

FISCAL
YEAR
2013

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

FY 2013 MD-715

PART A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code	CPDF Code	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	567	17	296	880

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

Agency Leadership	Name	Title
Head of Agency	Phil Karsting	FAS Administrator

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

EEO Program Staff	Name	Title	Pay Plan and Grade	Phone Number	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 Official	Stefanie Watson	Equal Employment Opportunity Specialist	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov

EEO Program Staff	Name	Title	Pay Plan and Grade	Phone Number	Email Address
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)	FAS Staff Volunteers	Collateral Duty	N/A	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)	FAS Staff Volunteers	Collateral Duty	N/A	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Disability Program Manager (SEPM)	FAS Staff Volunteers	Collateral Duty	N/A	202-720-7233	Questions can be directed to: Stefanie.Watson@fas.usda.gov
Veteran's Program Manager	Dylan Daniels	Collateral Duty	GS-12	202-720-9084	Dylan.Daniels@fas.usda.gov
ADR Program Manager	Stefanie Watson	Deputy Director	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov
Compliance Manager	Stefanie Watson	Deputy Director	GS-14	202-720-7233	Stefanie.Watson@fas.usda.gov
Principal MD-715 Preparer	Stefanie Watson	Equal Employment Opportunity Specialist	GS-14	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 February 20, 2014
EEO Policy Statement Issued During Reporting Period	Yes	Signed on February 8, 2013
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. The building is accessible for individuals with disabilities. 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 November 21, 2013
Anti-Harassment Policy and Procedures	Yes	Issued on February 8, 2013
Diversity Policy Statement	Yes	Issued on February 8, 2013
Reasonable Accommodation Policy Statement	Yes	Issued on February 8, 2013
Strategic Plan (excerpts of EEO goal only)	Yes	Effective FY 2012-2015, to develop agency-wide EEO and 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. The agency's 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 all 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 globally, while 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 to increase income and food availability in developing nations by mobilizing expertise for agriculturally led economic growth. The FAS workforce is comprised of employees in both 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 posts.

At the conclusion of fiscal year (FY) 2013, FAS had a total workforce of 880 employees including Schedule B (non-appropriated) and temporary employees. Of the total workforce, 35.11% (309) were White males; 29.32% (258) were White females; 6.36% (56) were Black males; 16.25% (143) were Black females; 3.52% (31) were Hispanic males; 2.27% (20) were Hispanic females. Compared with the 2010 Civilian Labor Force (CLF) data, the agency reports underrepresentation in the following groups: Native Hawaiian or Other Pacific Islander, CLF .07% (we currently do not have any Native Hawaiian/Pacific Islander females); American Indian/Alaska Native males CLF .55% (we do not currently have any American Indian/Alaska Native males); American Indian/Alaska Native females, CLF .53% (FAS,.34%); Hispanic males, CLF 5.17% FAS, 3.52%); Hispanic females, CLF 4.79% (FAS, 2.27%); Asian males, CLF 1.97% (FAS, 1.82%); Asian females, CLF 1.93% (FAS, 4.20%); White males, CLF 38.33% (FAS, 35.11%); White females, CLF 34% (FAS, 29.32%); Two or more races/ males, CLF .26% (we do not currently have any males that self-identified as two or more races); two or more races females, CLF .28% (FAS, .68%) .

In comparison to FY 2012, total employment decreased by -6.98% (66 employees); of which the largest percentage declines were noted in the following groups: American Indian or Alaskan Native males declined by 100% (1 employee); American Indian or Alaskan Native females declined by 25% (1 employee); White males declined by -9.65% (33 employees); Hispanic males declined by 8.82% (3 employees); two or more races declined by 100% (1 employee). Categories where employment increased from FY 2012 include, Asian males, 2 employees hired (14.29%); Hispanic females, 1 employee hired (5.26%); two or more races/ females, 2 employees hired (50%). The representation of African American/Black males 56 (6.36%) and African American/Black females 143 (16.25%) are reflected as exceeding the CLF percentages of 5.49% (African American males) and 6.53% African American females. However, it is worth mentioning, of the total African American workforce of 199 employees, 45% (89 employees) are in positions at the GS-12¹ level and below; compared to the total White workforce of 567 employees where 11% (60 employees) are in positions at or below GS-12.

Between FY 2012 and FY 2013, the agency was issued guidance by the department to use CLF 2010 data as opposed to the CLF 2000 data, which had previously been used. As a result, the current data reflects a CLF decrease among 7 groups, males (-2.5%); Hispanic males (-17%); White males (-1.7%); Native Hawaiian or Pacific Islander males (-30%); Native Hawaiian or Pacific Islander females (-30%); two or more races males (-68%); two or more races females (-65%).

¹ The Office of Personnel Management (OPM) has identified positions between the GS-1 to GS-12 range as entry-level to mid-level positions.

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 July 24, 2013. The Administrator of FAS issued policy statements on Equal Employment Opportunity (EEO), Civil Rights and Diversity; Anti-harassment/ Sexual Harassment; and, Reasonable Accommodation on February 8, 2013. Civil Rights and Diversity Policy Statement included a statement on the use of Alternative Dispute Resolution. All above mentioned policy statements were distributed to all employees via FAS email, were uploaded to the external website and the Share Point intranet 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. 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. The FAS Administrator held an all hands meeting to address the state of the Agency. Additionally, agency leadership continues to support 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 implemented the new Civil Rights Strategic Plan at the end of FY 2012; and continues to revise initiatives based on agency and departmental EEO trends and issues. 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," which was initially issued on January 18, 2006. 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 informed 100% of EEO contacts of Alternative Dispute Resolution resources available. Likewise, the agency utilized the early resolution program for all of its EEO complaints. Said utilization included conflict coaching, mediation, and shuttle diplomacy. In comparison with FY 2012 data, FY 2013 data illustrates a 50% decrease in the agency's formal complaints filed from ten (FY 2012) to five (FY 2013). This decrease is attributed to the increased marketing of Alternative Dispute Resolution (ADR) resources and FAS employees increased participation in ADR and mediation services. Additionally, FAS did not receive any Title VI Equal Opportunity program complaints. FAS OCR officials met with each agency program area individually to review the Agency's responsibility and commitment to EEO and civil rights and participated in briefings for both returning and departing Foreign Service Officers. During the briefings, OCR revisited the following policy statements: (1) Equal Employment Opportunity, Civil Rights, and Diversity Policy Statement; (2) Reasonable Accommodation Policy Statement; and (3) 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. Additionally, as of June 17, 2013, 100% of employees were assigned and had completed the annual "No Fear Act Refresher." Additionally, 100% of new employees assigned the "No Fear Act Comprehensive" training completed the training.

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 2013 performance evaluations, managers and supervisors 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.

A summary of the process and changes implemented during the FY 2012/2013 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 2013.
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 utilized 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 the designated Reasonable Accommodation Mission Area Designee. 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. In addition, on December 17, 2012, OASCR assumed full authority for the EEO investigation function for all USDA agencies. This authority included managing all contracts for the investigation of FAS EEO complaints, conducting legal sufficiency reviews of the reports of investigations, and coordinating vendor payments. EID officially began to accept complaints on January 2, 2013. As such, the agency no longer employees Contractors directly for the completion of EEO assignments, and is not involved in obtaining documentation regarding Contractor Training certifications.

PART E.7 - Executive Summary: Essential Element F

Element F: Responsiveness and Legal Compliance

FAS is in compliance with EEO and Civil Rights statutes, regulations, departmental regulations, policy guidance, and other written instructions.

PART E.8 - Executive Summary: Workforce Analyses

Workforce Comparison:

At the conclusion of fiscal year 2013, FAS had a total workforce of 880 employees including Schedule B (non-appropriated) and temporary employees. Of the total workforce, 35.11% (309) were White males; 29.32% (258) were White females; 6.36% (56) were Black males; 16.25% (143) were Black females; 3.52% (31) were Hispanic males; 2.27% (20) were Hispanic females. As compared with the Civilian Labor Force (CLF) 2010 data, the agency reports underrepresentation in the following groups: Native Hawaiian or Other Pacific Islander, CLF .07% (we do not currently have any Native Hawaiian/Pacific Islander females); American Indian/Alaska Native males CLF .55% (we do not currently have any American Indian/Alaska Native males); American Indian/Alaska Native females, CLF .53% (-35%); Hispanic males, CLF 5.17% (-32%); Hispanic females, CLF 4.79% (-53%); Asian males, CLF 1.97% (-8%); White males, CLF 38.33% (-8%); White females, CLF 34% (-14%); Two or more races/ males, CLF .26% (we do not currently have any males that self-identified as two or more races).

FAS Program Diversity:

The top two FAS programs areas with the greatest concentration of diversity is OA, OCB and the COO. OA consists of 45 staff; 51% White (23 employees); 40% Black/African American (18 employees); 2% Asian (1 employee); and 7% Hispanic/Latino (3 employees). The COO has 70 staff; 41% White (29 employees); 44% Black/African American (31 employees); 9% Asian (6 employees); and 6% Hispanic/Latino (4 employees). In addition, the COO has 13% of the Agency's Veteran's, of which, 17 are male; 4 are minorities (1 Hispanic male, and 3 Black males). OCB has the greatest percentage of supervisory diversity (34.8%). Overall the Agency has 6% of employees with reported disabilities; .2% with target disabilities. The average age of FAS employees is forty-five.

International Workforce Analysis:

In FY 2013, 87% of the workforce is stationed at headquarters in Washington D.C. 13% (117 employees) are stationed overseas. Of the employees stationed overseas the demographics are as follows: 70% White (82 employees); 12% Black/African American (14 employees); 5% Asian (6 employees); 11% are

Hispanic/Latino (13 employees); .9% Native Hawaiian/Pacific Islander (1 employee); .9% Two or More Races (1 employee); we currently do not have any Native American/Alaskan Natives stationed overseas at this time. The table below reflects the Race, Sex and National Origin current FY 2013 workforce.

FY 2013 Workforce: Race, Sex and National Origin			
<i>FAS Total Participation Rates by Race</i>	<i>Males</i>	<i>Females</i>	<i>Civilian Labor Force (CLF)</i>
Hispanic or Latino (5.79%)	3.52%	2.27%	9.96%
White or Caucasian (64.43%)	35.11%	29.32%	72.36%
African American or Black (22.61%)	6.36%	16.25%	12.02%
Asian (6.02%)	1.82%	4.20%	3.90%
Native Hawaiian/Pacific Islander (.11%)	.11%	-	.14%
American Indian/ Alaskan Native (.34%)	-	.34%	1.08 %
Two or more races (.68%)	-	.68%	.54%

FAS General Schedule Workforce Distribution Detail								
	Total FAS		Schedule B*			Career/Permanent**		
Grade	FAS Total in Grad	% of TOTAL GS by Grade	Total # Schedule B's by Grade	% Schedule B's of FAS Total GS	% Schedule B's of Total # of Schedule	Total # Career in Grade	% Career of FAS Total GS	% Career of Total # of Career GS
GS-15	6	8.6%	19	31.1%	7.6%	42	68.9%	9.1%
GS-14	18	26.4%	79	42.0%	31.5%	109	58.0%	23.6%
GS-13	18	26.1%	61	32.8%	24.3%	125	67.2%	27.1%
GS-12	12	17.7%	21	16.7%	8.4%	105	83.3%	22.8%
GS-11	4	6.3%	30	66.7%	12.0%	15	33.3%	3.3%
GS-10	1	0.1%	0	0.0%	0.0%	1	100.0%	0.2%
GS-9	3	5.1%	26	72.2%	10.4%	10	27.8%	2.2%
GS-8	1	1.5%	0	0.0%	0.0%	11	100.0%	2.4%
GS-7	3	5.3%	13	34.2%	5.2%	25	65.8%	5.4%
GS-6	6	0.8%	2	33.3%	0.8%	4	66.7%	0.9%
GS-5	9	1.3%	0	0.0%	0.0%	9	100.0%	2.0%
GS-4	2	0.3%	0	0.0%	0.0%	2	100.0%	0.4%
GS-3/2	3	0.4%	0	0.0%	0.0%	3	100.0%	0.7%
TOTAL GS	71	100.0%	251	35.3%	100.0%	461	64.7%	100.0%
AVGGRADE: GS 12.3	* NOTE: Schedule B totals do NOT include Student Interns (B) or Schedule A population ** NOTE: Career/Permanent totals includes Student (B) and Schedule A (PMF-AAAS) population							

Permanent Workforce:

An analysis of the Agency's permanent workforce data indicates that male representation in the Agency is 46.93% which is below the CLF of 51.86%. Review of the permanent workforce data for female representation in the Agency indicates female representation in the Agency is 53.07% which is above the

CLF of 48.14%. In comparison with the EEOC's 2% Federal Hiring/Retention Goal for individuals with disabilities, the agency's total workforce data by disability indicates that Persons with Reported Disabilities are represented at 5.45% (48 employees) of FAS's total workforce. Individuals with Targeted Disabilities representation in the Agency is .91%, which is below the Federal Goal of 2%. Individuals who did not wish to identify their disability representation in the Agency comprised 1.59% (14 employees) of the workforce.

Temporary Workforce:

Review of the temporary workforce data indicates that overall male representation in the Agency's temporary workforce is 35.29%. Specifically, Hispanic male representation in the Agency is 5.88%; White male representation is 11.76%; African American male representation is 11.76%; and, Asian males is at 5.88%. The Agency does not currently have representation in the temporary workforce for the following groups: Native Hawaiian/ Pacific Islander, American Indian/Alaskan Natives and two or more races. Review of the temporary workforce data for female representation in the Agency indicates that overall female representation in the Agency is 64.71%. Specifically, White female representation is 23.53%; African American female representation is 35.29%; and, American Indian/Alaskan Native females is at 5.88%. The Agency does not currently have representation in the temporary workforce for the following groups: Hispanic, Asian, Native Hawaiian/ Pacific Islander, and two or more races.

New Hires:

Review of the new hires workforce data indicates there was a total of 31 new hires, one permanent, zero temporary, and 31 non-appropriated during FY 2013. The one permanent new hire was a White male. Of the 31 non-appropriated new hires, male representation is 54.8% which is above the CLF of 53.2%, and female representation is 45.1%, which is below the CLF 46.8%. Specifically, White male representation in the Agency's non-appropriated positions is 48.3%, which is above the CLF 39%, Asian male representation in the Agency's non-appropriated positions is 3.2%, which is above the CLF 1.9%, and TMR representation in the Agency's non-appropriated positions is 3.2%, which is above the CLF 0.8%. In contrast, the following groups were hired for non-appropriated positions at rates below their availability in the CLF: BAA males 3.2%, CLF 4.8%, Hispanic males zero percent, CLF 6.2%, NHPI males zero percent, CLF, 0.1%, and AIAN males zero percent, CLF 0.3%.

The Agency hired White females and TMR females for non-appropriated positions at rates above their respective CLF. Specifically, White female representation in the Agency's non-appropriated positions is 42%, which is above the CLF 33.7%, and TMR female representation is 3.2%, which is above the CLF 0.8%. However, the following groups were hired for non-appropriated positions at rates below the respective, CLF, specifically, BAA females zero percent, which is below the CLF 5.7%, Hispanic females zero percent, which is below the CLF 4.5%, Asian females zero percent, which is below the CLF 1.7%, NHPI females zero percent, which is below the CLF 0.1%, and AIAN females zero percent, which is below the CLF 0.3%. Of the 32 new hires, 1 or (3.1%) has a Reported disability as compared to 8 or (7.34%) in the prior year.

Employment Accomplishments:

During FY 2013 OTP hired 2 new Asian employees; a male financial analyst and a female agricultural marketing specialist. In addition, a Hispanic male was converted to an international trade specialist position. Four employees were promoted, one Black male from a GS-12 position to GS-13 Agricultural Marketing Specialist and one Black female from a GS-9 to GS-11 International Trade Specialist. OTP management views training and development opportunities as critical tools for retaining highly qualified and motivated staff. OTP managers continuously evaluate and adjust staff assignments based on

workload. Every effort is made to assign employees work that interests them, and that contributes to developing broaden experience. OTP managers routinely incorporate junior staff into all types of work issues and assignments, offering them the opportunity to learn new skills and to participate fully in project teams. In addition OTP managers and supervisors encourage all staff to undertake formal training in all areas relevant to the OTP and FAS mission.

OTP management and staff recognize that EEO is essential to attracting, developing and retaining the most qualified workforce to support its strategic mission. Recruitment, hiring, retention and training are top priorities in OTP's strategic plan. OTP makes every effort to recruit as widely as possible, and uses rotations, leadership training, internships, and special hiring programs to attract a diverse workforce. OTP follows the FAS hiring controls guidelines and both ADAs and several managers participate actively on the agencies recruitment and selection committees. The DA reviews hiring decisions before job offers are made to ensure that the selected applicant is well qualified, and that the interview panel has taken into account all appropriate criteria.

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

I, **Daniel Whitley** **Director** 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.

Daniel B. Whitley



2/20/2014

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Phil C. Karsting



2/24/2014

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	Initially issued on 6/30/2011; revised February 8, 2013.
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	Yes	Written materials are distributed through

Measures	Measure Met	Comments
such written materials in all personnel and EEO offices, and on the agency's internal website? [29 CFR 1614.102(b)(5)]		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 outreach 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	Yes	Agency officials are evaluated on communication related and supervisory performance elements annually.

Measures	Measure Met	Comments
skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		
A.3.h. Are managers and supervisors evaluated on their commitment to ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	Yes	Agency officials are evaluated on EEO/Civil Rights performance elements annually.
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?	Yes	On January 17 and January 31, 2013, FAS OCR partnered with U.S. Department of Agriculture Office of the General Counsel (OGC) to provide reasonable accommodation training to FAS Washington-based managers.

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	The EEO Director reports directly to the Administrator.
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 by external FAS employees. OCR is responsible for SEPM participation; the agency is also in the process of recruiting for three SEPMs collateral duty positions.
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?	Yes	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?	Yes	The agency has the budgetary means and personnel to conduct a barrier analysis.
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.)?	Yes	FAS OCR recently received 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?	Yes	FAS OCR recently received limited funding to conduct 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?	Yes	Sufficient funding is available to ensure access to EEO training.
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 2013.
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 2013.
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 2013.

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.
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	Yes	The agency collaborates with

Measures	Measures Met	Comments
decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problem, etc.?		Human Resources Division in the processing of Reasonable Accommodation (R.A.) requests. A total of 56 R.A. requests were processed in FY 2013.

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.
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.

Measures	Measure Met	Comments
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	Yes	Office personnel have received training on the MD-715, and participate in departmental partnership

Measures	Measure Met	Comments
experience to conduct the analyses required by MD-715 and these instructions?		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 to 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	Yes	FAS has an effective complaint tracking system to monitor EEO complaint activity and provide reports to

Measures	Measure Met	Comments
and trends?		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.	N/A	The agency does not currently employ or select EEO contractors.
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?	N/A	While certification of mandatory training is required by all contractors, the agency does not currently employ or select EEO 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 provides 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	The agency does not have delegated authority to issue final agency decisions. All FADs are issued by USDA OASCR.

Measures	Measure Met	Comments
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	Yes	The agency utilizes the Icomplaints database management system.

Measures	Measure Met	Comments
data to the EEOC?		
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 Rehabilitation Act?	Yes	Significant trends are monitored as required by Title VII and the 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 the Office of the Assistant Secretary for Civil Rights.
E.6.b. Does the agency discrimination complaint process ensure a neutral adjudication function?	Yes	The agency processes all informal complaints; however, the Human Resource Division represents the agency in all legal defense matters.

Measures	Measure Met	Comments
E.6.c. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	Yes	The Human Resource Division is responsible for this function.

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	FAS OCR works collaboratively with the Human Resource Division to ensure that agency officials comply in a timely manner.

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	The Farm Service Administration Human Resources Division works directly with the necessary senior management officials in order 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	The Human Resource Division is responsible for this function.
F.2.c. Are procedures in place to promptly process other forms of ordered relief?	Yes	The agency works closely with Human Resources, and all other necessary parties (including the OASCR Compliance Division) to ensure that orders of relief are administered timely.

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 2013 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	Agency OCR staff are sufficiently trained in EEO compliance.
F.3.d. Does the agency promptly provide the EEOC Attorney Fee 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?	Yes	
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,	Yes	

Measures	Measure Met	Comments
such as the original, signed and dated notice, reflecting the dates of posting? (A copy will suffice if original is not available.)		
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 civil actions, such as a complete copy of the civil action complaint demonstrating same issues raised as in compliance matter?	Yes	
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: Lack of resources allocated for systematic international reviews.	A3. While FAS does not have any domestic field offices. The agency has over 70 overseas posts. FAS OCR has not been allocated any funds to conduct compliance reviews in our overseas posts.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated	Target Date for Completion of Objective	Date Objective Completed
Request funding for support of overseas compliance reviews.	10/01/2013	03/30/2014	-

Responsible Official(s)

Title	Name
FAS Acting Administrator	Phil Karsting
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	Completed	Completion Date
Plan and conduct a minimum of one international compliance review and EEO Briefing/Training per fiscal year.	10/01/2015	-	TBA
Conduct an EEO overseas survey	10/01/2015	-	TBA
Develop internal controls to ensure all agency foreign service officers are aware of EEO processes, policy updates and resources.	11/01/2012	In Process	09/30/2014
Develop internal controls to ensure all agency foreign service officers have access to adequate ADR services overseas.	11/01/2012	In Process	09/30/2014

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- 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 February 8, 2013. 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 Office of Civil Rights (OCR) officials briefed returning and departing Foreign Service Officers. FAS continues to support and administer comprehensive policies and oversight procedures that complied fully with notification requirements. The agency complied with the posting and publishing of non-discrimination 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:
 - a. FAS Civil Rights, Equal Employment Opportunity and Diversity Policy Statement
 - b. FAS Anti-Harassment Policy Statement and Procedures
 - c. 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 Could Benefit from Additional Resources	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	Target Date for Completion of Objective	Date Objective Completed
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.	10/01/2013	09/30/2014	Ongoing: FAS partners with mission area agencies to maximize program efficiencies.

Responsible Official(s)

Title	Name
FAS Acting Administrator	Phil Karsting
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	Completed?	Completion Date
Identify appropriate training for OCR staff for workforce statistical analysis	10/01/2013	Yes	On or about 06/30/2012
Request resources to hire adequate Office of Civil Rights staff to complete required functions.	09/30/2013	In process	TBA

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

- FAS obtained the funding to recently (January 2014) hire one full-time Title VII EEO Counselor.

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 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	Target Date for Completion of Objective	Date Objective Completed
Identify barriers that may prohibit the diversification of agency committees and boards.	10/01/2012	09/30/2013	TBA. Objectives continued to be addressed 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	Completed	Completion Date
Conduct a review of agency and stakeholder processes and procedures to ensure that there are no barriers that would result in discrimination.	10/01/2012	-	09/30/2014
Continue to work with the Office of Trade Programs to identify diverse outreach opportunities.	10/01/2012	-	09/30/2014
Work with the Office of Trade Programs to better understand the committee/board recruitment processes.	10/01/2012	-	09/30/15

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- FAS OCR continues to work 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 is developing 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.
- FAS Civil Rights Director served on a committee to review minority applicants applying to serve on advisory committees for the Secretary of Agriculture. The committee completed its work and forwarded 60 diverse applicants to the Secretary for possible selection.

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 how their respective areas might enhance their EEO behavior and accountability.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated	Target Date for Completion of Objective	Date Objective Completed
Increase communications with agency officials and employees in order to enhance the workforce understanding of unacceptable EEO behavior and increase accountability.	10/01/2012	09/30/2014	TBA

Responsible Official(s)

Title	Name
FAS Acting Administrator	Phil Karsting
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	Completed	Completion Date
Discuss with OCOO and HRD to determine if update is needed for Table of Penalties.	02/15/2012	Yes	02/05/2013
Work with senior management to address reprisal based complaints.	10/01/2012	Yes	09/30/2013

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,” initially 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 are:

1. Supervisors have up to 30 days from receiving Departmental Guidance to put employee standards and elements in place for FY 2013.
 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. FAS OCR staff are regularly invited to staff meetings to discuss EEO-related concerns and resources available that may support resolution efforts.
 - 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 continues to analyze 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. The agency is in the process of developing an action plan to address employee concerns and issues raised in FY 2013.

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 Veteran’s employment program captured?

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated	Target Date for Completion of Objective	Date Objective Completed
Identify systemic trends, issues and problems that may negatively impact the recruitment and hiring of Veteran's and individuals with disabilities.	10/01/2013	09/30/2014	TBA

Responsible Official(s)

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

Planned Activities Toward Completion of Objective

Planned Activities	Target Date	Completed	Completion Date
Review workforce data to assess the effects of management/personnel policies, procedures and practices on the workforce by Veteran's and disability status.	10/01/2012	In Process	TBA
Work with the Human Resources Division in order to inform senior officials on the special hiring authorities.	10/01/2012	In Process	TBA
Work with Human Resources to track non-competitive Schedule A applicants.	10/01/2012	In Process	TBA

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

- FAS OCR will work with the Human Resources Division in order to complete a comparative trend analysis of the Veteran's and Disability applicant pool.
- In addition, the agency will continue to benchmark with sister agencies and learn from their successes and failures.

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 2013 FAS Workforce Tables A1 and A8	A review of the total workforce, including permanent and temporary employees FAS has a total workforce of 880 employees including Schedule B (non-appropriated) and temporary employees. Of the total workforce, 35.11% (309) were White males; 29.32% (258) were White females; 6.36% (56) were Black males; 16.25% (143) were Black females; 3.52% (31) were Hispanic males; 2.27% (20) were Hispanic females. As compared with the Civilian Labor Force (CLF) 2010 data, the agency reports underrepresentation in the following groups: Native Hawaiian or Other Pacific Islander, CLF .07% (we do not currently have any Native Hawaiian/Pacific Islander females); American Indian/Alaska Native males CLF .55% (we do not currently have any American Indian/Alaska Native males); American Indian/Alaska Native females, CLF .53% (-35%); Hispanic males, CLF 5.17% (-32%); Hispanic females, CLF 4.79% (-53%); Asian males, CLF 1.97% (-8%); White males, CLF 38.33% (-8%); White females, CLF 34% (-14%); Two or more races/ males, CLF .26% (we do not currently have any males that self-identified as two or more races).

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

EEO Group	Affected By Trigger
Black or African American Males	No
Black or African American Females	No
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 2013 FAS Workforce Tables A1 and A8 2. FY 2012 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	Target Date for Completion of Objective	Date Objective Completed
Identify whether specific barriers exist which may impede the employment, selection and retention of the identified groups.	10/30/2013	09/30/2014	Ongoing

Responsible Official(s)

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

Planned Activities Toward Completion of Objective

Planned Activities	Target Date	Modified Date	Completed	Completion Date
The Office of Civil Rights will collaborate with internal and external stakeholders to identify barriers and create proactive recruitment strategies to increase the participation rates of groups with low participation rates.	10/01/2013	N/A	In Process	09/30/2014
Collaborate with Human Resource Management (HRD) to ensure the widest dissemination of information related to hiring opportunities.	09/30/2014	N/A	In Process	09/30/2014
Work with internal stakeholders to develop a Corporate Recruitment Strategy with targeted strategies to reach groups with low participation rates.	09/30/2014	N/A	In Process	09/30/2014
Contingent upon available funding, participate in targeted recruitment, outreach activities and events.	09/30/2014	N/A	In Process	09/30/2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- The following is a list training courses that was completed by FAS employees:
 - Reasonable Accommodations and the Family Medical Leave Act.
 - 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.
 - 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 minority groups and minority and women small business owners 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 2013), FAS partnered with ten new MSI's through either new or ongoing agreements. Five new agreements were issued with institutions with which FAS had previously partnered, as follows:

Table: FY 2012 Federal Agency Awards, by Institution and by Program Category

Institution	Funding Received	Category
<i>Florida International University</i> Borlaug Fellowship (Honduras) Total:	 29,288	Training
<i>Langston</i> Development Resources and Disaster Trade and Scientific Exchanges Total:	134,735 40,000 174,735	Research/Development
<i>Lincoln</i> Trade and Scientific Exchanges Cochran Fellowship Total:	56,591 37,650 94,241	Research/Development Training
<i>New Mexico State University</i> Development Resources and Disaster Development Resources and Disaster Total:	244,600 256,500 \$ 501,100	Research/Development Research/Development
<i>North Carolina A&T University</i> Trade and Scientific Exchanges Total:	 \$ 39,952	Research/Development
<i>Southern University</i> Trade and Scientific Exchanges Total:	 \$ 47,451	Research/Development
<i>Tuskegee</i> Development Resources and Disaster Cochran Fellowship SCEP Borlaug Fellowship (Vietnam) Borlaug Fellowship (Kosovo) Total:	134,214 15,229 35,270 30,701 26,261 \$ 241,675	Research/Development Training Training Training Training

University of Maryland-College Park		
Development Resources and Disaster (Global Hunger)	206,388	Research/Development
Development Resources and Disaster	111,347	Research/Development
Development Resources and Disaster (Asia/Middle East)	172,954	Research/Development
Development Resources and Disaster (Food Security)	225,629	Research/Development
Development Resources and Disaster (Poverty Reduction)	273,504	Research/Development
Development Resources and Disaster (Sub-Sahara Africa)	193,651	Research/Development
Cochran Fellowship	12,000	Training
	79,664	
Total:	\$ 1,275,137	
University of Maryland-Eastern Shore		
Development Resources and Disaster	506,899	Research/Development
Development Resources and Disaster	220,131	Research/Development
Development Resources and Disaster	232,636	Research/Development
Development Resources and Disaster	264,953	Research/Development
Total:	\$ 1,224,619	
University of Puerto Rico at Mayaguez		
Cochran Fellowship (Argentina, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Paraguay)		Training
Total:	\$ 13,000	
Total:		\$3,640,000

- 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.
- 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.
- 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.
- 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.

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 group was reflected as being higher than the CLF; of the total African American workforce (211 employees, which comprises 24% of the total workforce), 56% of the African American workforce (119 employees) are GS 13 and lower; 42% (89 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
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

EEO Group	Affected By Trigger
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	Yes	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.)	Yes	Annual agency assessments
Other (Please Describe)		

Statement of Identified Barrier

Barrier Analysis Process Completed	Barrier(s) Identified
In Process	The agency identified a potential intellectual and recruitment barrier regarding the hiring of individuals with disabilities.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated	Target Date for Completion of Objective	Date Objective Completed
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	09/30/2014	TBA

Statement of Identified Barrier(s)

Types of Barrier	Description of Policy, Procedure, or Practice
In Process	The agency identified a potential barrier regarding the inclusion of minority and women-owned small business, and the recruitment of minority applicants.

Objective(s) and Dates for EEO Plan

Objective	Date Objective Initiated	Target Date for Completion of Objective	Date Objective Completed
To determine whether a policy, practice or procedure is potentially creating a barrier in the hiring, recruitment and promotion of these groups.	10/01/2012	09/30/2014	TBA

Responsible Official(s)

Title	Name
Office of Civil Rights, Director	Daniel Whitley

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

- The agency partnered several times with OIG in FY 2013 and offered training to management and supervisors. The agency also advertised the contact information for the reasonable accommodation mission area designee.

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	946	880	-66
Reportable Disability	49	48	-1
Targeted Disability	10	8	-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	12	0	0	0	12
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)	224	0	0	0	224
Cash Awards \$100-500 (Total \$ awarded)	\$2,004	\$0	\$0	0	\$2,004
Cash Awards \$500+ (Total \$ awarded)	\$726,536	\$14,223	\$6,589	0	\$685,358

Other Employment/Personnel Programs	Total	Reportable Disability	Targeted Disability	Not Identified	No Disability
Quality-Step Increase	3	0	0	1	2

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, SECTIONS 5 through 7 – Objectives, Strategies and Accomplishments

- 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.

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

Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
Year = Fiscal Year 2013

EMPLOYMENT TENURE	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	Alaska Native	Male	Female
TOTAL															
Prior FY	946	452	494	33	18	342	276	59	153	15	40	1	1	5	2
	100%	47.78%	52.22%	3.49%	1.90%	36.15%	29.18%	6.24%	16.17%	1.59%	4.23%	0.11%	0.11%	0.53%	0.21%
Current FY	880	413	467	31	18	309	258	56	144	16	40	1	0	4	3
	100%	46.93%	53.07%	3.52%	2.05%	35.11%	29.32%	6.36%	16.36%	1.82%	4.55%	0.11%	0%	0.45%	0.34%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.55%	0.53%	0.28%
CLF (2000)		53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.30%	0.30%	0.80%
Difference	-66	-39	-27	-2	0	-33	-18	-3	-9	1	0	0	-1	-1	1
Ratio Change	0%	-0.85%	0.85%	0.03%	0.14%	-1.04%	0.14%	0.13%	0.19%	0.23%	0.32%	0%	-0.11%	-0.07%	0.11%
Net Change	-6.98%	-8.63%	-5.47%	-6.06%	0%	-9.65%	-6.52%	-5.08%	-5.88%	6.67%	0%	0%	-100%	-20.00%	50.00%
PERMANENT															
Prior FY	595	269	326	25	10	191	173	44	113	9	26	0	0	2	2
	100%	45.21%	54.79%	4.20%	1.68%	32.10%	29.08%	7.39%	18.99%	1.51%	4.37%	0%	0%	0.34%	0.34%
Current FY	567	258	309	23	11	182	157	44	111	9	25	0	0	2	3
	100%	45.50%	54.50%	4.06%	1.94%	32.10%	27.69%	7.76%	19.58%	1.59%	4.41%	0%	0%	0.35%	0.53%
Difference	-28	-11	-17	-2	1	-9	-16	0	-2	0	-1	0	0	0	1
Ratio Change	0%	0.29%	-0.29%	-0.15%	0.26%	0%	-1.39%	0.37%	0.59%	0.07%	0.04%	0%	0%	0.02%	0%
Net Change	-4.71%	-4.09%	-5.21%	-8.00%	10.00%	-4.71%	-9.25%	0%	-1.77%	0%	-3.85%	0%	0%	0%	50.00%
TEMPORARY															
Prior FY	351	183	168	8	8	151	103	15	40	6	14	1	1	3	1
	100%	52.14%	47.86%	2.28%	2.28%	43.02%	29.34%	4.27%	11.40%	1.71%	3.99%	0.28%	0.28%	0.85%	0.28%
Current FY	313	155	158	8	7	127	101	12	33	7	15	1	0	2	0
	100%	49.52%	50.48%	2.56%	2.24%	40.58%	32.27%	3.83%	10.54%	2.24%	4.79%	0.32%	0%	0.64%	0%
Difference	-38	-28	-10	0	-1	-24	-2	-3	-7	1	1	0	-1	-1	0
Ratio Change	0%	-2.62%	2.62%	0.28%	-0.04%	-2.44%	2.92%	-0.44%	-0.85%	0.53%	0.80%	0.03%	0%	-0.22%	0%
Net Change	-10.83%	-15.30%	-5.95%	0%	-12.50%	-15.89%	-1.94%	-20.00%	-17.50%	16.67%	7.14%	0%	-100%	-33.33%	0%
NON-APPROPRIATED															
Prior FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Current FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Difference	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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

Table A2: Total Workforce By Component - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2013

ORGANIZATIONAL COMPONENT	TOTAL WORKFORCE		RACE/ETHNICITY																	
			Hispanic or Latino		White				Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	567	258	23	11	182	157	44	111	9	25	0	0	0	0	0	2	0	0	3	
	100%	45.50%	4.06%	1.94%	32.10%	27.69%	7.76%	19.58%	1.59%	4.41%	0%	0%	0%	0%	0%	0.35%	0%	0%	0.53%	
CLF (2010)	51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%		
CLF (2000)	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%		
OFFICE OF THE DEPUTY ADMINISTRATOR COUNTRY AND REGIONAL AFFAIRS	42	17	4	0	11	18	2	5	0	2	0	0	0	0	0	0	0	0	0	
	100%	40.48%	9.52%	0%	26.19%	42.86%	4.76%	11.90%	0%	4.76%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OVERSEAS POSTS	78	57	5	2	41	15	9	0	2	4	0	0	0	0	0	0	0	0	0	
	100%	73.08%	6.41%	2.56%	52.56%	19.23%	11.54%	0%	2.56%	5.13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR TRADE PROGRAMS	99	41	3	2	28	29	9	25	1	2	0	0	0	0	0	0	0	0	0	
	100%	41.41%	3.03%	2.02%	28.28%	29.29%	9.09%	25.25%	1.01%	2.02%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR AGREEMENTS AND SCIENTIFIC AFFAIRS	84	28	2	1	23	38	2	13	1	3	0	0	0	0	0	1	0	0	0	
	100%	33.33%	66.67%	1.19%	27.38%	45.24%	2.38%	15.48%	1.19%	3.57%	0%	0%	0%	0%	0%	1.19%	0%	0%	0%	
OFFICE OF DEPUTY ADMINISTRATOR CAPACITY BUILDING AND DEVELOPMENT	66	24	3	2	16	18	5	14	0	5	0	0	0	0	0	0	0	0	3	
	100%	36.36%	63.64%	3.03%	24.24%	27.27%	7.58%	21.21%	0%	7.58%	0%	0%	0%	0%	0%	0%	0%	0%	4.55%	
OFFICE OF THE DEPUTY ADMINISTRATOR ADMINISTRATIVE OPERATIONS	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DIRECTOR GENERAL OF THE FOREIGN SERVICE/DEPUTY ADMINIST	43	16	0	1	11	12	4	14	1	0	0	0	0	0	0	0	0	0	0	
	100%	37.21%	62.79%	2.33%	25.58%	27.91%	9.30%	32.56%	2.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF ADMINISTRATOR	95	38	3	3	25	15	8	34	2	5	0	0	0	0	0	0	0	0	0	
	100%	40.00%	60.00%	3.16%	3.16%	15.79%	8.42%	35.79%	2.11%	5.26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR GLOBAL ANALYSIS	59	36	3	0	26	12	5	6	2	4	0	0	0	0	0	1	0	0	0	
	100%	61.02%	38.98%	0%	44.07%	20.34%	8.47%	10.17%	3.39%	6.78%	0%	0%	0%	0%	0%	1.69%	0%	0%	0%	

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

Table A3-1: Occupational Categories - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2013

OCCUPATIONAL CATEGORIES	TOTAL WORKFORCE						RACE/ETHNICITY											
	All		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
1. Officials and Managers	38	26	1	0	21	8	4	1	0	2	0	0	0	0	0	0	1	
Executive/Senior Level (Grades 15 and Above)	100%	68.42%	2.63%	0%	55.26%	21.05%	10.53%	2.63%	0%	5.26%	0%	0%	0%	0%	0%	0%	2.63%	
- Mid-Level (Grades 13-14)	51	19	0	1	18	20	1	10	0	0	0	0	0	0	0	0	1	
- First Level (Grades 12 and Below)	36	24	0	1	21	9	2	0	1	0	0	0	0	0	1	0	1	
- Other Officials and Managers	189	74	10	7	44	53	16	49	4	5	0	0	0	0	0	0	1	
Officials and Managers	314	143	11	9	104	90	23	60	5	7	0	0	0	0	1	0	4	
Total	100%	45.54%	3.50%	2.87%	33.12%	28.66%	7.32%	19.11%	1.59%	2.23%	0%	0%	0%	0%	0.32%	0%	1.27%	
2. Professionals	209	113	12	3	78	57	19	20	4	16	0	0	0	0	0	0	0	
	100%	54.07%	5.74%	1.44%	37.32%	27.27%	9.09%	9.57%	1.91%	7.66%	0%	0%	0%	0%	0%	0%	0%	
3. Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5. Administrative Support Workers	44	2	0	1	0	10	2	31	0	0	0	0	0	0	0	0	0	
	100%	4.55%	0%	2.27%	0%	22.73%	4.55%	70.45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
6. Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7. Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8. Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9. Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

**U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE**
Table A4-1: Participation Rates for General Schedule(GS) Grades by Race/Ethnicity and Sex (Perm)
Year = Fiscal Year 2013

GS/GM,SES and Related Grades	TOTAL WORKFORCE				RACE/ETHNICITY											
	Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
GS-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-02	1	0	1	0	0	0	0	0	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-03	2	0	2	0	0	0	0	0	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-04	1	0	1	0	0	0	0	0	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-05	3	0	3	0	0	0	0	0	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-06	3	0	3	0	0	0	0	0	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
GS-07	24	4	20	0	1	6	2	13	1	0	0	0	0	0		
	100%	16.67%	83.33%	0%	4.17%	25.00%	8.33%	54.17%	4.17%	4.17%	0%	0%	0%	0%		
GS-08	11	1	10	0	1	0	0	10	0	0	0	0	0	0		
	100%	9.09%	90.91%	0%	9.09%	0%	0%	90.91%	0%	0%	0%	0%	0%	0%		
GS-09	9	1	8	1	1	0	1	6	0	0	0	0	0	0		
	100%	11.11%	88.89%	11.11%	11.11%	0%	0%	66.67%	0%	0%	0%	0%	0%	0%		
GS-10	1	0	1	0	0	0	0	1	0	0	0	0	0	0		
	100%	0%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%		
GS-11	14	3	11	0	0	2	1	11	0	0	0	0	0	0		
	100%	21.43%	78.57%	0%	14.29%	0%	7.14%	78.57%	0%	0%	0%	0%	0%	0%		
GS-12	98	32	66	6	14	34	11	25	1	6	0	0	0	0		
	100%	32.65%	67.35%	6.12%	14.29%	34.69%	11.22%	25.51%	1.02%	6.12%	0%	0%	0%	0%		
GS-13	120	51	69	10	3	29	9	21	3	7	0	0	0	2		
	100%	42.50%	57.50%	8.33%	2.50%	24.17%	30.00%	17.50%	2.50%	5.83%	0%	0%	0%	1.67%		
GS-14	111	50	61	1	3	43	5	13	1	5	0	0	0	0		
	100%	45.05%	54.95%	0.90%	2.70%	38.74%	35.14%	11.71%	0.90%	4.50%	0%	0%	0%	0%		
GS-15	38	27	11	1	0	22	9	4	1	0	0	0	0	0		
	100%	71.05%	28.95%	2.63%	0%	57.89%	23.68%	10.53%	2.63%	0%	0%	0%	0%	0%		
All other (unspecified GS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
SES	6	4	2	0	4	0	0	0	0	0	0	0	0	1		
	100%	66.67%	33.33%	0%	66.67%	0%	0%	0%	0%	0%	0%	0%	0%	16.67%		

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Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex (Perm)
Year = Fiscal Year 2013**

Major Occupations	TOTAL WORKFORCE				RACE/ETHNICITY										Two or More Races				
	All		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Male		Female		
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	
0185 - FOREIGN AGRICULTURAL AFFAIRS	125	100%	67	54.0%	3	2.40%	54	43.20%	12	9.60%	1	0.80%	0	0%	0	0%	1	0.80%	
Occupational CLF																			
0340 - PROGRAM MANAGEMENT	70	100%	36	51.43%	1	1.43%	32	45.71%	3	4.29%	7	10.00%	0	0%	0	0%	0	0%	
Occupational CLF																			
1140 - TRADE SPECIALIST	59	100%	23	38.98%	5	8.47%	14	23.73%	3	5.08%	6	10.17%	0	0%	0	0%	0	0%	
Occupational CLF																			
0343 - MANAGEMENT PROGRAM ANALYSIS	55	100%	17	30.91%	0	0%	12	21.82%	4	7.27%	1	1.82%	0	0%	0	0%	0	0%	
Occupational CLF																			
0110 - ECONOMIST	51	100%	25	49.02%	4	7.84%	17	33.33%	3	5.88%	2	3.92%	0	0%	0	0%	0	0%	
Occupational CLF																			
0303 - MISCELLANEOUS CLERK and ASSISTANT	37	100%	2	5.41%	0	0%	0	0%	2	5.41%	25	67.57%	0	0%	0	0%	0	0%	
Occupational CLF																			
1144 - AGRICULTURAL MARKETING	36	100%	15	41.67%	3	8.33%	6	16.67%	4	11.11%	10	27.78%	0	0%	0	0%	0	0%	
Occupational CLF																			
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	28	100%	11	39.29%	1	3.57%	5	17.86%	4	14.29%	12	42.86%	0	0%	0	0%	1	3.57%	
Occupational CLF																			
2210 - INFORMATION TECHNOLOGY MANAGEMENT	19	100%	6	31.58%	0	0%	3	15.79%	2	10.53%	6	31.58%	0	0%	0	0%	0	0%	
Occupational CLF																			
12 - GENERAL BUSINESS and INDUSTRY	12	100%	10	83.33%	1	8.33%	7	58.33%	2	16.67%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
1100 - FINANCIAL ANALYSIS	10	100%	6	60.00%	1	10.00%	5	50.00%	2	20.00%	1	10.00%	0	0%	0	0%	0	0%	
Occupational CLF																			
0560 - BUDGET ANALYSIS	9	100%	4	44.44%	1	11.11%	2	22.22%	1	11.11%	2	22.22%	0	0%	0	0%	0	0%	
Occupational CLF																			
1801 - GENERAL INSPECTION, INVESTIGATION and COMPLIANCE	9	100%	4	44.44%	1	11.11%	2	22.22%	1	11.11%	2	22.22%	0	0%	0	0%	0	0%	
Occupational CLF																			
1199 - BUSINESS and INDUSTRY STUDENT TRAINEE	7	100%	0	0%	0	0%	0	0%	0	0%	7	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0131 - INTERNATIONAL RELATIONS	4	100%	3	75.00%	0	0%	2	50.00%	0	0%	1	25.00%	0	0%	0	0%	0	0%	
Occupational CLF																			
0401 - GENERAL BIOLOGICAL SCIENCE	5	100%	1	20.00%	1	20.00%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
2130 - TRAFFIC MANAGEMENT	5	100%	0	0%	0	0%	0	0%	1	20.00%	4	80.00%	0	0%	0	0%	0	0%	
Occupational CLF																			
1035 - PUBLIC AFFAIRS	4	100%	1	25.00%	0	0%	1	25.00%	0	0%	1	25.00%	0	0%	0	0%	0	0%	
Occupational CLF																			
1801 - FINANCIAL ADMINISTRATION and COMPLIANCE	3	100%	1	33.33%	0	0%	0	0%	1	33.33%	1	33.33%	0	0%	0	0%	0	0%	
Occupational CLF																			
0080 - SECURITY ADMINISTRATION	2	100%	1	50.00%	0	0%	0	0%	1	50.00%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
0101 - SOCIAL SCIENCE	2	100%	1	50.00%	0	0%	1	50.00%	0	0%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
0318 - SECRETARY	2	100%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0199 - SOCIAL SCIENCE STUDENT TRAINEE	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
0000 - FULL-TIME EMPLOYMENT OPPORTUNITY	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0335 - COMPUTER CLERK and ASSISTANT	1	100%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
0344 - MANAGEMENT and PROGRAM ASSISTANCE	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0340 - EQUAL OPPORTUNITY COMPLIANCE	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0361 - EQUAL OPPORTUNITY ASSISTANT	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0000 - FULL-TIME EMPLOYMENT OPPORTUNITY	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0503 - FINANCIAL CLERICAL and TECHNICIAN	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
0551 - BUDGET CLERICAL and ASSISTANT	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	
Occupational CLF																			
1102 - CONTRACTING	1	100%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			
1301 - GENERAL PHYSICAL SCIENCE	1	100%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Occupational CLF																			

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

Year = Fiscal Year 2013

Major Occupations	TOTAL WORKFORCE				RACE/ETHNICITY													
	All		Hispanic or Latino		White				Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0199 - SOCIAL SCIENCE STUDENT TRAINEE Occupational CLF	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM Occupational CLF	6	2	1	0	2	1	0	1	0	1	0	0	0	0	0	0	0	0
	100%	33.33%	16.67%	0%	33.33%	16.67%	0%	16.67%	0%	16.67%	0%	0%	0%	0%	0%	0%	0%	0%
0303 - MISCELLANEOUS CLERK and ASSISTANT Occupational CLF	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%
0318 - SECRETARY Occupational CLF	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0343 - MANAGEMENT PROGRAM ANALYSIS Occupational CLF	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0399 - ADMINISTRATION and OFFICE SUPPORT STUDENT TRAINEE Occupational CLF	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0505 - FINANCIAL MANAGEMENT Occupational CLF	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%
1140 - TRADE SPECIALIST Occupational CLF	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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Table A8: New Hires By Type of Appointment - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2013

TYPE OF APPOINTMENT	TOTAL		RACE/ETHNICITY																
	WORKFORCE		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	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
PERMANENT	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TEMPORARY	45	21	21	19	1	0	2	2	0	0	0	0	0	0	0	0	0	0	0
	100%	46.67%	46.67%	42.22%	2.22%	0%	4.44%	4.44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
NON-APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLF (2010)	51.86%	48.14%	5.17%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.07%	0.26%	0.28%	0.28%	0.28%	0.28%	0.28%
CLF (2000)	53.20%	46.80%	6.20%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.10%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%

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Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2013

Type of Award	TOTAL WORKFORCE				RACE/ETHNICITY											
	All		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TIME-OFF AWARDS - 1-9 HOURS																
Total Time-Off Awards Given	5	3	2	1	0	2	2	0	0	0	0	0	0	0	0	0
	100%	60.00%	40.00%	20.00%	0%	40.00%	40.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Hours	40	24	16	8	0	16	16	0	0	0	0	0	0	0	0	0
Average Hours	8	8	8	8	0	8	8	0	0	0	0	0	0	0	0	0
TIME-OFF AWARDS - 9+ HOURS																
Awards Given	100%	20.00%	80.00%	10.00%	0%	10.00%	60.00%	0%	20.00%	0%	0%	0%	0%	0%	0%	0%
Total Hours	224	40	184	16	0	24	152	0	32	0	0	0	0	0	0	0
Average Hours	22	20	23	16	0	24	25	0	16	0	0	0	0	0	0	0
CASH AWARDS - \$100 - \$500																
Total Cash Awards Given	6	2	4	1	0	2	2	0	2	1	0	0	0	0	0	0
	100%	33.33%	66.67%	16.67%	0%	33.33%	16.67%	0%	33.33%	16.67%	0%	0%	0%	0%	0%	0%
Total Amount	2004	670	1334	371	0	816	259	0	518	299	0	0	0	0	0	0
Average Amount	334	335	334	371	0	408	259	0	259	299	0	0	0	0	0	0
CASH AWARDS - \$500+																
Total Cash Awards Given	487	201	286	18	8	142	150	37	105	4	19	0	0	2	0	2
	100%	41.27%	58.73%	3.70%	1.64%	29.16%	30.80%	7.60%	21.56%	0.82%	3.90%	0%	0%	0.41%	0%	0.41%
Total Amount	726536	334241	392295	21447	10183	267569	223233	41631	118980	3594	34059	0	0	2845	0	2995
Average Amount	1492	1663	1372	1192	1273	1884	1488	1125	1133	899	1793	0	0	1423	0	1498
QUALITY STEP INCREASES (QSI)																
Total QSI's Awarded	3	2	1	0	0	2	1	0	0	0	0	0	0	0	0	0
	100%	66.67%	33.33%	0%	0%	66.67%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Benefit	7608	5047	2561	0	0	5047	2561	0	0	0	0	0	0	0	0	0
Average Benefit	2536	2524	2561	0	0	2524	2561	0	0	0	0	0	0	0	0	0

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Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2013

TYPE OF SEPARATION	TOTAL WORKFORCE		RACE/ETHNICITY														
	All	Male	Female	Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
VOLUNTARY	31	15	16	2	0	11	10	1	3	1	3	0	0	0	0	0	0
	100%	48.39%	51.61%	6.45%	0%	35.48%	32.26%	3.23%	9.68%	3.23%	9.68%	0%	0%	0%	0%	0%	0%
INVOLUNTARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL SEPARATIONS	31	15	16	2	0	11	10	1	3	1	3	0	0	0	0	0	0
	100%	48.39%	51.61%	6.45%	0%	35.48%	32.26%	3.23%	9.68%	3.23%	9.68%	0%	0%	0%	0%	0%	0%
TOTAL WORKFORCE	567	258	309	23	13	182	157	44	111	9	23	0	0	0	1	0	4
	100%	45.50%	54.50%	4.06%	2.29%	32.10%	27.69%	7.76%	19.58%	1.59%	4.06%	0%	0%	0%	0.18%	0%	0.71%

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Table B1: Total Workforce - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = Fiscal Year 2013

EMPLOYMENT TENURE	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]	
Prior FY	946	880	17	49	10	2	2	0	4	0	1	0	1	0	
	100%	93.02%	1.80%	5.18%	1.06%	0.21%	0.21%	0%	0.42%	0%	0.11%	0%	0.11%	0%	
Current FY	880	818	14	48	8	2	1	0	3	0	1	0	1	0	
	100%	92.95%	1.59%	5.45%	0.91%	0.23%	0.11%	0%	0.34%	0%	0.11%	0%	0.11%	0%	
EEOC Federal Goal					2.00%										
Difference	-66	-62	-3	-1	-2	0	-1	0	-1	0	0	0	0	0	
Ratio Change	0%	-0.07%	-0.21%	0.27%	-0.15%	0.02%	-0.10%	0%	-0.08%	0%	0.01%	0%	0.01%	0%	
Net Change	-6.98%	-7.05%	-17.65%	-2.04%	-20.00%	0%	-50.00%	0%	-25.00%	100%	0%	0%	0%	0%	
PERMANENT															
Prior FY	595	551	10	34	7	1	2	0	2	0	1	0	1	0	
	100%	92.61%	1.68%	5.71%	1.18%	0.17%	0.34%	0%	0.34%	0%	0.17%	0%	0.17%	0%	
Current FY	567	524	10	33	6	1	1	0	2	0	1	0	1	0	
	100%	92.42%	1.76%	5.82%	1.06%	0.18%	0.18%	0%	0.35%	0%	0.18%	0%	0.18%	0%	
Difference	-28	-27	0	-1	-1	0	-1	0	0	0	0	0	0	0	
Ratio Change	0%	-0.19%	0.08%	0.11%	-0.12%	0.01%	-0.16%	0%	0.02%	0%	0.01%	0%	0.01%	0%	
Net Change	-4.71%	-4.90%	0%	-2.94%	-14.29%	0%	-50.00%	0%	0%	100%	0%	0%	0%	0%	
TEMPORARY															
Prior FY	351	329	7	15	3	1	0	0	2	0	0	0	0	0	
	100%	93.73%	1.99%	4.27%	0.85%	0.28%	0%	0%	0.57%	0%	0%	0%	0%	0%	
Current FY	313	294	4	15	2	1	0	0	1	0	0	0	0	0	
	100%	93.93%	1.28%	4.79%	0.64%	0.32%	0%	0%	0.32%	0%	0%	0%	0%	0%	
Difference	-38	-35	-3	0	-1	0	0	0	-1	0	0	0	0	0	
Ratio Change	0%	0.20%	-0.72%	0.52%	-0.22%	0.03%	0%	0%	-0.25%	0%	0%	0%	0%	0%	
Net Change	-10.83%	-10.64%	-42.86%	0%	-33.33%	0%	0%	0%	-50.00%	100%	0%	0%	0%	0%	
NON-APPROPRIATED															
Prior FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Current FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Difference	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ratio Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Net Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

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Table B2: Total Workforce By Component - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Year = Fiscal Year 2013

ORGANIZATIONAL COMPONENT	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]	
Total	567	524	10	33	6	1	1	0	2	0	1	0	1	0	
	100%	92.42%	1.76%	5.82%	1.06%	0.18%	0.18%	0%	0.35%	0%	0.18%	0%	0.18%	0%	
EEOC Federal Goal															
OFFICE OF THE DEPUTY ADMINISTRATOR COUNTRY AND REGIONAL AFFAIRS	42	39	0	3	2	0	1	0	1	0	0	0	0	0	
	100%	92.86%	0%	7.14%	4.76%	0%	2.38%	0%	2.38%	0%	0%	0%	0%	0%	
OVERSEAS POSTS	78	72	2	4	0	0	0	0	0	0	0	0	0	0	
	100%	92.31%	2.56%	5.13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR TRADE PROGRAMS	99	92	1	6	0	0	0	0	0	0	0	0	0	0	
	100%	92.93%	1.01%	6.06%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR AGREEMENTS AND SCIENTIFIC AFFAIRS	84	77	1	6	3	1	0	0	1	0	1	0	0	0	
	100%	91.67%	1.19%	7.14%	3.57%	1.19%	0%	0%	1.19%	0%	1.19%	0%	0%	0%	
OFFICE OF DEPUTY ADMINISTRATOR CAPACITY BUILDING AND DEVELOPMENT	66	59	0	7	0	0	0	0	0	0	0	0	0	0	
	100%	89.39%	0%	10.61%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR ADMINISTRATIVE OPERATIONS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE DIRECTOR GENERAL OF THE FOREIGN SERVICE/DEPUTY ADMINIST	43	42	1	0	0	0	0	0	0	0	0	0	0	0	
	100%	97.67%	2.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF ADMINISTRATOR	95	88	3	4	1	0	0	0	0	0	0	0	1	0	
	100%	92.63%	3.16%	4.21%	1.05%	0%	0%	0%	0%	0%	0%	0%	1.05%	0%	
OFFICE OF THE DEPUTY ADMINISTRATOR GLOBAL ANALYSIS	59	55	2	2	0	0	0	0	0	0	0	0	0	0	
	100%	93.22%	3.39%	3.39%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

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**Table B3-1: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes] -
Year = Fiscal Year 2013**

OCCUPATIONAL CATEGORIES	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]
1. Officials and Managers														
Executive/Senior Level (Grades 15 and Above)	38	38	0	0	0	0	0	0	0	0	0	0	0	0
- Mid-Level (Grades 13-14)	51	44	2	5	0	0	0	0	0	0	0	0	0	0
- First Level (Grades 12 and Below)	36	36	0	0	0	0	0	0	0	0	0	0	0	0
- Other Officials and Managers	189	175	2	12	3	1	0	0	2	0	0	0	0	0
	100%	92.59%	1.06%	6.35%	1.59%	0.53%	0%	0%	1.06%	0%	0%	0%	0%	0%
Officials and Managers	276	255	4	17	3	1	0	0	2	0	0	0	0	0
Total	100%	92.39%	1.45%	6.16%	1.09%	0.36%	0%	0.72%	0%	0%	0%	0%	0%	0%
2. Professionals	209	194	5	10	3	0	1	0	0	1	0	0	1	0
	100%	92.82%	2.39%	4.78%	1.44%	0%	0.48%	0%	0%	0.48%	0%	0%	0.48%	0%
3. Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5. Administrative Support Workers	44	37	1	6	0	0	0	0	0	0	0	0	0	0
	100%	84.09%	2.27%	13.64%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
6. Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
7. Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
8. Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
9. Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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Table B4-1: Participation Rates for General Schedule(GS) Grades by Disability (Perm)

Year = Fiscal Year 2013

GS/GM,SES and Related Grades	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]	
GS-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-02	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-03	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-04	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-05	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-06	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-07	24	22	0	2	0	0	0	0	0	0	0	0	0	0	
	100%	91.67%	0%	8.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-08	11	6	1	4	1	0	0	0	0	0	0	0	1	0	
	100%	54.55%	9.09%	36.36%	9.09%	0%	0%	0%	0%	0%	0%	0%	9.09%	0%	
GS-09	9	8	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	88.89%	0%	11.11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-10	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-11	14	14	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-12	98	90	1	7	3	1	1	0	1	0	0	0	0	0	
	100%	91.84%	1.02%	7.14%	3.06%	1.02%	1.02%	0%	1.02%	0%	0%	0%	0%	0%	
GS-13	120	110	4	6	2	0	0	0	1	0	1	0	0	0	
	100%	91.67%	3.33%	5.00%	1.67%	0%	0%	0%	0.83%	0%	0.83%	0%	0%	0%	
GS-14	111	101	2	8	0	0	0	0	0	0	0	0	0	0	
	100%	90.99%	1.80%	7.21%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
GS-15	38	38	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
SES	6	6	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL	442	405	8	29	6	1	1	0	2	0	1	0	1	0	
	100%	91.63%	1.81%	6.56%	1.36%	0.23%	0.23%	0%	0.45%	0%	0.23%	0%	0.23%	0%	

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Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Perm)

Year = Fiscal Year 2013

SERIES/JOB TITLE	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]	
0080 - SECURITY ADMINISTRATION	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0101 - SOCIAL SCIENCE	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0110 - ECONOMIST	51	46	2	3	2	0	1	0	0	0	1	0	0	0	
	100%	90.20%	3.92%	5.88%	3.92%	0%	1.96%	0%	0%	0%	1.96%	0%	0%	0%	
0131 - INTERNATIONAL RELATIONS	6	6	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0135 - FOREIGN AGRICULTURAL AFFAIRS	125	119	2	4	0	0	0	0	0	0	0	0	0	0	
	100%	95.20%	1.60%	3.20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0199 - SOCIAL SCIENCE STUDENT TRAINEE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0260 - EQUAL EMPLOYMENT OPPORTUNITY	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	28	28	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0303 - MISCELLANEOUS CLERK and ASSISTANT	37	32	0	5	0	0	0	0	0	0	0	0	0	0	
	100%	86.49%	0%	13.51%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0318 - SECRETARY	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0335 - COMPUTER CLERK and ASSISTANT	1	0	0	1	1	0	0	0	0	0	0	0	1	0	
	100%	0%	0%	100%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
0340 - PROGRAM MANAGEMENT	70	65	1	4	0	0	0	0	0	0	0	0	0	0	
	100%	92.86%	1.43%	5.71%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0343 - MANAGEMENT PROGRAM ANALYSIS	55	50	0	5	2	1	0	0	1	0	0	0	0	0	
	100%	90.91%	0%	9.09%	3.64%	1.82%	0%	0%	1.82%	0%	0%	0%	0%	0%	
0344 - MANAGEMENT and PROGRAM CLERICAL and ASSISTANCE	1	0	1	0	0	0	0	0	0	0	0	0	0	0	
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0360 - EQUAL OPPORTUNITY COMPLIANCE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0361 - EQUAL OPPORTUNITY ASSISTANCE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0399 - ADMINISTRATION and OFFICE SUPPORT STUDENT TRAINEE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0401 - GENERAL BIOLOGICAL SCIENCE	5	5	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0501 - FINANCIAL ADMINISTRATION and PROGRAM	3	2	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	66.67%	0%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0503 - FINANCIAL CLERICAL and TECHNICIAN	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0560 - BUDGET ANALYSIS	9	7	2	0	0	0	0	0	0	0	0	0	0	0	
	100%	77.78%	22.22%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0561 - BUDGET CLERICAL and ASSISTANCE	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1035 - PUBLIC AFFAIRS	4	4	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1101 - GENERAL BUSINESS and INDUSTRY	12	12	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1102 - CONTRACTING	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1140 - TRADE SPECIALIST	59	56	0	3	1	0	0	0	1	0	0	0	0	0	
	100%	94.92%	0%	5.08%	1.69%	0%	0%	0%	1.69%	0%	0%	0%	0%	0%	
1146 - AGRICULTURAL MARKETING	36	33	1	2	0	0	0	0	0	0	0	0	0	0	
	100%	91.67%	2.78%	5.56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1160 - FINANCIAL ANALYSIS	10	9	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	90.00%	0%	10.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1199 - BUSINESS and INDUSTRY STUDENT TRAINEE	7	6	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	85.71%	0%	14.29%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1301 - GENERAL PHYSICAL SCIENCE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1801 - GENERAL INSPECTION, INVESTIGATION and COMPLIANCE	9	9	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
2130 - TRAFFIC MANAGEMENT	5	3	1	1	0	0	0	0	0	0	0	0	0	0	
	100%	60.00%	20.00%	20.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
2210 - INFORMATION TECHNOLOGY MANAGEMENT	19	18	0	1	0	0	0	0	0	0	0	0	0	0	
	100%	94.74%	0%	5.26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

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Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Temp)

Year = Fiscal Year 2013

SERIES/JOB TITLE	ALL Employees						TARGETED DISABILITY							
	All Disability [05]	No Disability [01]	Not Identified [06-94]	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]
0199 - SOCIAL SCIENCE STUDENT TRAINEE	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	6	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0303 - MISCELLANEOUS CLERK and ASSISTANT	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0318 - SECRETARY	1	0	0	1	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0343 - MANAGEMENT PROGRAM ANALYSIS	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0399 - ADMINISTRATION and OFFICE SUPPORT STUDENT TRAINEE	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0505 - FINANCIAL MANAGEMENT	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1140 - TRADE SPECIALIST	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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

Table B8: New Hires By Type of Appointment - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Year = Fiscal Year 2013

TYPE OF APPOINTMENT	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]		
PERMANENT	1	1	0	0	0	0	0	0	0	0	0	0	0	0		
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
TEMPORARY	45	44	0	1	0	0	0	0	0	0	0	0	0	0		
	100%	97.78%	0%	2.22%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
NON- APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
TOTAL CURRENT YEAR	46	45	0	1	0	0	0	0	0	0	0	0	0	0		
	100%	97.83%	0%	2.17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
TOTAL PRIOR YEAR	109	98	3	8	0	0	0	0	0	0	0	0	0	0		
	100%	89.91%	2.75%	7.34%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		

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

Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability

Year = Fiscal Year 2013

	ALL Employees					TARGETED DISABILITY							
	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]
Total Employees	12	0	0	0	0	0	0	0	0	0	0	0	0
Eligible for Career Ladder Promotions	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1 - 12 months	2	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
13 - 24 months	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
25+ months	1	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

**U. S. DEPARTMENT OF AGRICULTURE
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Table B13: Employee Recognition and Awards - Distribution by Disability

Year = Fiscal Year 2013

RECOGNITION OR AWARD	ALL Employees				TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability [16-18]	Hearing [21/23/25]	Vision [28/30/32-38]	Missing Extremities [64-69]	Partial Paralysis [71-79]	Complete Paralysis [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
TIME-OFF AWARDS - 1-9 HOURS													
Total Time-Off	5	5	0	0	0	0	0	0	0	0	0	0	0
Awards Given	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Hours	40	40	0	0	0	0	0	0	0	0	0	0	0
Average Hours	8	8	0	0	0	0	0	0	0	0	0	0	0
TIME-OFF AWARDS - 9+ HOURS													
Total Time-Off	10	9	0	1	0	0	0	0	0	0	0	0	0
Awards Given	100%	90.00%	0%	10.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Hours	224	208	0	16	0	0	0	0	0	0	0	0	0
Average Hours	22	23	0	16	0	0	0	0	0	0	0	0	0
CASH AWARDS - \$100 - \$500													
Total Cash Awards Given	6	6	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Amount	2004	2004	0	0	0	0	0	0	0	0	0	0	0
Average Amount	334	334	0	0	0	0	0	0	0	0	0	0	0
CASH AWARDS - \$500+													
Total Cash Awards Given	487	450	12	25	6	1	1	0	2	0	1	1	0
	100%	92.40%	2.46%	5.13%	1.23%	0.21%	0.21%	0%	0.41%	0%	0.21%	0%	0.21%
Total Amount	726536	682962	14223	29351	6589	599	1198	0	2995	0	599	0	1198
Average Amount	1492	1518	1185	1174	1098	599	1198	0	1498	0	599	0	1198
QUALITY STEP INCREASES (QSI)													
Total QSI's	3	2	1	0	0	0	0	0	0	0	0	0	0
	100%	66.67%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Benefit	7608	5122	2486	0	0	0	0	0	0	0	0	0	0
Average Benefit	2536	2561	2486	0	0	0	0	0	0	0	0	0	0

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

Year = Fiscal Year 2013

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	31	28	1	2	1	0	1	0	0	0	0	0	0	0
	100%	90.32%	3.23%	6.45%	3.23%	0%	3.23%	0%	0%	0%	0%	0%	0%	0%
INVOLUNTARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL SEPARATIONS	31	28	1	2	1	0	1	0	0	0	0	0	0	0
	100%	90.32%	3.23%	6.45%	3.23%	0%	3.23%	0%	0%	0%	0%	0%	0%	0%
TOTAL WORKFORCE	567	524	10	33	6	1	1	0	2	0	1	0	1	0
	100%	92.42%	1.76%	5.82%	1.06%	0.18%	0.18%	0%	0.35%	0%	0.18%	0%	0.18%	0%

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE

Year = 2014 Veterans Preference = 10-Point 30 Compensable

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0110 - ECONOMIST	1	25	1	0	0	0	0	0	0	0
0318 - SECRETARY	1	25	0	0	0	1	0	0	0	0
0560 - BUDGET ANALYSIS	1	25	0	1	0	0	0	0	0	0
0501 - FINANCIAL ADMINISTRATION and PROGRAM	1	25	0	1	0	0	0	0	0	0
Total	4	100	1	2	0	1	0	0	0	0

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE

Year = 2014 Veterans Preference = 10-Point Compensable

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0080 - SECUR ADM	1	33.3	0	1	0	0	0	0	0	0
0303 - MISCELLANEOUS CLERK and ASSISTANT	1	33.3	0	0	1	0	0	0	0	0
1140 - TRADE SPECIALIST	1	33.3	0	1	0	0	0	0	0	0
Total	3	100	0	2	1	0	0	0	0	0

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE

Year = 2014 Veterans Preference = 10-Point Disability

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
1102 - CONTRACTING	1	100	1	0	0	0	0	0	0	0
Total	1	100	1	0	0	0	0	0	0	0

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE

Year = 2014 Veterans Preference = 5-Point

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0135 - FOREIGN AGR. AFFAIRS	1	5.3	1	0	0	0	0	0	0	0
0340 - PROGRAM MANAGEMENT	4	21.1	0	4	0	0	0	0	0	0
1801 - GEN. INSPECTION, INVESTIGATION and COMP.	1	5.3	0	1	0	0	0	0	0	0
0110 - ECONOMIST	1	5.3	1	0	0	0	0	0	0	0
2210 - INFORMATION TECHNOLOGY SPECIALIST	2	10.5	0	2	0	0	0	0	0	0
0303 - MISCELLANEOUS CLERK and ASSISTANT	1	5.3	0	0	1	0	0	0	0	0
1146 - AGR. MKTG SPECIALIST	1	5.3	0	1	0	0	0	0	0	0
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	1	5.3	0	1	0	0	0	0	0	0
0560 - BUDGET ANALYSIS	1	5.3	0	1	0	0	0	0	0	0
0343 - MANAGEMENT and PROGRAM ANALYSIS	2	10.5	0	2	0	0	0	0	0	0
1140 - TRADE SPECIALIST	4	21.1	0	4	0	0	0	0	0	0
Total	19	100	2	16	1	0	0	0	0	0

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
FOREIGN AGR. SERVICE

Year = 2014 Veterans Preference Not equal to None

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0135 - FOREIGN AGR. AFFAIRS	1	3.7	1	0	0	0	0	0	0	0
0340 - PROGRAM MANAGEMENT	4	14.8	0	4	0	0	0	0	0	0
1801 - GEN. INSPECTION, INVESTIGATION and COMP.	1	3.7	0	1	0	0	0	0	0	0
0110 - ECONOMIST	2	7.4	2	0	0	0	0	0	0	0
2210 - INFORMATION TECHNOLOGY SPECIALIST	2	7.4	0	2	0	0	0	0	0	0
0080 - SECUR ADM	1	3.7	0	1	0	0	0	0	0	0
0318 - SECRETARY	1	3.7	0	0	0	1	0	0	0	0
0303 - MISCELLANEOUS CLERK and ASSISTANT	2	7.4	0	0	2	0	0	0	0	0
1146 - AGR. MKTG SPECIALIST	1	3.7	0	1	0	0	0	0	0	0
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	1	3.7	0	1	0	0	0	0	0	0
0560 - BUDGET ANALYSIS	2	7.4	0	2	0	0	0	0	0	0
0501 - FINANCIAL ADMINISTRATION and PROGRAM	1	3.7	0	1	0	0	0	0	0	0
1102 - CONTRACTING	1	3.7	1	0	0	0	0	0	0	0
0343 - MANAGEMENT and PROGRAM ANALYSIS	2	7.4	0	2	0	0	0	0	0	0
1140 - TRADE SPECIALIST	5	18.5	0	5	0	0	0	0	0	0
Total	27	100	4	20	2	1	0	0	0	0