accommodation procedures to ensure the provision of effective accommodation to all qualified individuals with a disability. The Reasonable Accommodation program is administered through a shared service provider, the Human Resource Department at the Farm Service Agency (FSA), and there is a designated Reasonable Accommodation coordinator. FAS OCR also monitored the reasonable accommodation process and promoted the use of USDA Target Center to address accommodation needs. FAS used an effective complaint tracking systems, Icomplaints, to monitor EEO complaint activity and provide reports to Agency leadership. The Contractors are required to provide a weekly update on the status of open investigations. Certifications of Contractor Training were last updated on September 30, 2011.

PART E.7 - Executive Summary: Essential Element F

Element F: Responsiveness and Legal Compliance

FAS is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

PART E.8 - Executive Summary: Workforce Analyses

Workforce Analysis:

During FY 2012, FAS’s workforce consisted of 954 employees. The total workforce was comprised of 615 permanent employees, 33 temporary employees, and 332 non-appropriated employees This represents a net decrease of -2.65% from FY 2011. FAS considers the following occupations as mission critical: Foreign Agricultural Affairs (0135 series), Program Management (0340 series), Agricultural Economist (0110 series), Economist (0110 series), Trade Specialist (0140 series) and Agricultural Marketing (1146 series).

At the end of FY 2012, the FAS workforce consisted of 48.01% males and 51.99% females compared to 49.08% males and 50.92% females in FY 2011. The demographics for the FY 2012 workforce are as follows:

Total Participation Rates by Race	Males	Females	Civilian Labor Force (CLF)
Hispanic or Latino (5.55%)	3.56%	1.99%	10.70%
White or Caucasian (65.62%)	36.37%	29.25%	72.70%
African American or Black (22.01%)	6.18%	15.83%	10.50%
Asian (5.56%)	1.47%	4.09%	3.60%

Native Hawaiian/Pacific Islander (.10%)	.10%	0%	.20%
American Indian/ Alaskan Native (.63%)	.21%	.42%	.60%
Two or more races (.52%)	.10%	.42%	1.60%

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

I, **Daniel Whitley** am the

(Insert name above) (Insert official
title/series/grade above)

Principal EEO Director/Official for

Office of Civil Rights

USDA/ Foreign Agricultural Service

The agency 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.

The agency has also analyzed its work force 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, national 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.

[Redacted Signature Line]

[Redacted Date Line]

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

[Redacted Signature Line]

[Redacted Date Line]

Signature of Agency Head or Agency Head Designee

Date

PART G - Essential Element A, Demonstrated Commitment from Agency Leadership

Element A requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

PART G - Essential Element A, Section 1 - Issuance of EEO Policy Statement Indicator

Measures	Measure Met?	Comments
A.1.a. Was EEO policy statement issued within 6 - 9 months of installation of Agency Head? (Please list date of agency head installation and date of issuance in the comments column.)	Yes	Issued on 6/30/2011
A.1.b. During current Agency Head's tenure, has EEO policy statement been re-issued annually?	Yes	Most recent policy statement was issued on 6/30/2011.
A.1.c. Are new employees provided a copy of the EEO policy statement during orientation?	Yes	All FAS employees are required to participate in New Employees Orientation within 90 days of their employment. Part of the orientation includes distribution and discussion of the Agency and Department's civil rights policy statements.
A.1.d. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	Yes	All FAS employees are provided with copies of the EEO policy statement at a minimum of once annually.

PART G - Essential Element A, Section 2 - Communication of EEO Policy Statements Indicator

Measures	Measure Met?	Comments
A.2.a. Have the Heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	Yes	Deputy Administrators actively support and communicate EEO policies to throughout their respective program areas.
A.2.b. Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	Yes	EEO/Civil Rights policies, posters, EEO complaint, Alternative Dispute Resolution and EAP brochures are available to employees. Materials are also available electronically for overseas personnel.
A.2.c. Has the agency prominently posted such written materials in all personnel and EEO offices, and on the agency's internal website? [29 CFR 1614.102(b)(5)]	Yes	Written materials are distributed through the respective program areas.

PART G - Essential Element A, Section 3 - Evaluation of Managers and Supervisors on Their Commitment to EEO Principles Indicator

Measures	Measure Met?	Comments
A.3.a. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles?	Yes	Agency officials complete the mandatory, annual refresher training required by ASCR. EEO/Civil Rights is included in the performance rating of all supervisors.
A.3.b. Are managers and supervisors evaluated on their commitment to resolve problems/disagreements and other conflicts in their respective work environments as they arise?	Yes	Agency officials support the alternative dispute resolution program.
A.3.c. Are managers and supervisors evaluated on their commitment to address concerns, whether perceived or real, raised by employees and following up with appropriate action to correct or eliminate tension in the workplace?	Yes	Managers and supervisors are encouraged to proactively address issues that arise in the workplace. The agency collaborates with the Early Resolution and Conciliation Division to assist employees.
A.3.d. Are managers and supervisors evaluated on their commitment to support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	Yes	The agency participated in outreach events. Agency program areas also sponsored students that attend Historically Black Colleges and Universities and Hispanic-Serving Institutions.
A.3.e. Are managers and supervisors evaluated on their commitment to ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO counselors, EEO investigators, etc.?	Yes	FAS OCR works with agency officials to ensure cooperation. Management officials allow sufficient time for employees to participate in the process.
A.3.f. Are managers and supervisors evaluated on their commitment to ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	Yes	Agency officials are evaluated on EEO/Civil Rights performance elements annually.
A.3.g. Are managers and supervisors evaluated on their commitment to ensure that subordinate supervisors have effective managerial communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?	Yes	Agency officials are evaluated on communication related and supervisory performance elements annually.
A.3.h. Are managers and supervisors evaluated on their commitment to ensure the provision of requested religious	Yes	Agency officials are evaluated on EEO/Civil Rights performance elements annually.

Measures	Measure Met?	Comments
accommodations when such accommodations do not cause an undue hardship?		
A.3.i. Are managers and supervisors evaluated on their commitment to ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	Yes	Agency officials are evaluated on EEO/Civil Rights performance elements annually.
A.3.j. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? If yes, describe what means were utilized by the agency to inform its workforce about penalties for unacceptable behavior in the comments column.	Yes	FAS utilizes USDA Table of Penalties which were last updated in 1994. A copy of the Prohibited Personnel Practices from the Office of Special Counsel has been posted on the Office of Civil Rights Bulletin Board.
A.3.k. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedure available on the World Wide Web or Internet?	Yes	FAS adheres USDA Reasonable Accommodation procedures to ensure compliance for effective accommodation of all qualified individuals with a disability. The Reasonable Accommodation program is administered through a shared service provider (FSA); there is a designated Reasonable Accommodation Coordinator. FAS Civil Rights also monitors the reasonable accommodation process and promotes the use of the USDA Target Center to address accommodation needs.
A.3.l. Have managers and supervisors been trained on their responsibilities under the procedures for reasonable accommodation?	No	The agency is in the process of scheduling a training session for the 2 nd Quarter of FY 2013.

PART G - Essential Element B, Integration of EEO into the Agency's Strategic Mission

Element B requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

PART G - Essential Element B, Section 1 - Reporting Structure for EEO Program Indicator

Measures	Measure Met?	Comments
B.1.a. Is the EEO Director under the direct supervision of the Agency Head? [See 29 CFR 1614.102(b)(4)]	Yes	The EEO Director reports directly to the Administrator.
B.1.b. For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	N/A	FAS does not have subordinate level reporting components
B.1.c. Are the duties and responsibilities of the EEO officials clearly defined?	Yes	EEO duties, responsibilities and objectives are defined in the performance elements.
B.1.d. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	Yes	EEO staffers receive annual refresher trainings; as well, as participate in EEO/Civil Rights and ADR trainings sponsored by FAS OCR, the Assistant Secretary for Civil Rights and the Early Resolution and Conciliation Division.
B.1.e. If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs? (If yes, attach them to this report.)	N/A	FAS does not have second level reporting components.
B.1.f. If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for EEO programs within the subordinate reporting components? (If no, please describe how EEO program authority is delegated to subordinate reporting components, in Part H.)	N/A	FAS does not have second level reporting components

PART G - Essential Element B, Section 2 - EEO Communication with Senior Leaders Indicator

Measures	Measure Met?	Comments
B.2.a. Does the EEO Director/Officer have a regular, effective means of informing the Agency Head and other top management of the effectiveness, efficiency, and legal compliance of the agency's EEO program?	Yes	The Civil Rights Director is a part of the FAS senior leadership team and participates in all senior leadership meetings (which include weekly senior staff meetings, weekly Deputy Administrator meetings; as well as the Executive Advisory Groups).
B.2.b. After submission of the previous Form 715, did the EEO Director/Officer present a "State of the Agency" briefing to the Agency Head and other senior officials, including a performance assessment in each of the 6 elements of the Model EEO program, and report agency progress in completing its barrier analysis - including barriers identified, eliminated, or impact reduced?	Yes	The State of the Agency briefing was held on or about March 15, 2012.
B.2.c. Are EEO officials present during agency pre-decisional deliberations regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	Yes	FAS Civil Rights collaborates with Human Resources and agency program areas.
B.2.d. 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 re-alignments?	Yes	OCR conducts as needed Civil Rights Impact Analysis for employment actions (the most recently being re-organizations and re-alignments) that have the potential to create a disparate impact.
B.2.e. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are any hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [See 29 C.F.R. 1614.102(b)(3)]	Yes	OCR monitors personnel policies, procedures and provides guidance on potential barriers.
B.2.f. Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?	Yes	EEO/Civil Rights goals are included in the agency's four year strategic plan FY2012-2016.

PART G - Essential Element B, Section 3 - Sufficient EEO Program Staffing Indicator

Measures	Measure Met?	Comments
B.3.a. Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?	Yes	The agency's EEO Director receives support from the Administrator to implement the EEO action plan.
B.3.b. Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?	Yes	FAS Civil Rights is collaborating with DEOMI and is in the process of preparing an Organizational Climate Assessment for use in FY 2013.
B.3.c. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?	No	Special Emphasis programs are not currently fully staffed.
B.3.d. Is the Federal Women's Program sufficiently staffed - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204?	No	Special Emphasis programs are fully staffed with collateral duty Program Managers.
B.3.e. Is the Hispanic Employment Program sufficiently staffed - Title 5 CFR, Subpart B, 720.204?	Yes	All Special Emphasis programs are fully staffed with collateral duty Program Managers.
B.3.f. Is the People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities sufficiently staffed - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(u); 5 CFR 315.709?	Yes	Special Emphasis programs are fully staffed with collateral duty Program Managers.
B.3.g. Are other agency Special Emphasis Programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as: FEORP - 5 CFR 720; Veterans Employment Programs; Black/African American; American Indian/Alaska Native; Asian; and Native Hawaiian/Other Pacific Islander Programs?	Yes	All Special Emphasis programs are fully staffed with collateral duty Program Managers.

PART G - Essential Element B, Section 4 - Sufficient EEO Program Funding Indicator

Measures	Measure Met?	Comments
B.4.a. Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems?	No	Currently, FAS OCR only has one EEO specialist. That person is a GS-12.
B.4.b. Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	Yes	The use of EEO programs, ADR and reasonable accommodation is free and fully accessible to agency employees.
B.4.c. Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	No	Currently, FAS OCR has not received any “dedicated” funding to carry out civil rights activities outside of complaint processing.
B.4.d. Is there a central funding or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	Yes	The reasonable accommodation process is adequately funded through central funding.
B.4.e. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	N/A	The agency is housed at the headquarters location. Major renovation projects are approved and spearheaded by the department.
B.4.f. Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	No	FAS OCR has been successful, collaborating with others on training Agency employees, but with the staff shortages, FAS OCR does not have the human capital to conduct all of the necessary training.
B.4.g. Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [See 29 CFR 1614.102(b)(5)]	Yes	Funding is secured annually to post EEO materials, to ensure that the agency remains in compliance.
B.4.h. Is there sufficient funding to ensure that all employees have access to the training and information identified in B.4.f?	No	FAS OCR has not secured any dedicated funding for FY 2013 to carry out any activities, outside of complaint processing.
B.4.i. Is there sufficient funding to provide all managers/supervisors with training and periodic up-dates on their EEO responsibilities for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	Yes	Managers and supervisors complete mandatory annual EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.

Measures	Measure Met?	Comments
B.4.j. Is there sufficient funding to provide all managers/supervisors with training and periodic up-dates on their EEO responsibilities to provide religious accommodations?	Yes	Funding is secured annually to provide religious accommodations.
B.4.k. Is there sufficient funding to provide all managers/supervisors with training and periodic up-dates on their EEO responsibilities to provide disability accommodations in accordance with the agency's written procedures?	Yes	Managers and supervisors complete mandatory annual EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.
B.4.l. Is there sufficient funding to provide all managers/supervisors with training and periodic up-dates on their EEO responsibilities in the EEO discrimination complaint process?	Yes	Sufficient funding is provided for management officials to complete EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.
B.4.m. Is there sufficient funding to provide all managers/supervisors with training and periodic up-dates on their EEO responsibilities to participate in ADR?	Yes	Management ADR training is adequately funded.

PART G - Essential Element C, Management and Program Accountability

Element C 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.

PART G - Essential Element C, Section 1 - EEO Communication with Managers & Supervisors Indicator

Measures	Measure Met?	Comments
C.1.a. Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	Yes	OCR Director provided updates to senior officials and staff regularly, including returning foreign service officers.
C.1.b. Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?	Yes	FAS OCR collaborates with appropriate agency officials and the Human Resource Division to successfully implement our EEO plan.

PART G - Essential Element C, Section 2 - EEO & Human Resources Collaboration & Coordination Indicator

Measures	Measure Met?	Comments
C.2.a. Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	Yes	The agency established special committees to look at the accessibility of the merit promotion program for all employees in FY 2012.
C.2.b. Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	Yes	The agency established special committees to look at the accessibility of all awards for all employees in FY 2012.
C.2.c. Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?	Yes	The agency established special committees to look at the accessibility of all training opportunities for all employees in FY 2012.

PART G - Essential Element C, Section 3 - Disciplinary Action Taken Indicator

Measures	Measures Met?	Comments
C.3.a. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?	Yes	FAS utilizes the USDA Table of Penalties, which was last updated in 1994.
C.3.b. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	Yes	A copy of the Prohibited Personnel Practices from the Office of Special Counsel has been posted on the Office of Civil Rights Bulletin Board.
C.3.c. Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If yes, in the "Comments" column, cite the number found to have discriminated and list penalty/disciplinary action for each type violation.	Yes	The agency has not had any findings of discrimination in the past two years.

Measures	Measures Met?	Comments
C.3.d. Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	Yes	The agency complies with all applicable EEO/Civil Rights regulations set forth by said organizations.
C.3.e. Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problem, etc.?	Yes	The agency collaborates with Human Resources Division in the processing of Reasonable Accommodation (R.A.) requests. A total of 56 R.A. requests were processed in FY 2012.

PART G - Essential Element D, Proactive Prevention of Unlawful Discrimination

Element D requires that the Agency Head makes early efforts to prevent discriminatory actions and eliminate barriers to Equal Employment Opportunity in the workplace.

PART G - Essential Element D, Section 1 - Barrier Analysis Process Indicator

Measures	Measure Met?	Comments
D.1.a. Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	Yes	Senior officials work with the EEO Director and program staff on a regular basis and take preventative measures in identifying barriers. In addition, Civil Rights Impact Analyses are conducted on policy and organizational structuring changes.
D.1.b. When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	Yes	Management officials work with the Civil Rights Office to develop and execute plans to eliminate identified barriers.
D.1.c. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	Yes	Senior managers successfully employ EEO Action Plans and express interest in incorporating EEO/Civil Rights in their action plans and day-to-day activities.
D.1.d. Are trend analyses of workforce profiles conducted by race, national origin, sex, and disability?	Yes	Workforce data is reviewed monthly as part of the FFAS Diversity Roadmap, the USDA Cultural Transformation initiative and the MD-715. OCR Prepares a monthly diversity report for the Diversity Roadmap Steering Committee that requires a comprehensive workforce analysis on the FAS Workforce.

Measures	Measure Met?	Comments
D.1.e. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex, and disability?	Yes	Trend analyses are conducted regularly. Outreach efforts are strategically annually planned to eliminate potential workforce disparities.
D.1.f. Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex, and disability?	Yes	Grade level specific trend analyses are conducted on a regular basis. Outreach and proposed employee development opportunities are discussed with agency managers in order to remove potential workforce disparities.
D.1.g. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex, and disability?	Yes	Trend analyses are conducted annually. The Administrator has established a committee to review all aspects of the agency's reward system; including, the fair and equitable distribution of awards.
D.1.h. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex, and disability?	Yes	OCR is involved in the analyses of personnel policies, procedures and practices. The FAS OCR Director holds regular meeting and discussions with Senior Officials regarding successes, opportunities and potential vulnerabilities.

PART G - Essential Element D, Section 2 - Alternative Dispute Resolution (ADR) is Encouraged Indicator

Measures	Measures Met?	Comments
D.2.a. Are all employees encouraged to use ADR?	Yes	ADR is explained and offered to all EEO contacts; as well as, Complainants during the informal and formal processes.
D.2.b. Is the participation of supervisors and managers in the ADR process required?	Yes	ADR participation is required for managers and supervisors.

PART G - Essential Element E, Efficiency

Element E requires that the Agency Head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process.

PART G - Essential Element E, Section 1 - Sufficient Resources to Evaluation EEO Program Indicator

Measures	Measure Met?	Comments
E.1.a. Does the EEO office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	Yes	Office personnel have received training on the MD-715, and participate in departmental partnership meetings regarding the preparation of the report.
E.1.b. Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	Yes	FAS OCR utilizes the NFC database and the Icomplaints database.
E.1.c. Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	No	While FAS does not have any domestic field offices. The agency has over 70 overseas posts. FAS OCR has not been allocated any funds conduct compliance reviews in our overseas posts.
E.1.d. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?	Yes	FAS adheres to USDA Reasonable Accommodation procedures to ensure compliance for effective accommodation of all qualified individuals with a disability. The Reasonable Accommodation program is administered through a shared service provider (FSA); there is a designated Reasonable Accommodation Coordinator. FAS Civil Rights also monitors the Reasonable Accommodation Process and promotes the use of the USDA Target Center to address accommodation needs.
E.1.e. Are 90% of accommodation requests processed within the time frame set forth in the agency's procedures for reasonable accommodation?	Yes	FAS collaborates with the Human Resources Division's Reasonable Accommodations Mission Area Designee. In FY2012, FAS processed over 90% of our requests within the established time frames.

PART G - Essential Element E, Section 2 - Effective Complaint Tracking and Monitoring System Indicator

Measures	Measure Met?	Comments
E.2.a. Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	Yes	FAS utilizes the Icomplaints database tracking system.
E.2.b. Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	Yes	FAS has an effective complaint tracking system to monitor EEO complaint activity and provide reports to agency leadership.
E.2.c. Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, in the comments column, briefly describe how.	Yes	OCR contractors are required to provide a weekly update on the status of open investigations.
E.2.d. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	Yes	Certification of mandatory training is required by all contractors.
E.2.e. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?	Yes	All appropriate personnel receive the mandatory 8 hour refresher training.

PART G - Essential Element E, Section 3 - Timeliness in EEO Complaint Process Indicator

Measures	Measure Met?	Comments
E.3.a. Are benchmarks in place that compare the agency's discrimination complaint processes with 29 CFR Part 1614?	Yes	FAS OCR benchmarks regularly with sister agencies, USDA agencies and other federal agencies in the efforts to continually improve processes.
E.3.b. Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?	Yes	EEO informal cases are processed in accordance with 29 CFR 1614 and the MD 110. Agency cases are monitored with the Icomplaints data management system.
E.3.c. Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	Yes	The agency provided all Complainants with written notification of rights within a timely manner.
E.3.d. Does the agency complete the investigations within the applicable prescribed time frame?	Yes	FAS OCR complied with all Title VII time frames in implementing the EEO complaint process; including, ordering investigations and the completion of Reports of Investigations.
E.3.e. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?	N/A	FAS does not have delegated authority to issue final agency decisions. All FADs are issued by USDA ASCR.
E.3.f. When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?	Yes	The agency works with HRD and the Employment Complaints Division to ensure EEOC AJs receive the investigative file in a timely manner.
E.3.g. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?	Yes	The effective agreement is also uploaded in the Icomplaints System and a copy is provided to USDA ASCR.
E.3.h. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?	Yes	The agency works with appropriate officials to ensure timely compliance.

PART G - Essential Element E, Section 4 - Efficient and Fair ADR Process Indicator

Measures	Measure Met?	Comments
E.4.a. In accordance with 29 CFR 1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?	Yes	The agency collaborates with the Early Resolution and Conciliation Division, and the Shared Neutrals Program to meet EEO ADR requests in a timely manner.
E.4.b. Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 CFR Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?	Yes	All Agency officials are encouraged to complete mandatory ADR training.
E.4.c. Does the responsible management official directly involved in the dispute have settlement authority?	Yes	FAS OCR strongly encourages agency officials to participate in good faith for all EEO resolution attempts; including, the designation of appropriate resolving officials.

PART G - Essential Element E, Section 5 - Effectiveness of EEO Data Collection Systems Indicator

Measures	Measure Met?	Comments
E.5.a. Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?	Yes	The agency utilizes the Icomplaints database management system.
E.5.b. Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 CFR 1614.102(a)(1)?	Yes	Reasonable resources were provided.
E.5.c. Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all of the required data elements for submitting annual reports to the EEOC?	Yes	Management controls are in place to monitor and ensure that the data received from Human Resources is accurate and timely received.
E.5.d. Do the agency's EEO programs address all of the laws enforced by the EEOC?	Yes	The agency's program addresses all laws enforced by the EEOC and successfully implements new updates to legislation.
E.5.e. Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the	Yes	Significant trends are monitored as required by Title VII and the Rehabilitation Act.

Measures	Measure Met?	Comments
Rehabilitation Act?		
E.5.f. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	Yes	OCR collaborates with HRD in the tracking of recruitment efforts and potential employment barriers.
E.5.g. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	Yes	FAS discusses best practices and other relevant issues, as necessary, with other USDA and federal agencies.

PART G - Essential Element E, Section 6 - Elimination of Conflict of Interest with Legal Defense Function Indicator

Measures	Measure Met?	Comments
E.6.a. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	Yes	Legal sufficiency reviews are currently handled by FAS OCR.
E.6.b. Does the agency discrimination complaint process ensure a neutral adjudication function?	Yes	
E.6.c. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	Yes	

PART G - Essential Element F, Responsiveness and Legal Compliance

Element F requires that federal Agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

PART G - Essential Element F, Section 1 - Timely Compliance with Administrative Judge Orders Indicator

Measure	Measure Met?	Comments
F.1.a. Does the agency have a system of management control to ensure that the agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	Yes	

PART G - Essential Element F, Section 2 - Timely Completion of Ordered Corrective Action Indicator

Measures	Measure Met?	Comments
F.2.a. Does the agency have control over the payroll processing function of the agency? If yes, answer the two questions below.	N/A	Human Resources is a shared service provided by Farm Service Administration. OCR work directly with necessary senior management officials and HR to process cases in which monetary relief is identified.
F.2.b. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	Yes	
F.2.c. Are procedures in place to promptly process other forms of ordered relief?	Yes	

PART G - Essential Element F, Section 3 - Staff Accountability for Legal Compliance Indicator

Measures	Measure Met?	Comments
F.3.a. Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If yes, please identify the employees by title in the comments column, and state how performance is measured.	N/A	The agency did not receive EEOC orders in FY 2012 involving any agency employees.
F.3.b. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If no, please identify the unit in which it is located in the comments column.	Yes	
F.3.c. Have the involved employees received any formal training in EEO compliance?	N/A	
F.3.d. Does the agency promptly provide the EEOC Attorney Fee	Yes	

Measures	Measure Met?	Comments
documentation for completing compliance, such as a copy of the check issued for attorney fees and/or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		
F.3.e. Does the agency promptly provide the EEOC awards documentation for completing compliance, such as a narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	Yes	
F.3.f. Does the agency promptly provide the EEOC documentation of back pay and interest for completing compliance, such as computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, or narrative statement by an appropriate agency official of total monies paid?	Yes	
F.3.g. Does the agency promptly provide the EEOC documentation regarding compensatory damages for completing compliance, such as the final agency decision and evidence of payment, if made?	Yes	
F.3.h. Does the agency promptly provide the EEOC training documentation for completing compliance, such as the attendance roster at training session(s), or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a certain date?	Yes	
F.3.i. Does the agency promptly provide the EEOC personnel action documentation for completing compliance (e.g., reinstatement, promotion, hiring, reassignment), such as copies of SF-50s?	Yes	
F.3.j. Does the agency promptly provide the EEOC documentation of the posting of Notice of Violation for completing compliance, such as the original, signed and dated notice, reflecting the dates of posting? (A copy will suffice if original is not available.)	Yes	
F.3.k. Does the agency promptly provide the EEOC documentation of supplemental investigation, such as: (1) a copy of the letter to complainant acknowledging receipt from EEOC of remanded case; (2) a copy of the letter to complainant transmitting the Report of Investigation (not the ROI itself, unless specified); and (3) a copy of the request for a hearing (complainant's request or agency's transmittal letter)?	Yes	
F.3.l. Does the agency promptly provide the EEOC the Final Agency Decision (FAD), such as the FAD or a copy of the complainant's request for a hearing?	Yes	
F.3.m. Does the agency promptly provide the EEOC documentation of restoration of leave, such as a print-out or statement identifying the amount of leave restored, if applicable? If no, provide an explanation or statement in the comments column.	Yes	
F.3.n. Does the agency promptly provide the EEOC documentation of	Yes	

Measures	Measure Met?	Comments
civil actions, such as a complete copy of the civil action complaint demonstrating same issues raised as in compliance matter?		
F.3.o. Does the agency promptly provide the EEOC settlement agreements, such as the signed and dated agreement with specific dollar amounts, and appropriate documentation of relief provided?	Yes	

PART H.1 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element A - Demonstrated Commitment from Agency Leadership	A: EEO Policy Statement Is Not Distributed to All Employees and New Managers	A3; Are new employees provided a copy of the EEO policy statement during orientation? A4: When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Ensure the FAS workforce understands agency commitment to EEO, managers are aware of their supervisory responsibilities, and increase agency accountability.	10/01/2011	03/30/2012	09/30/2012

Responsible Official(s)

Title	Name
FAS Administrator	Suzanne Heinen
Office of Civil Rights (OCR), Director	Daniel Whitley
Office of Chief Operating Office (OCOO)	Bryce Quick
Human Resources Division (HRD), Acting Director	Danny Sadler

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Distribute updated EEO/Civil Rights policy package to all Deputy Administrators for new supervisors and managers	06/11/2012	Yes	06/11/2012
Conduct an EEO agency-wide survey	06/30/2013	In Process	06/30/2013 (Tentative)
Develop internal controls to ensure agency returning foreign service officers are aware of EEO processes and policy updates.	07/30/2013	In Process	07/30/2013

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- On December 1, 2011, the FAS Administrator held an all hands meeting to address the state of the Agency and to emphasize the Secretary’s commitment to diversity and inclusion in the workplace. FAS leadership has recognized civil rights as a critical element to its cultural transformation efforts. The FAS Strategic Plan (FY 2012-2016) Management Initiative 2: *Provide Civil Rights Services to FAS Employees and Customers*, includes the Department’s specific civil rights goals, performance objectives and measurement indicators as they pertain to Agency leadership commitment and improving civil rights in FAS. FAS OCR also drafted a Civil Rights Strategic Plan which is aligned with the FAS Strategic Plan.
- The agency distributes quarterly workforce diversity and ancillary demographics via the monthly FAS Workforce Analytics Report to make managers aware of trends in the workforce and help hold managers and supervisors accountable for effective implementation and management of the agency’s program.
- The Agency’s Equal Employment Opportunity and Diversity Policy Statement was signed by the Administrator on June 11, 2012. The statement was distributed to agency Deputy Administrators and all employees via intra-agency SharePoint (the agency’s intranet website). The policy statement closely follows the Secretary’s policy statement and was developed in conjunction with AFSCME Local 3976. The Agency received approval for the EEO and Diversity Policy Statement from Departmental Office of General Counsel.
- To implement the Civil Rights Management Initiative of the FAS Strategic Plan, FAS utilized the early resolution program for all of its equal employment opportunity complaints. FAS partnered with OASCR to provide training to 25 FAS Foreign Service employees on sexual harassment, age discrimination, and alternative dispute resolution (ADR).
- In the second quarter of FY 2012, FAS Office of Civil Rights (OCR) officials met with each agency program area individually to review the Agency’s responsibility and commitment to civil rights and equal employment opportunities. During the briefings, OCR provided copies of the Equal Employment Opportunity Diversity Policy Statement, Equal Opportunity Alternative Dispute Resolution Policy Statement, Reasonable Accommodation Policy Statement, and FAS Anti-Harassment Policy Statement and Procedures. The statements can also be found on the FAS OCR website located at <http://www.fas.usda.gov/admin/civilrights/policy.asp>.

- In accordance with Departmental Regulation (DR) 4300-010, “Civil Rights Accountability Policy and Procedures,” issued January 18, 2006, the FAS website maintains a link to the DR 4300-010 located here: <http://www.fas.usda.gov/admin/civilrights/resources.asp> under USDA Civil Rights Directives. All FAS employees are sent email reminders annually to review the DR 4300-010.
- FAS established comprehensive policies and oversight procedures that complied fully with notification requirements. The agency complied with the posting and publishing of nondiscrimination statements; complaint filing information; information regarding how individuals with disabilities may obtain information in an alternative format; information for individuals with limited English proficiency regarding how to obtain information in alternative languages. In addition, information was disseminated as to the provisions of Section 504 (auxiliary aids and services), and Section 508 Compliance (equal access to electronic and information technology).
- FAS also provided these statements via the agency’s website:
 1. FAS Civil Rights and Equal Employment Opportunity Policy Statement
 2. FAS Equal Employment Opportunity and Diversity Policy Statement
 3. FAS Anti-Harassment Policy Statement and Procedures
 4. FAS Reasonable Accommodation Policy

PART H.2 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element B - Integration of EEO into Agency's Strategic Plan	B: EEO Program Does Not Have Sufficient Resources	B13: Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an efficient complaint processing B19: Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
To leverage FAS EEO/Civil Rights resources and maximize program efficiencies through shared resources and adequately assess the state of the agency’s commitment to establishing a model EEO Program.	10/01/2011	09/30/2012	Ongoing: FAS partners with mission area agencies to maximize program efficiencies.

Responsible Official(s)

Title	Name
FAS Administrator	Suzanne Heinen
Office of Civil Rights (OCR), Director	Daniel Whitley
Office of Chief Operating Office (OCCO)	Bryce Quick

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Identify appropriate training for OCR staff for workforce statistical analysis	10/01/2012	Yes	On or about 06/30/2012
Partner with HRD on the development an applicant data flow tracking system	10/01/2012	No	07/13/2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

- FAS senior leadership holds managers and supervisors accountable for implementing within their organizational span of control, the Agency’s and Department’s equal employment opportunity policy in all areas of employment, as stipulated in DR 4300-010, “Civil Rights Accountability Policy and Procedures,” issued on January 8, 2006. All managers and supervisors have incorporated within their employee performance plans the requirement of DR 4300-010 the stipulation that their annual performance appraisals shall include an evaluation of their contributions to USDA’s commitment to civil rights, equal opportunity, and adherence to civil rights policies.
- In accordance with DR 4300-010, FAS managers have certified that all agency employee performance plans are in place and provides EEO/CR accountability. All managers and supervisors have in place the standardized, FAS critical EEO performance element and all non-supervisory employees have in place the standardized, non-supervisory, critical EEO performance element. FY 2012 performance evaluations held managers and supervisors accountable for their contributions to the Agency’s EEO plan and commitment to carrying out civil rights policy.
- FAS continues to issue both a mid-year and annual performance review notice to all employees requiring managers and supervisors to establish performance standards and/or conduct performance reviews for all of their assigned employees. On November 9, 2011, FAS Acting Administrator issued to all employees an electronic copy of the FAS Performance Management Program guidelines announcing the FY 2012 Performance Management Program and posted on FAS’ internal SharePoint site.
- The agency also requires all employees to have an updated Individual Development Plan (IDP) on file. OCR staff incorporate EEO training and appropriate training for workforce statistical analysis

PART H.3 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element E - Efficiency	Other (Please Describe)	E2: Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions? E25: Does the agency EEO Office have management controls in place to ensure that data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
To leverage FAS EEO/Civil Rights resources and maximize program efficiencies through shared resources and adequately assess the state of the agency's commitment to establishing a model EEO Program.	10/01/2011	09/30/2012	09/30/2012

Responsible Official(s)

Title	Name
FAS Administrator	Suzanne Heinen
Office Civil Rights (OCR), Director	Daniel Whitley
Office of Chief Operating Office (OCCO)	Bryce Quick
Human Resources Division (HRD), Acting Director	Danny Sadler

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Partner with HRD and National Finance Center (NFC) to address issues with Ethnic Racial Identification (ERI) data collection	10/01/2010	Yes	09/30/2012

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Maximize communications with OASCR to improve the quality and adhere to the EEOC submission deadline for EEO Counselor Reports.	10/30/2012	Yes	10/30/2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- HR updated their employee data collection methods. Agency employees now have access to their individual Ethnic, Racial Identification data via their NFC Employee Personnel Page. Employees are able to optionally review and update their personal data at any time. Direct access by employees may assist the agency in addressing any issues, in which employees' data may have been improperly coded.
- To date, 100% of the agency's Counselor Reports were provided to the OASCR, Office of Complaints and Adjudication within the time frame outlined by the EEOC. FAS OCR uploads the EEO Counselors' Reports into the USDA Enterprise iComplaints Database System as required. Additionally, a copy of the Report of Counseling was provided to the complainant and/or representative by registered mail with a return receipt or by Federal Express within the required timeframe.

PART H.4 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element B - Integration of EEO into Agency's Strategic Plan	B: EEO Director Did Not Conduct State of Agency Briefing	B7: Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Ensure Senior Leadership understands program	10/01/2011	08/30/2012	06/30/2012

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
deficiencies and commits to planned objectives.			

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley
Administrator	Suzanne Heinen

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Address the state of the Agency and emphasize the agency's support of the Secretary's commitment to diversity and inclusion in the workplace	02/01/2012	Yes	12/01/2011
Meet individually with each agency program area to review the Agency's responsibility and commitment to civil rights and equal employment opportunities.	04/01/2012	Yes	On or about 02/28/2012

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

- On December 1, 2011, the FAS Administrator held an all hands meeting to address the state of the Agency and to emphasize the Secretary's commitment to diversity and inclusion in the workplace. FAS leadership has recognized civil rights as a critical element to its cultural transformation efforts. In the FAS Strategic Plan (FY 2012-2016) Management Initiative 2: *Provide Civil Rights Services to FAS Employees and Customers*, which includes the Department's specific civil rights goals, performance objectives and goal indicators as they pertain to Agency leadership commitment and improving civil rights in FAS. FAS also drafted a Civil Rights Strategic Plan which is aligned with the agency's Strategic Plan. The agency met 50-100 percent of the goals and obligations outlined in the FY 2012 Strategic Plan.
- To implement the Civil Rights Management Initiative of the FAS Strategic Plan, FAS utilized the early resolution program for all of its equal employment opportunity complaints. Additionally, FAS received zero program civil rights complaints. FAS partnered with OASCR to provide training to 25 FAS Foreign Service employees on sexual harassment, age discrimination, and alternative dispute resolution (ADR).

- The Agency's Equal Employment Opportunity and Diversity Policy Statement was signed by the Administrator on June 11, 2012 and was distributed to all employees. The agency's policy statement supports the Secretary's policy statement and was developed in conjunction with AFSCME Local 3976. The Agency received approval for the EEO and Diversity Policy Statement from Department's Office of General Counsel.
- In the second quarter of FY 2012, FAS Office of Civil Rights (OCR) officials met with each agency program area individually to review the Agency's responsibility and commitment to civil rights and equal employment opportunities. During the briefings, OCR provided copies of the Equal Employment Opportunity Diversity Policy Statement, Equal Opportunity Alternative Dispute Resolution Policy Statement, Reasonable Accommodation Policy Statement, and FAS Anti-Harassment Policy Statement and Procedures. The statements can also be found on the FAS OCR website located at <http://www.fas.usda.gov/admin/civilrights/policy.asp>.

PART H.5 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element C - Management and Program Accountability	Other (Please Describe)	C3: Have timetables or schedules been established for the agency to review diversity on agency committees and boards and procedures for systemic barriers that may be impeding full participation in opportunities by all groups?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Identify barriers that may prohibit the diversification of agency committees and boards.	10/01/2011	09/30/2012	Objectives were addressed continuously throughout the fiscal year.

Responsible Official(s)

Title	Name
Office of Administrative Operation (OCCO)	Bryce Quick
Human Resources Division (HRD)	Danny Sadler
Office of Civil Rights (OCR), Director	Daniel Whitley
Office of Trade Programs	Christian Foster

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Conduct a review of the civilian Merit Promotion Program and Employee Development and Training programs to ensure that there are no barriers that would result in discrimination.	03/31/2012	Yes	03/31/2012
Work with the Civil Service Bargaining Unit AFSCME, and support the agency’s negotiating team to negotiate a new bargaining unit contract.	10/01/2011	Yes	09/30/2012

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- The FAS Office of Civil Rights (OCR) worked closely with FAS Deputy Administrators as well as with program managers to ensure that appropriate CRIAs were conducted and that the proposed changes did not negatively or disproportionately affect eligible minorities, women, or persons with disabilities, program beneficiaries or applicants for employment or program benefits.
- FAS has submitted CRIA’s by way of the Office of Budget Program Analysis (OBPA) Regulatory Office for items such as the Federal Register Notices, regulatory changes (Significant and the Farm Bill changes), notice of funds availability, and notice of solicitation for committee members. These documents are required to be cleared by Office of Management and Budget (OMB) through OBPA. It is understood by FAS that OBPA obtains all departmental clearances. Historically, OBPA has provided FAS with a clearance sheet that identified all departmental clearances. In FY 2012 FAS have not received any such documents, but have been notified of OMB’s clearance to publish documents.
- FAS OCR worked with the Departmental OCR; as well as, the Office of Trade Programs; which, has the agency lead on several board and committee formulations. The agency developed strategies to conduct outreach for boards and committees in order to diversify the pool of applicants. In addition, FAS OCR took the lead in conducting outreach in community-based events. Specific target organizations were identified and contacted and new methods of seeking applicants was developed.

PART H.6 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element C - Management and Program Accountability	Other (Please Describe)	C7: Have all employees, supervisors and managers been informed of their how their respective areas might increase

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Increase communications with agency officials and employees in order to enhance the workforce understanding of unacceptable EEO behavior and increase accountability.	10/01/2011	11/15/2012	11/09/2012

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley
Human Resources Division (HRD), Acting Director	Danny Sadler
Office of Chief Operating Office (OCOO)	Bryce Quick

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Discuss with OCOO and HRD to determine if update is needed for Table of Penalties.	02/15/2012	Yes	02/05/2012
Distribute the Prohibit Personnel Practices flyer	10/01/2011	Yes	11/09/2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- The FAS senior leadership holds managers and supervisors accountable for implementing within their organizational span of control, the Agency’s and Department’s equal employment opportunity policy in all areas of employment, as stipulated in DR 4300-010, “Civil Rights Accountability Policy and Procedures,” issued on January 8, 2006. As required by the Goal Indicator for this objective, all managers and supervisors have incorporated within their employee performance plans the requirement of DR 4300-010 the stipulation that their annual performance appraisals shall include an evaluation of their contributions to USDA’s commitment to civil rights, equal opportunity, and adherence to civil rights policies. All managers and supervisors have a standardized EEO critical performance element in place and all non-supervisory employees have a standardized, non-supervisory, EEO critical performance element. In FY 2012, managers, supervisors and employees were held accountable for their contributions to the Agency’s EEO plan and commitment to carrying out civil rights policy. FAS continues to issue both a mid-year and annual performance review notice to all employees requiring managers and supervisors to establish performance standards and/or conduct performance reviews for

all of their assigned employees. On November 9, 2011, FAS Acting Administrator issued to all employees an electronic copy of the FAS Performance Management Program guidelines announcing the FY 2012 Performance Management Program and posted on FAS' internal SharePoint site. A summary of the process and changes for FY 2012 Performance Management Program are:

1. Supervisors have up to 30 days from receiving Departmental Guidance to put employee standards and elements in place for FY 2012.
 2. Supervisors should have a discussion with all employees on the standards and elements before they are put into place.
 3. Supervisors must give employees 5 workdays to provide written or oral comments.
 4. Employees are allowed to disagree with the proposed standards and elements, and appeal to the second-line supervisor.
 5. For employees, the number of elements can be from 3 to 5. At least two must be critical.
 6. There are two mandatory and critical elements: 1) CR/EEO, Diversity, and Inclusion, and 2) Enhanced Customer Service.
 7. There are two mandatory standards under Enhanced Customer Service: 1) Health and Safety, and 2) PII.
 8. Supervisors explain the difference between performance at "Does Not Meet Fully Successful," "Fully Successful," and "Exceeds Fully Successful" for all standards.
- Managers in FAS hold regular staff meetings and conversations with employees to remain abreast of issues and address employee conflicts. During meetings with individual staff members, managers attempt to identify potential employee conflicts and find ways of resolving them before they escalate. Sufficient time is allowed within each staff meeting for employees to ask questions. Managers also actively seek information from employees to improve EEO activities and to implement comprehensive training opportunities to support the FAS mission.
 - FAS management maintains an open door policy to allow for effective communications with staff; and, the prevention of unlawful discrimination. They encourage employees to implement training plans and offer travel opportunities, so that employees can learn more about the programs and the agency mission. FAS management also provides opportunities for staff to attend meetings with external parties, senior FAS management, and FFAS to develop their skills.
 - A top priority in FAS is holding managers and all employees accountable for adhering to EEO laws, regulations and policies. Among these measures is participation in Agency Special Emphasis Programs and EEO events, which managers and supervisors encouraged all employees to take active part in throughout the year.
 - Leadership Accountability and Commitment: FAS achieve 80 – 100 percent of all applicable goals, objectives, and activities based on timelines defined in the Diversity Road Map. The agency has a measurable plan in place to accomplish each of the EEO Initiatives. The plan states that by strengthening management operations and engaging employees, FAS will improve customer service, increase employee satisfaction, and develop and implement strategies to enhance leadership, performance, diversity, and inclusion. This transformation will result in process improvements and increased performance. The Management Initiatives are: Engage Employees to Enhance Performance; Provide Civil Rights Services to Employees and Customers; Improve Efforts to Increase Access to FAS Programs and Services; Re-Engineer FAS Business Processes to Increase Performance, Efficiency, and Alignment; Recruit and Hire Skilled, Diverse Individuals to Meet the Program Needs of FAS; and, Enhance collaboration and Coordination on critical Issues Through Enterprise Governance.

- In addition, a FY 2011 – FY 2016, Diversity and Inclusion Strategic Plan was created for the Farm and Foreign Agricultural Services. The Plan includes a chart with Areas of Focus, along with USDA’s Diversity Road Map and FFAS’ Strategic Diversity Roadmap Goals. The areas of focus are leadership, accountability and commitment, outreach and partnership, recruitment and hiring, retention and promotion, diversity training and awareness, and employee development and recognition. In addition, the strategic plan challenges all employees to join in changing the face of the mission area to better reflect the diverse population being served. The plan also directs administrators, directors, and managers to develop and implement supporting diversity plans relevant to their Agency focus in accordance with the Diversity and Inclusion Strategic Plan goals and initiatives.
- **Leadership Training:** in order to address the needs to improve its leadership, FAS has conducted senior leadership retreats, quarterly strategy meetings, an annual leadership academy, and active engagement and communication with staff. Additionally, FAS senior leadership (Assistant Deputy Administrators and above) attended one of the Office of Personnel Management Executive Development Seminars: Leading Change, Getting Tomorrow Right Today or Building High Performance Organizations in the 21st Century.
- **Leaders Alert Newsletter:** FAS HRD continues to publish a Newsletter titled Leaders Alert. The newsletter is for Executives, Managers, and Management Officials of the Farm and Foreign Agricultural Services. The newsletter is to assist Executives, Managers and Management Officials. To date the newsletter has included information on the following topics: Enhancing Leadership competencies ; Corporate Leadership Council; Learning and Development Site; Labor Management Forums; The Manager Excellence Resource Center; Leadership Development Channel; Preparing for End of Year Performance Ratings; Pathways Programs; Leadership Development Opportunity; The role of the IDP in Employee Development Planning; Extended Absences from Duty; Monitoring Employees Work Performance; Introducing the President’s Hiring Reform 2010 Developing Senior Leaders; Get your Team on Board; Succession Planning; Maintaining a Safe Workplace; The Leaders’ Link; Protecting Employee Medical Information; Workforce and Succession Planning; Recruiting Students Into Federal Jobs
- **Retention and Promotion:** FAS analyzes the Federal Viewpoint Survey annually to initiate actions and to improve employee engagement. Information gained is used to help streamline workforce processes, improve leadership communication, and develop specific career paths for training and succession purposes.
- FAS also selected an online training module entitled “[Stopping Discrimination on the Bases of Age and Religion](#)” as its FY 2012, Civil Rights and Diversity training. The 3-hour course is designed to explain how the basic legal concepts of employment discrimination, are applied in the areas of disparate treatment and harassment on the bases of age and religion. The regulations and case law affecting these areas are reviewed. This course equips participants regarding the best ways to prevent complaints of discrimination due to religion and age, and on how to avoid potential issues of liability. Participants must pass the final assessment with 80 percent mastery.

PART H.7 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element D - Proactive Prevention	Other (Please Describe)	D8: Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Identify systemic trends, issues and problems that may negatively impact the full participation of all employees	10/01/2012	09/30/2012	09/30/2012

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley
Human Resources Division (HRD), Acting Director	Danny Sadler
Office of Chief Operating Office (OCOO)	Bryce Quick

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Review workforce data to assess the effects of management/personnel policies, procedures and practices on the workforce by race, national origin, sex and disability	07/30/2012	Yes	On or around 03/30/2012

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

- During FY 2012, the FAS Office Civil Rights (OCR) met monthly with the Administrator to discuss EEO/diversity and civil rights program requirements. OCR provided quarterly updates on the status of EEO activities and initiatives to Agency senior officials. OCR presented the State of the Agency

Briefing to the Administrator and Senior Management officials in March 2012. OCR conducted EEO program evaluations with each Deputy Administrator (DA) to assess their program area EEO plans. Each DA was provided with a statistical breakout by grade and RSNO of their staff to discuss where under representation existed and areas in need of improvement in terms of diversity. Additionally, a comparative trend analysis of EEO complaints was also provided to assist senior managers in identifying areas of concern that could serve as triggers for potential EEO complaints and conflict.

- A total of eight evaluations were conducted in FAS Program Areas:
 - Office of Chief Operating Office
 - Office of Country and Regional Affairs
 - Office of Capacity, Building and Development
 - Office of Global Analysis
 - Office of Foreign Service Operations
 - Office of Global Analysis
 - Office of Agreements and Scientific Affairs
 - Office of Trade Programs

PART H.8 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Essential Element	Type of Program Deficiency	Brief Description of Program Deficiency
Element E - Efficiency	Other (Please Describe)	E9: Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110? E10: Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
To ensure contractor accountability to meeting regulatory and agency guidelines	10/22/2012	10/30/2012	10/24/2012

Responsible Official(s)

Title	Name
Office of Civil Rights (OCR), Director	Daniel Whitley
Office of Chief Operating Office (OCOO)	Bryce Quick

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Review Statement of Work for contract EEO services to ensure performance metrics are included	10/30/2012	N/A (pending the departments consolidation of EEO investigative contractor services)	N/A, USDA Employment Investigative Divisions have authority over this function.
Hold quarterly meetings with contract firms to review performance and discuss any problems or concerns.	10/30/2012	Yes	10/24/2012
Require contract firms to provide annual certification for all contractors servicing FAS.	10/30/2012	N/A (pending the departmental consolidation of agency EEO contractor services)	N/A, USDA Employment Investigative Divisions have authority over this function.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The agency effectively monitored contracted investigators and counselors to ensure that mandatory trainings and certifications were current. In addition, we increased communications, holding regular discussions with the assigned contractor Program Managers. As a result, the agency worked closely with the contractors to improve the quality of their report submissions; as well as, decrease the processing time of complaints and investigations. The Secretary's Blueprint for Stronger Services required the consolidation of administrative functions throughout the U.S. Department of Agriculture (USDA) including the investigation of equal employment opportunity (EEO) complaints. As a result, the Office of the Assistant Secretary for Civil Rights (OASCR) reorganized to establish two new divisions; the Employment Investigations Division (EID) within the Office of Adjudication. On December 17, 2012, OASCR assumed full authority for the EEO investigation function for all USDA agencies. This authority includes managing all contracts for the investigation of EEO complaints, conducting legal sufficiency reviews of the reports of investigations, and coordinating vendor payments. EID will officially begin to accept complaints on January 2, 2013.

PART I.1 - Agency EEO Plan to Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table (if applicable)	Row within Identified Workforce Data Table (if applicable)	Narrative Description of Trigger
Other (Please describe in "Comments")	Not Applicable	1. FY 2012 FAS Workforce Tables A1 and A8	A review of the total workforce, including permanent and temporary employees, indicated that the overall male representation rate (48.01%) was lower than the National Civilian Labor Force (CLF) rate of 53.20%. Specifically, Hispanic Males, 3.56% (CLF 6.20%), White males, 36.37% (CLF 39.00%), Asian males, 1.47% (CLF 1.90%), and males of Two or More Races, 0.10% (CLF 0.80%) were lower than their rates in the CLF. Although overall female representation rates (51.99%) were above the CLF (46.80%), Hispanic females, 1.99% are lower than the Civilian Labor Force (CLF 4.50%); White females 29.25% (CLF 33.70%) and Native Hawaiian/Pacific Islander females are not currently represented 0% (CLF .10%). Likewise, American Indian or Alaskan Native and females of Two or More Races 0.21% (CLF .80%) participated at rates below their availability in the CLF. In addition, 1.05% of our current workforce identified a targeted disability, compared to CLF (2.00%).

EEO Group(s) Affected by Trigger

EEO Group	Affected By Trigger?
All Men	No
All Women	No
Hispanic or Latino Males	Yes
Hispanic or Latino Females	Yes
White Males	Yes
White Females	Yes
Black or African American Males	No
Black or African American Females	No

EEO Group	Affected By Trigger?
Asian Males	Yes
Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	Yes
American Indian or Alaska Native Males	Yes
American Indian or Alaska Native Females	Yes
Two or More Races Males	Yes
Two or More Races Females	Yes
Individuals with Targeted Disabilities	Yes

Barrier Analysis Process

Sources of Data	Has Source Been Reviewed?	Identify Information Collected
Workforce Data Tables Reviewed	Yes	1. FY 2012 FAS Workforce Tables A1 and A8 2. FY 2011 MD-715 Report
Complaint Data (i.e., Trends, Findings of Discrimination, etc.)	Yes	Annual No Fear Act Analysis Conducted.
Grievance Data	Yes	FFAS ER/LR
Climate Assessment Survey	Yes	Quarterly Reports provided by OCOO
Exit Interview Data	Yes	Quarterly Reports submitted by HRD
Interviews	Yes	Regular meetings with managers and employees.
Applicable Policies and Procedures	Yes	Annual EEO and Diversity Policy
Reports (OIG, EEOC, MSPB, GAO, etc.)	Yes	EEOC regulations, guidance and updates.
Other (Please Describe)	Yes	Guidance and barrier analysis information provided by the USDA ASCR.

Status of Barrier Analysis Process

Barrier Analysis Process Completed?	Barrier(s) Identified?
Yes	Yes

Statement of Identified Barrier(s)

Types of Barrier	Description of Policy, Procedure, or Practice
Other	Additional analysis is required to determine whether potential barrier(s) are preventing and or inhibiting employment opportunities for the groups identified.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
Identify whether specific barriers exist which may impede the employment, selection and retention of the identified groups.	10/30/2011	10/30/2013	Ongoing

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley
Office of Chief Operating Officer (COO)	Bryce Quick

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
The Office of Civil Rights will collaborate with internal stakeholders to identify barriers and create proactive recruitment strategies to increase the participation rates of groups with low participation rates.	09/30/2011	N/A	Yes	09/30/2012
Collaborate with Human Resource Management (HRD) to ensure the widest dissemination of information related to hiring opportunities.	09/30/2011	N/A	Yes	Ongoing (most recent distribution was on or around 05/30/2012).
Work with internal stakeholders to develop a Corporate Recruitment Strategy with	09/30/2011	N/A	Yes	07/30/2012

Planned Activities	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
targeted strategies to reach groups with low participation rates.				
Contingent upon available funding, participate in targeted recruitment, outreach activities and events.	10/01/2011	N/A	Yes	08/01/2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- Employee Development and Recognition: in December 2011, FAS created a FY 2012 Training Strategy and IDPs to support its commitment to effectively manage employee’s development, talent and employee progression. The following is a list training courses that was completed by FAS employees:
 - FAS Leadership Academy - This custom designed program included a leadership program introduction and overview; defined leadership at FAS, discussed the differences between leadership and management. It included a 180-degree competency assessment designed to help participants self-assess their skills, discussed individual circles of concern and influence; interpersonal communication; personal influence and authentic leadership. The course targeted GS-13-14 level employees (both supervisors and non supervisors participated). The competencies targeted include influencing, accountability, leading change, team building/team leadership, leveraging diversity, conflict management, political savvy, organizational trust, and mentoring. Experiential learning was used to reinforce the concepts learned in the classroom.
 - Writing with Power - This workshop offered practical advice on how one might enhance their professional writing skills.
 - Critical Thinking - This course was recommended for those who analyzed information and wrote business documents. The objective was to improve the clarity of participant’s business writing; and, enhance their ability to organize information, anticipate questions, draw sound conclusions and logically communicate your message.
 - Creating your Individual Development Plan: This course included “Creating Your IDP”; Employee Considerations and Supervisor Responsibilities; Keying Dates, Goals, and Activities into AgLearn; and Finding Development Offerings within AgLearn’s Vast Resources.
 - Interpersonal Skills Developing Effective Relationships: Participants learned how to develop strategies for communicating effectively, identify communication barriers and strategies to overcome them, listen effectively, develop strategies for building and maintaining relationships. The course also addressed the use of non-verbal communication
 - Negotiation Skills: Twenty employees completed this course. Participants learned how to create win-win situations and improve work relationships with colleagues, employees, customers, and others. The course focused on issues of negotiation, including: using multiple

strategies, applying the no-fault formula and interest-based methods, and having empathy in the negotiation process.

- **Briefing and Presentation Skill:** This course identified features of effective briefings and presentations. It addressed how to incorporate creative and appropriate attention-getting openings and closings, use audio-visual aids, manage nervousness and body language, and respond to questions.
- **Process Improvement Skills:** Students learned how to examine work processes to identify ways to produce and deliver goods and services better, cheaper, and faster. The course explored the central role of processes in improving performance and, in a real-life simulation, applies creative techniques for identifying process barriers to effective and efficient operations.
- **Project Management:** This course examined the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, schedule, and resources. Topics included project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions.
- **Mentoring -** Participants learned the benefits of mentoring, the behavior and characteristics of an effective mentor, and the stages in the mentoring process. Participants learned tools to help establish rapport with a protégée and build the foundation for a successful mentoring relationship.
- **Outreach and Partnership:** FAS expanded its outreach activities to reach as many under-representative groups from diverse backgrounds and cultures as possible to make them aware of available opportunities.
- **FAS cooperates through cost-reimbursable agreements and grants.** This includes the 1862, 1890 and 1994 land-grant universities and other academic institutions that have not participated in FAS programs.
- **Agreements with Minority-Serving Institutions (MSIs):** This fiscal year (through June 2012), FAS partnered with eighteen MSI's through either new or ongoing agreements. Five new agreements were issued with institutions with which FAS had previously partnered, as follows:
 - *Historically Black Colleges and Universities:* Langston University; Southern University; Tuskegee University; and, the University of Maryland-Eastern Shore
 - *Hispanic-Serving Institutions:* University of Puerto Rico at Mayaguez
 - During the same time period, FAS had ongoing, active agreements with a total of 15 MSI's, as follows:
 - *Asian American, Native American and Pacific Islander Serving Institution, and 1862 Land Grant University:* University of Maryland at College Park
 - *Hispanic-Serving Institutions and 1862 Land Grant Universities:* New Mexico State University; Texas A&M University at Kingsville; and, Texas A&M University at San Antonio.

- *Historically Black Colleges and Universities, and 1890 Land Grant Universities:* Alabama A&M University; Delaware State University; Florida A&M University; Fort Valley State University; Lincoln University; Tennessee State University; Tuskegee University; University of Arkansas at Pine Bluff (third party agreement with Delaware State); University of Maryland at Eastern Shore.
 - *Tribally Controlled Colleges and Universities, and 1994 Land Grant Institution:* College of Menominee Nation
 - FAS also maintained an agreement with Kingsborough Community College, which serves multiple minority-student groups in New York. However, it does not fall into any of the designated MSI categories above.
 - The FAS OCBD program area cooperates with a wide variety of external entities, including colleges, universities, private-voluntary organizations, non-governmental organizations, and private firms in carrying out its programs. FAS's outreach efforts to diversify program partners are discussed below.
- **Outreach to Minority-Serving Institutions:** FAS partners with universities that are Minority-Serving Institutions (MSI's) under agreements and grants to carry out international activities. The MSI's include Historically Black Colleges and Universities (HBCU's), Hispanic-Serving Institutions (HSI's), Tribal Colleges and Universities, and Asian American-Pacific Islander-Serving Institutions. The MSI's provide training to foreign participants under the Cochran Fellowship Program, the Borlaug Fellows Program, and the Scientific Exchanges Scholars Program; workshops and training under the FAS Emerging Markets Program; and short- and long-term technical assistance and training under FAS reimbursable, interagency agreements with the U.S. Agency for International Development and the Department of State.
 - A priority of FAS is to diversify the pool of colleges and universities with which we collaborate, including the 1862, 1890 and 1994 land-grant universities and other academic institutions, particularly MSI's that have not participated in FAS programs. OCBD's MSI Working Group (MSI-WG) is addressing the Deputy Administrator's commitment to increase MSI's in implementing FAS programs.
 - In addition to outreach, a critical component of the diversification of our workforce has been the goal of entering into new partnerships with MSI's. In this regard, FAS has worked closely with a number of MSI's to promote opportunities to participate in development programs. We have also conducted outreach to companies, private voluntary organizations, and foundations about the expertise of MSI faculty to participate in international agricultural development and supply chain initiatives. FAS has successfully introduced MSI's and private companies, private voluntary organizations, and foundations that need expertise in such areas as veterinary medicine for a poultry operation in East Africa, curriculum development for elementary school children, and extension services for small-holder farmers in Central America.
 - **Outreach to Strengthen Public-Private Partnerships:** OCBD embeds partnerships with private voluntary organizations, companies, academia, and trade associations in its programs, because they are a key component to achieving the goals of expanded global trade, export promotion, sustainable food security, and economic development. Through extensive research and outreach, OCBD identifies and designs partnerships that will meet the priorities of FAS and its programs. OCBD's outreach strategy to companies and trade associations includes tailored messaging for the

private sector and direct contact through formal meetings, informal introductions at business networking events, and presentations to individual organizations and at conferences. Social media is also used to communicate with programming constituencies and the public at-large. Examples of outreach include the following:

- OCBD staff regularly participates in activities with organizations such as the U.S. Chamber of Commerce, Corporate Council on Africa, and the U.S.–India Business Council. Activities include giving speeches and one-on-one meetings to inform members about food aid programs and science and technology fellowships.
 - The International Food Aid and Development Conference provides an opportunity each year for the private sector to learn about USDA food aid programs and how PVOs, companies, universities and trade associations can participate. Over a three-day period, more than 600 attendees participate in conference activities and extensive formal and informal networking opportunities.
- **Ongoing Outreach, Recruitment and Appointments for Committee and Boards:** FAS continues to utilize its outreach plan to educate groups and communities not currently represented. The outreach plan was enhanced in the summer of 2011, with two key changes: 1) movement from a single, once-every-four-years process for recruitment and appointments to a dynamic, ongoing process; and 2) implementation of expanded outreach plans to identify a wider range of qualified candidates, by contacting specific target organizations and developing new methods for seeking applicants.
 - In past years, recruitment and outreach has been limited to the 60-90 day period following issuance of a USDA Federal Register Notice announcing renewal of the charters for the trade advisory committees. These announcements requested applications for membership by a fixed date. Until 2007, this process was conducted every two years. Effective in 2007, the law was changed to provide for re-chartering every four years.
 - On September 8, 2011, Secretary Vilsack and U.S. Trade Representative Kirk announced that the initial group of members appointed on that day would be supplemented by additional appointments over the next four years and encouraged applications for membership at any time. They stated that applications will be reviewed periodically for additional appointments going forward.
 - This policy was further elaborated in a USDA Federal Register Notice issued on October 19, 2011. The notice stated USDA's intention to establish staggered membership terms by making periodic appointments and accepting applications on an ongoing basis with no fixed application deadline.
 - **Outreach Activities for Committee and Boards:** In June 2011, in association with the re-chartering process and in consultation with the USDA Office of the Assistant Secretary for Civil Rights (ASCR), FAS established new, expanded outreach plans for each of the seven trade advisory committees.
 - A key feature of these plans was a concerted and coordinated effort by all seven Designated Federal Officials as well as the FAS Offices of the Administrator, Public Affairs, and Civil Rights, to contact by phone and e-mail at least 140 key organizations to spread awareness among known agricultural trade stakeholders, minority communities and the general public that FAS was seeking

new applicants and was particularly interested in increasing the diversity of members on our trade advisory committees.

- FAS also established a steering committee to develop common talking points and materials to ensure that a consistent message was delivered in all contacts. The materials included a short paragraph, suitable for inclusion on websites and in newsletters, as well as a longer blog entry by FAS Associate Administrator Janet Nuzum. Both pieces referred readers to the FAS trade advisory committee website. This website has been enhanced to feature a prominently displayed section called “Apply for Membership”. It includes the AD-755 membership application form, a detailed “How to Apply” document, and a “Frequently Asked Questions” document which includes answers to questions such as: *“I am a minority farmer with a small operation. Why should I apply?”*
- The blog entry, entitled Greater Private Sector Diversity Sought on USDA’s Agricultural Trade Advisory Committees, was posted on the USDA and FAS websites and social media sites on October 14, 2011. A Spanish language version was posted on October 31.
- The USDA blog entry, described above, was further provided by e-mail to agricultural media outlets and organizations, as well as other U.S. Government agency outreach organizations. On October 21, 2011 one of these organizations, Farm Industry News, published “USDA seeks women, minority farmers for trade committees” at <http://farministrynews.com/business/usda-seeks-women-minority-farmers-trade-committees>. Farm Industry News magazine reaches 155,000 corn and soybean growers in the Midwest. The Farm Industry News website is much larger and reaches farmers across the country. A female agribusiness senior regional credit officer with Wells Fargo saw the story and said she was interested in applying, although she had not yet done so as of March 1, 2012. Several of the people who have made inquiries about the committees have mentioned learning about them through one of these publications.
- In addition to the distribution of the blog, FAS prepared a letter to the editor of Progressive Farmer magazine regarding the USDA outreach effort. This letter was published in the “First Look” section of Progressive Farmer’s December 2011 edition. The magazine’s circulation is 550,000 and consists of individual farmers as well as organizations and other individuals who would be considered a likely target audience for this effort.
- Media and U.S. Government agency outreach organizations which were targeted and contacted in the FAS Outreach plans for all seven of the committees included: DTN Progressive Farmer; Feedstuff (newsletter); Farm Industry News; National Sustainable Agri-Coalition; U.S. Economic Development Administration (Commerce Department); and the USAID Bureau of Economic Growth in Agricultural Trade.
 - The USDA blog article was also provided to additional media and government organizations that had not been included in the original outreach plans. The following groups published the USDA appeal for new members: Native American Times; La Voz de Indiana; La Prensa San Diego; Tradeology Blog (Commerce Department); International Trade Update Newsletter (Commerce Department); and, Rural Cooperatives Magazine (USDA Rural Development Administration).
 - The FAS outreach plans also provided for contacting a number of minority serving institutions. These included: Commerce Dept. Minority Business Development Agency; Hispanic Farmers & Ranchers; Intertribal Agriculture Council; Massachusetts Office of

Minority and Women Business; Nisei Farmers League; Rural Coalition; Wisconsin Commerce Department; Minority Business Development; and the Women, Food & Agriculture Network.

- In addition to reaching out to the minority serving institutions above, FAS also obtained publication of our notice by the following organizations: Association of Women in International Trade and the Minority Farm Registry (USDA Farm Service Agency).
- Outreach to the USDA Minority Farm Register resulted in the first-ever e-mail from the Register to all of its nearly 1,500 subscribers. This organization was not on the original FAS list of stakeholder organizations, however, it was brought to FAS' attention by the USDA Committee Management Officer. The Register's manager reported that a total of five indications of interest were received in November, 2011 and another one in January, 2012. As of March 1, 2012, no applications had been submitted by any of these individuals.

PART I.2 - Agency EEO Plan to Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table (if applicable)	Row within Identified Workforce Data Table (if applicable)	Narrative Description of Trigger
Other (Please describe in "Comments")	Table A6/B6		Although the overall percentage of representation within the African American groups was reflected as being higher than the CLF; the total African American workforce (210 employees), 67% (141 employees) are GS 12 and lower, compared to the total White workforce (626 employees), 49% (307 employees) are GS 12 and lower.

EEO Group(s) Affected by Trigger

EEO Group	Affected By Trigger?
All Men	No
All Women	No
Hispanic or Latino Males	No
Hispanic or Latino Females	No
White Males	No
White Females	No
Black or African American Males	Yes

EEO Group	Affected By Trigger?
Black or African American Females	Yes
Asian Males	No
Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	No
American Indian or Alaska Native Males	No
American Indian or Alaska Native Females	No
Two or More Races Males	No
Two or More Races Females	No
Individuals with Targeted Disabilities	No

Barrier Analysis Process

Sources of Data	Has Source Been Reviewed?	Identify Information Collected
Workforce Data Tables Reviewed	Yes	Mission Critical Occupations
Complaint Data (i.e., Trends, Findings of Discrimination, etc.)	Yes	Annual No Fear Act Analysis conducted
Grievance Data	No	FFAS ER/LR
Climate Assessment Survey	Yes	Quarterly Reports are provided by OCOO
Exit Interview Data	Yes	Quarterly Reports are submitted by HRD
Interviews	No	HRD
Applicable Policies and Procedures	Yes	Annual EEO and Diversity Policy
Reports (OIG, EEOC, MSPB, GAO, etc.)	No	
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed?	Barrier(s) Identified?
No	Additional analysis is needed.

Statement of Identified Barrier(s)

Types of Barrier	Description of Policy, Procedure, or Practice
Other	Additional analysis is need.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated (mm/dd/yyyy)	Target Date for Completion of Objective (mm/dd/yyyy)	Date Objective Completed (mm/dd/yyyy)
To determine whether a policy, practice or procedure is potentially creating a barrier in the hiring, recruitment and promotion of this group.	10/01/2012	03/29/2013	In process

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley

Planned Activities Toward Completion of Objective

Planned Activities	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Completed?	Completion Date (mm/dd/yyyy)
Collaborate with HRD and review applicant flow data.	09/30/2011	N/A	Yes	09/30/2012
Collaborate with DEOMI to conduct and agency-wide climate assessment.	10/01/2012	Due to budgetary constraints, the survey was temporarily postponed.	In process	06/15/2013
Analyze African American/Black participation in core series and job titles.	10/01/2012	N/A	No	05/30/2013

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- The agency is in the process of working with HRD to review applicant flow data. Unfortunately, due to budgetary constraints the agency was not able to finalize the assessment by the end of FY 2012. The

agency has reached out to the partnering agency and is in the process of scheduling the survey in FY 2013. The assessment along with focus groups and a review of data trends will assist the agency in evaluate the work environment.

- Mission critical positions were identified as: Economists; Agricultural Marketing Specialists; International Trade Specialists; and, Public Affairs Specialists.

PART J - Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities

PART J, SECTION 1 - Employment Trend and Special Recruitment for Individuals with Targeted Disabilities

Enter Actual Number at the...	...Beginning of FY	...End of FY	Net Change
Total Workforce	980	954	-26
Reportable Disability	51	50	-1
Targeted Disability	8	10	+2

PART J, SECTION 2 - Applications and Selections for Individuals with Targeted Disabilities

Measures	During the Current Fiscal Year
Total Number of Applications Received from Individuals with Targeted Disabilities	0
Total Number of Selections of Individuals with Targeted Disabilities	0

PART J, SECTION 3 - Participation Rates in Agency Employment Programs

Other Employment/Personnel Programs	Total	Reportable Disability	Targeted Disability	Not Identified	No Disability
Competitive Promotions					
Non-Competitive Promotions	13	2	0	0	11
Employee Career Development Programs	0	0	0	0	0
Employee Career Development Programs: Grades 5 - 12	0	0	0	0	0
Employee Career Development Programs: Grades 13 - 14	0	0	0	0	0
Employee Career Development Programs: Grades 15 - SES	0	0	0	0	0
Time-Off Awards (Total hours awarded)	815	24	8	20	137
Cash Awards \$100-500 (Total \$ awarded)	\$50,347	\$3,073*	\$1,320	0	\$47,274
Cash Awards \$500+ (Total \$ awarded)	\$768,273	\$27,080*	\$6,438	\$11,224	\$729,969
Quality-Step Increase**	74	1	0	2	71

* Please note: The total figures shown under the column of “Reportable Disability”, includes the amounts reflected for the “Target Disability” column as well.

** Quality Step Increase: according to the Human Resources Division these figures reflect the step increases that were awarded to employees in FY 2011. Employees did not receive the FY 2011 awards until the beginning on FY2012. The agency did not award any quality step increases in FY 2012.

PART J, SECTION 4 - Numerical Hiring Goal

Types of Numerical Goals	Goal Used?	Goal (# or %)
% of PWTD in Total Workforce		
# of PWTD in New Hires		
% of PWTD in New Hires		

PART J, SECTION 5 - Objectives

FAS does not meet the threshold for a barrier analysis due to agency size (less than 1000 permanent employees.) However, FAS is committed to developing and maintaining a workforce that supports full participation by all employees. To that end, FAS will work with the Disability Compliance Manager at the Farm and Foreign Agriculture Services to conduct a barrier analysis during fiscal year 2011. In addition, Data for total applications received, competitive promotions, and employee career development programs are not available as the agency does not have an applicant flow tool to track this information and/or training does not capture and track information as these bases.

PART J, SECTION 6 - Strategies

FAS does not meet the threshold for a barrier analysis due to agency size (less than 1000 permanent employees.) However, FAS is committed to developing and maintaining a workforce that supports full participation by all employees. To that end, FAS will work with the Disability Compliance Manager at the Farm and Foreign Agriculture Services to conduct a barrier analysis during fiscal year 2011.

PART J, SECTION 7 - Accomplishments

FAS has less than 1,000 employees, and therefore does not meet the threshold for reporting requirements.

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Minority Profile

U. S. DEPARTMENT OF AGRICULTURE

FOREIGN AGR. SERVICE

FY 2012 and Two or More with Hispanic Grouped as Hispanic

By Organization

Organization	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Is		Am. Ind./Alaskan Native		Two or More Races		Non-disclosed	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
OFFICE OF ADMINISTRATOR	117	45	72	62	1	3	32	22	9	41	2	6	0	0	0	0	1	0	0	0
	%	38.46	61.54	53.85	0.85	2.56	27.35	18.8	7.69	35.04	1.71	5.13	0	0	0	0	0.85	0	0	0
OVERSEAS POSTS	118	82	36	35	9	4	58	24	12	3	2	4	1	0	0	0	0	1	0	0
	%	69.49	30.51	30.51	7.63	3.39	49.15	20.34	10.17	2.54	1.69	3.39	0.85	0	0	0	0	0	0.85	0
OFFICE OF THE DEPUTY ADMINISTRATOR AGREEMENTS AND SCIENTIFIC AFFAIRS	88	31	57	27	3	1	24	36	2	15	2	4	0	0	0	0	0	0	1	0
	%	35.23	64.77	31.82	3.41	1.14	27.27	40.91	2.27	17.05	2.27	4.55	0	0	0	0	0	0	1.14	0
OFFICE OF THE DEPUTY ADMINISTRATOR COUNTRY AND REGIONAL AFFAIRS	51	23	28	16	5	1	15	20	3	5	0	2	0	0	0	0	0	0	0	0
	%	45.1	54.9	31.37	9.8	1.96	29.41	39.22	5.88	9.8	0	3.92	0	0	0	0	0	0	0	0
OFFICE OF THE DEPUTY ADMINISTRATOR NEGOTIATIONS AND AGREEMENTS	2	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	50	50	0	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF THE DEPUTY ADMINISTRATOR GLOBAL ANALYSIS	66	40	26	27	3	0	30	9	6	10	1	6	0	0	0	1	0	0	0	0
	%	60.61	39.39	40.91	4.55	0	45.45	13.64	9.09	15.15	1.52	9.09	0	0	0	1.52	0	0	0	0
OFFICE OF THE DEPUTY ADMINISTRATOR TRADE PROGRAMS	103	41	62	44	4	1	27	32	9	28	1	1	0	0	0	0	0	0	0	0
	%	39.81	60.19	42.72	3.88	0.97	26.21	31.07	8.74	27.18	0.97	0.97	0	0	0	0	0	0	0	0
OFFICE OF DEPUTY ADMINISTRATOR CAPACITY BUILDING AND DEVELOPMENT	297	123	174	79	5	8	103	113	10	34	4	14	0	0	1	3	0	2	0	0
	%	41.41	58.59	27.27	1.68	2.69	34.68	38.05	3.37	11.45	1.35	4.71	0	0	0.34	1.01	0	0.67	0	0
OFFICE OF THE DEPUTY ADMINISTRATOR ADMINISTRATIVE OPERATIONS	4	4	0	3	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	%	100	0	75	50	0	25	0	25	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF THE DIRECTOR GENERAL OF THE FOREIGN SERVICE/DEPUTY ADMINIST	108	68	40	30	2	1	56	22	7	15	2	2	0	0	1	0	0	0	0	0
	%	62.96	37.04	27.78	1.85	0.93	51.85	20.37	6.48	13.89	1.85	1.85	0	0	0.93	0	0	0	0	0
Total	954	458	496	328	34	19	347	279	59	151	14	39	1	0	2	4	1	4	0	0
	%	48.01	51.99	34.38	3.56	1.99	36.37	29.25	6.18	15.83	1.47	4.09	0.1	0	0.21	0.42	0.1	0.42	0	0

**U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE**

Table B12: Participation in Career Development - Distribution by Disability
FY 2012 and Two or More with Hispanic Grouped as Hispanic
As of October 4, 2012

		TARGETED DISABILITY												
ALL Employees		No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
Career Development Programs for GS 5-12:														
Slots														
Relevant Pool														
Applied														
Participants														
Career Development Programs for GS 13 - 14:														
Slots														
Relevant Pool														
Applied														
Participants														
Career Development Programs for GS 15 and SES:														
Slots														
Relevant Pool														
Applied														
Participants														
"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.														

**U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE**

Table B14: Separations by Type of Separation - Distribution by Disability [OPM Form 256 Self-Identification Codes]

FY 2012 and Two or More with Hispanic Grouped as Hispanic

As of October 4, 2012

TYPE OF SEPARATION	ALL Employees						TARGETED DISABILITY							
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
VOLUNTARY	42	36	0	6	0	0	0	0	0	0	0	0	0	0
	100.00%	85.71%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
INVOLUNTARY	2	2	0	0	0	0	0	0	0	0	0	0	0	0
	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL SEPARATIONS	44	38	0	6	0	0	0	0	0	0	0	0	0	0
	100.00%	86.36%	0.00%	13.64%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL WORKFORCE	598	554	10	34	7	1	2	0	2	0	1	0	1	0
	100.00%	92.64%	1.67%	5.69%	1.17%	0.17%	0.33%	0.00%	0.33%	0.00%	0.17%	0.00%	0.17%	0.00%

**U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE**

Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
FY 2012 and Two or More with Hispanic Grouped as Hispanic
As of October 4, 2012

EMPLOYMENT TENURE	RACE/ETHNICITY														
	TOTAL WORKFORCE				Non-Hispanic or Latino										
	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	
TOTAL															
Prior FY	980	481	499	35	18	368	280	60	152	12	39	2	0	3	5
	100.00%	49.08%	50.92%	3.57%	1.84%	37.55%	28.57%	6.12%	15.51%	1.22%	3.98%	0.20%	0.00%	0.31%	0.51%
Current FY	954	458	496	34	19	347	279	59	151	14	39	1	0	2	4
	100.00%	48.01%	51.99%	3.56%	1.99%	36.37%	29.25%	6.18%	15.83%	1.47%	4.09%	0.10%	0.00%	0.21%	0.42%
CLF (2000)															
Difference	-26	-23	-3	-1	-21	-1	-1	-1	-1	2	0	-1	0	-1	0
Ratio Change	0.00%	-1.07%	1.07%	-0.01%	-1.18%	0.67%	0.67%	0.06%	0.32%	0.24%	0.11%	-0.10%	0.00%	-0.10%	-0.09%
Net Change	-2.65%	-4.78%	-0.60%	-2.86%	-5.71%	-0.36%	-0.36%	-1.67%	-0.66%	16.67%	0.00%	-50.00%	0.00%	-33.33%	-20.00%
PERMANENT															
Prior FY	615	288	327	28	12	206	170	45	114	7	27	1	0	0	1
	100.00%	46.83%	53.17%	4.55%	1.95%	33.50%	27.64%	7.32%	18.54%	1.14%	4.39%	0.16%	0.00%	0.00%	0.16%
Current FY	598	272	326	26	11	193	173	44	113	8	25	0	0	0	1
	100.00%	45.48%	54.52%	4.35%	1.84%	32.27%	28.93%	7.36%	18.90%	1.34%	4.18%	0.00%	0.00%	0.00%	0.17%
Difference	-17	-16	-1	-2	-1	-13	3	-1	-1	1	-2	-1	0	0	0
Ratio Change	0.00%	-1.34%	1.34%	-0.21%	-0.11%	-1.22%	1.29%	0.04%	0.36%	0.20%	-0.21%	-0.16%	0.00%	0.00%	0.00%
Net Change	-2.76%	-5.56%	-0.31%	-7.14%	-8.33%	-6.31%	1.76%	-2.22%	-0.88%	14.29%	-7.41%	-100.00%	0.00%	0.00%	0.00%
TEMPORARY															
Prior FY	33	13	20	1	0	7	8	3	10	2	1	0	0	0	0
	100.00%	39.39%	60.61%	3.03%	0.00%	21.21%	24.24%	9.09%	30.30%	6.06%	3.03%	0.00%	0.00%	0.00%	0.00%
Current FY	24	9	15	1	0	3	5	3	8	2	1	0	0	0	0
	100.00%	37.50%	62.50%	4.17%	0.00%	12.50%	20.83%	12.50%	33.33%	8.33%	4.17%	0.00%	0.00%	0.00%	0.00%
Difference	-9	-4	-5	0	0	-4	-3	0	-2	0	0	0	0	0	0
Ratio Change	0.00%	-1.89%	1.89%	1.14%	0.00%	-8.71%	-3.41%	3.41%	3.03%	2.27%	1.14%	0.00%	0.00%	0.00%	0.00%
Net Change	-27.27%	-30.77%	-25.00%	0.00%	-57.14%	-37.50%	-37.50%	0.00%	-20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NON-APPROPRIATED															
Prior FY	332	180	152	6	6	155	102	12	28	3	11	1	0	3	0
	100.00%	54.22%	45.78%	1.81%	1.81%	46.69%	30.72%	3.61%	8.43%	0.90%	3.31%	0.30%	0.00%	0.90%	0.00%
Current FY	332	177	155	7	8	151	101	12	30	4	13	1	0	2	0
	100.00%	53.31%	46.69%	2.11%	2.41%	45.48%	30.42%	3.61%	9.04%	1.20%	3.92%	0.30%	0.00%	0.60%	0.00%
Difference	0	-3	3	1	2	-4	-1	0	2	1	2	0	0	-1	0
Ratio Change	0.00%	-0.90%	0.90%	0.30%	0.60%	-1.20%	-0.30%	0.00%	0.60%	0.30%	0.60%	0.00%	0.00%	-0.30%	0.00%
Net Change	0.00%	-1.67%	1.97%	16.67%	33.33%	-2.58%	-0.98%	0.00%	7.14%	33.33%	18.18%	0.00%	0.00%	-33.33%	-50.00%

**U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE**

Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex (Temp)

Year = FY 2012 and Two or More with Hispanic Grouped as Hispanic

As of October 4, 2012

Major Occupations	RACE/ETHNICITY																
	TOTAL WORKFORCE				Hispanic or Latino		Non-Hispanic or Latino				Two or More Races						
	All	Male		Female		Male	Female	Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			
0119 - ECONOMICS ASSISTANT	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	8	4	4	0	1	0	2	0	1	1	0	0	0	0	0	0	0
Occupational CLF	100.00%	50.00%	50.00%	0.00%	12.50%	0.00%	25.00%	0.00%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0303 - MISCELLANEOUS CLERK and ASSISTANT	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0318 - SECRETARY	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0326 - OFFICE AUTOMATION CLERICAL and ASSISTANCE	3	1	2	0	0	0	0	0	0	2	1	0	0	0	0	0	0
Occupational CLF	100.00%	33.33%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0343 - MANAGEMENT PROGRAM ANALYSIS	3	0	3	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0344 - MANAGEMENT and PROGRAM CLERICAL and ASSISTANCE	2	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0399 - ADMINISTRATION and OFFICE SUPPORT STUDENT TRAINEE	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0505 - FINANCIAL MANAGEMENT	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Occupational CLF	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1.140 - TRADE SPECIALIST	2	1	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0
Occupational CLF	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%

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**Table A12: Participation in Career Development - Distribution by Race/Ethnicity and Sex
FY 2012 and Two or More with Hispanic Grouped as Hispanic**

As of October 4, 2012

TYPE OF APPOINTMENT	TOTAL WORKFORCE		RACE/ETHNICITY												
	All		Hispanic or Latino				Non-Hispanic or Latino				Two or More Races				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Career Development Programs for GS 5-12:															
Slots															
Applied															
Participants															
Career Development Programs for GS 13 - 14:															
Slots															
Applied															
Participants															
Career Development Programs for GS 15 and SES:															
Slots															
Applied															
Participants															
"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.															

**U. S. DEPARTMENT OF AGRICULTURE
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Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex
Year = FY 2012 and Two or More with Hispanic Grouped as Hispanic
As of October 4, 2012

TYPE OF SEPARATION	RACE/ETHNICITY																
	TOTAL WORKFORCE				Hispanic or Latino		Non-Hispanic or Latino						Two or More Races				
	All	Male	Female		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Male	Female	Male	Female		
VOLUNTARY	42	18	24	0	1	0	15	12	2	8	0	4	0	0	0	0	0
	100.00%	42.86%	57.14%	0.00%	2.38%	0.00%	35.71%	28.57%	4.76%	19.05%	0.00%	9.52%	0.00%	0.00%	0.00%	0.00%	0.00%
INVOLUNTARY	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL SEPARATIONS	44	20	24	0	1	0	17	12	2	8	0	4	0	0	0	0	0
	100.00%	45.45%	54.55%	0.00%	2.27%	0.00%	38.64%	27.27%	4.55%	18.18%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL WORKFORCE	598	272	326	11	26	11	193	173	44	113	8	25	0	0	1	1	3
	100.00%	45.48%	54.52%	1.84%	4.35%	1.84%	32.27%	28.93%	7.36%	18.90%	1.34%	4.18%	0.00%	0.00%	0.17%	0.17%	0.50%

New Hires Minority Profile

U. S. DEPARTMENT OF AGRICULTURE - FOREIGN AGR. SERVICE

Year = 2012 and Veterans Preference = 5-Point or 10-Point Disability or 10-Point Compensable or 10-point Other or 10-Point 30 Compensable

Org	Total Hires		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/Alaskan Native		Two or More Races		Un-disclosed	
	All	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
	Male	Female	Minorities	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
FP - 01	1	100	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
FP - 02	1	100	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
FP - 03	1	100	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS - 07	1	100	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS - 08	1	100	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS - 09	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	33.33	3	2	3	1	1	0	2	0	0	0	0	0	0	0	0	0

Total Population: 75 (which includes employees that have not designated a Race and National Origin)

New Hires Minority Profile
U. S. DEPARTMENT OF AGRICULTURE - FOREIGN AGR. SERVICE

FY 2012 and Veterans Preference = 5-Point or 10-Point Disability or 10-Point Compensable or 10-Point Other or 10-Point 30 Compensable

Org	Total Hires		Hispanic or Latino		White		African American		Asian		Native Hawaiian or Other Pacific Islander		Am. Ind./ Alaska Native		Two or More Races		Un-disclosed	
	All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
OFFICE OF THE DEPUTY ADMINISTRATOR COUNTRY AND REGIONAL AFFAIRS	2	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	%	0	100	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0
OFFICE OF DEPUTY ADMINISTRATOR CAPACITY BUILDING AND DEVELOPMENT	1	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	100	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0
OFFICE OF THE DIRECTOR GENERAL OF THE FOREIGN SERVICE/DEPUTY ADMINIST	3	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0
	%	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	3	3	2	0	3	1	0	2	0	0	0	0	0	0	0	0	0
	%	50	50	33.33	0	50	16.7	0	33.3	0	0	0	0	0	0	0	0	0

Total Population: 75 (which includes employees that have not designated a Race and National Origin)