

FISCAL  
YEAR  
2015

# UNITED STATES DEPARTMENT OF AGRICULTURE

## FOREIGN AGRICULTURAL SERVICE

### MANAGEMENT DIRECTIVE (MD) - 715 PROGRAM STATUS REPORT FY 15

October 1 2014 through September 30, 2015



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**U.S. Equal Employment Opportunity Commission**  
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**715-01 Part A - D**

For period covering October 1, 2014 to September 30, 2015			
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>United States Department of Agriculture</b>
	1.a. 2 <sup>nd</sup> level reporting component		Foreign Agricultural Service
	1.b. 3 <sup>rd</sup> level reporting component		
	1.c. 4 <sup>th</sup> level reporting component		
	2. Address		1400 Independence Avenue, SW, Room 4069-S
	3. City, State, Zip Code		Washington, DC 20250-1008
	4. CPDF Code	5. FIPS Code	
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees		570
	2. Enter total number of temporary employees		11
	3. Enter total number employees paid from non-appropriated funds		286
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>867</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Administrator
	2. Agency Head Designee		Phil Karsting
	3. Principal EEO Director/Official Title/series/grade		Adriano Vasquez, Director, Office of Civil Rights GS-0260-15
	4. Title VII Affirmative EEO Program Official		Adriano Vasquez, Director, Office of Civil Rights
	5. Section 501 Affirmative Action Program Official		Adriano Vasquez, Director, Office of Civil Rights
	6. Complaint Processing Program Manager		Will Deibler, Equal Employment Specialist, GS-260-07
	7. Other Responsible EEO Staff		Delores Taylor, Equal Opportunity Specialist, GS-360-12
<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
<b>EEO FORMS and Documents Included With This Report</b>			
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	x
Brief paragraph describing the agency's mission and mission-related functions	x	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	x
Summary of results of agency's annual self-		*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I]	x

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assessment against MD-715 "Essential Elements"	x	for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	x	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	x
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	x	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	x
Summary of EEO Plan action items implemented or accomplished	x	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	x
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]	x	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	x
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	x	*Organizational Chart	x

## 715-01 Part E

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United States Department of Agriculture, Foreign Agricultural Service  
Equal Employment Opportunity Program  
2015 MD 715**

### **EXECUTIVE SUMMARY**

#### **Foreign Agricultural Service 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 by improving foreign market access for U.S. products, building new markets, increasing competitiveness for U.S. agriculture globally, and providing assistance to developing foreign countries. FAS is primarily responsible for USDA's international activities, market development, trade agreements and negotiations, and developing statistical and market analysis information. In addition the FAS administers USDA's export credit guarantee and food aid programs (assisted and conducted programs) to increase income and food availability in developing nations by rallying agriculturally led economic growth globally.

The FAS workforce is comprised of both Civil Service and Foreign Service employees. Civil Service employees work in FAS headquarters in Washington, DC and Foreign Service Officers spend as much as two-thirds of their careers in overseas post.

#### **FAS Structure and Organization**

- Administrator
- Associate Administrator
- Associate Administrator and Chief Operating Officer
- Deputy Administrator, Office of Country and Regional Affairs
- Deputy Administrator, Office of Capacity Building and Development
- Deputy Administrator, Office of Global Analysis
- Deputy Administrator, Office of Trade Programs
- Deputy Administrator, Office of Foreign Service Operations
- Deputy Administrator, Office of Agreements and Scientific Affairs
- Director of Civil Rights
- FAS Overseas offices

## DATA INFORMATION

The EEOC Workforce Tables used in completing this report are from the National Finance Center. The data extracted reflects the demographics of the FAS total workforce; appropriated fund (permanent and temporary), and non-appropriated fund employees, covering fiscal year 2015 (October 1, 2014 through September 30, 2015).

The enclosed data reflects a comparison of targeted groups in the workforce to their representative rates in the general population, measured as the Civilian Labor Force (CLF). The CLF includes everyone in the economy, who is 16 years of age or older, currently employed or actively seeking employment and not currently institutionalized or serving in the Armed forces of the United States. The next section of this report discusses the FAS efforts to achieving the basic elements necessary to create and maintain a model EEO program, as required under both the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S. C. § 2000e et seq., and section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended, 29 U. S. C. § 791 et seq.

To achieve these efforts the Equal Employment Opportunity Commission (EEOC), mandates each federal agency review its personnel programs, policies and performance standards to ensure to the maximum extent possible, program accountability and compliance with the six essential elements of (1) Demonstrated commitment from agency leadership, (2) Integration of EEO into the agency's strategic mission, (3) Management and program accountability, (4) Proactive prevention of unlawful discrimination, (5) Efficient and (6) legal compliance for creating and maintain a model EEO Program. Consequently, we now direct our attention to assessing and measuring the effectiveness of the FAS Civil Rights Program by reviewing each of the aforementioned essential elements.

- **ELEMENT ONE: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

The Agency Administrator, Phil Karsting, is a strong advocate for Civil Rights as shown by the following actions.

- April 14, 2015, Administrator issued policy statements (civil rights and diversity, reasonable accommodations, and anti-harassment policy and procedures), noting his zero tolerance policy towards discrimination in employment related actions, such as selections, merit promotions, awards, transfers, reassignments, training, disciplinary actions or removals.
- Each policy statement emphasized the importance of ensuring equal employment opportunity for all employees and applicants for employment, regardless of their race, religion, color, sex, national origin, age or disability, genetic information and prohibition against retaliation (Reprisal) for individuals who elect to engage in EEO protected activity.
- Agency employees were informed of the agency's annual EEO program policy statements, as well as the requirements and prohibitions of Title VII and the Rehabilitation Act, and the operation of the EEO complaint process and

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procedures through email and are made available for viewing on SharePoint, the Agency's internal website. Additionally, before statements were issued they were vetted by the USDA OGC civil rights attorneys as well as the Agency's collective bargaining unit, the American Federation of State, County, and Municipal Employees (AFSCME Local 3976).

- Distributed agency's reasonable accommodations procedures to managers, supervisors and other individuals responsible for processing request for reasonable accommodation and made procedures available to all employees via the agency's intranet SharePoint site, OCR homepage and direct emails from the administrator.
- Collateral Duty Special Emphasis Program Managers are assigned to each affinity group identified by EEOC and OASCR
- As in previous years, FAS OCR held individual briefings with each program area's management team to discuss civil rights issues facing the Agency. The briefings included discussion of civil rights policy statements, trends in civil rights complaints, and demographic statistical profiles of staffing. During the briefings, OCR provided hard copies and reiterated the importance of the policy statements in helping integrate EEO into the agencies strategic mission and vision. Electronic copies are available on the FAS OCR website located at <http://www.fas.usda.gov/about-fas/civil-rights/fas-and-usda-policy-statements>
- A 3-day Strategic Leadership workshop was conducted on March 10-12, and May 19-2, by the Animal Plant Health Inspection Service (APHIS). The aim of this 3-day Strategic Leadership workshop was to (1) develop the capability of current and future executives to create a long-term vision of success within the scope of their responsibility, (2) learn how to formulate and align objectives and priorities with long-term organizational direction, (3) learn language, tools and methods for recognizing the ramifications and tradeoffs of potential actions in addressing complex organizational issues, and (4) to enhance and build on the skills, necessary to positively influence others from an executive level position.
- The Agency also supports an internal employee development committee comprised of junior professionals known as the Junior Professional Advisory Committee (JPAC). The JPAC's mission is to promote junior professional development by expanding critical skill sets and increasing knowledge of American agriculture in the international economy. These efforts also support the Agency mission through the coordination of educational, social, and service-oriented activities that enhance the overall FAS workplace experience.
- To further express his commitment to fairness and equitable treatment of all employees and build a diverse workforce, the Administrator, partnered with the Partnership for Public Service (PPS). The FAS goal of the partnership with the PPS is to enhance FAS Employee Engagement efforts and to address the results of the 2014 Federal Employee Viewpoint Survey.

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

EEO is integrated into FASs strategic mission through the interaction between FAS, OCR and Departmental leadership. The OCR Director is involved in all major workforce decisions and has routine access to the Administrator and other senior staff.

- The FY 2011 – FY 2016, FFAS Diversity and Inclusion Strategic Plan contains a chart with Areas of Focus and the Diversity Road Map and FFAS' Strategic Diversity Roadmap Goals. The plan focuses on leadership, accountability and commitment, outreach and partnership, recruitment and hiring, retention and promotion, diversity training and awareness, and employee development and recognition.
- FAS Strategic Plan FY 2015-2018 continues to have specific goals for civil rights performance. The Civil Rights goals under the "Management Initiative" section of the FAS Strategic Plan is primarily directed at strengthening management operations and engaging employees, improving customer service, increasing employee satisfaction, and developing and implementing strategies to enhance leadership, performance, diversity, and inclusion.
- The FAS leadership structure remains the same as reported last year. The FAS leadership team (i.e. Administrator, Associate Administrators, Deputy Administrators, and Civil Rights Director) recognized civil rights as a critical element to its cultural transformation efforts, diversity and inclusion efforts, and Employee Engagement initiatives.
- As in the previous year, the Administrator continued to include the FAS OCR Director as part of the Agency's senior leadership team.
- The FAS OCR Director is a regular attendee for weekly leadership team meetings.
- The OCR Director provides weekly updates, briefings, and counsel to the Administrator on all civil rights and EEO matters.
- The Agency continues to operate major policy and administrative decisions through its Management Council (MC), which also operates as an Executive Diversity Council. This council is comprised of the Agency's Deputy Administrators (DA), with each DA representing their program area and having one vote. FAS has seven program areas (1) Office of the Chief Operating Officer; (2) Office of Foreign Service Operations; (3) Office of Trade Programs; (4) Office of Capacity Building and Development; (5) Office of Country and Regional Affairs; (6) Office of Agreements and Scientific Affairs; and (7) Office of

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Global Affairs. The OCR Director is a non-voting member of the MC and attends all meetings and provides input on issues being discussed by the MC.

- The Administrator called upon a diverse group of employees to provide specific input on how the Agency could continue to meet its civil rights goals in the strategic plan. These goals are detailed in the FAS Strategic Plan under Management Initiative 2: *Provide Civil Rights Services to FAS Employees and Customers*. The goals include 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.
- The FAS OCR has a draft Civil Rights Strategic Plan which aligns with the FAS Strategic Plan. The plan includes Employment Engagement activities and the Limited English Proficiency (LEP) plan. The Agency anticipates having the new Civil Rights Strategic Plan come into full enforcement by mid FY 2016.
- Management and staff recognized that EEO is essential to attracting, developing and retaining the most qualified workforce to support its strategic mission.
- Managers held regular staff meetings and conversations with employees to remain abreast of issues and address employee conflicts.
- Managers 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 affinity events, which managers and supervisors encouraged all employees to take an active part in, throughout the year.
- Recruitment, hiring, retention and training are top priorities in the Agency's strategic plan. FAS makes every effort to recruit as widely as possible, and uses rotations, leadership training, internships, and special hiring programs to attract a diverse workforce.
- Employees were notified from the Administrator by email of the new policy statements and the statements were made available for viewing on SharePoint, the Agency's internal website. FAS Foreign Service employees receive all



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Administrator communications and have access to the Agency's internal Sharepoint site which is commonly used to share information Agency-wide.

- FAS follow Farm and Foreign Agricultural Service (FFAS) and Marketing and Regulatory Programs (MRP) hiring controls guidelines and senior leadership and managers participate actively in the Agency's recruitment and selection committees.
- Deputy Administrator's review 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.
- The FAS human resources (HR) services contract with the Animal Plant Health Inspection Service (APHIS) included the training branch. Training on Strategic Leadership was conducted on March 10-12, and May 19-21. The objective of the 3-day Strategic Leadership workshop was to (1) develop the capability of current and future executives to create a long-term vision of success within the scope of their responsibility, (2) learn how to formulate and align objectives and priorities with long-term organizational direction, (3) learn language, tools and methods for recognizing the ramifications and tradeoffs of potential actions in addressing complex organizational issues, and (4) to enhance and build on the skills, necessary to positively influence others from an executive level position. The FAS Strategic Plan also includes training for managers in the area of conflict resolution. To meet this goal FAS again offered Alternative Dispute Resolution (ADR) training to all new managers and supervisors. Two-day classroom style training on Conflict Management for managers and supervisors was conducted on January 27-28, February 24-25, April 28-29, May 5-6, and July 28-29. On July 24 and 28, FAS offered webinar training on reasonable accommodations. On January 28, March 25, and June 10, FAS offered Performance Management Training.
- The FAS Strategic Plan includes training for all supervisors and managers in the areas of communications, Performance management, and conflict resolution. Below is a list of the supervisors and managers training:
  - The Two-day classroom style training on Conflict Management for managers and supervisors was conducted on January 27-28, February 24-25, April 28-29, May 5-6, and July 28-29.
  - On July 24 and 28, a webinar on reasonable accommodations training was conducted.
  - On January 28, March 25, and June 10, FAS offered Performance Management Training.
  - Staffing Essential for Supervisors, October 8, 2014
  - 7 Habits of Highly Effective Managers, October 13, 2014
  - Fundamentals of Human Resources Management, December 9-12, 2014
  - Understanding the Unique Roles and Responsibilities of an Off-site Manager, November 13, 2014
  - InsideOut Grow Coaching, November 13, 2014

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- Staffing Essential for Supervisors, November 20, 2014
- Managing Others through Transition, December 16, 2014
- InsideOut Grow Coaching, December 18, 2014
- Staffing Essential for Supervisors, January 14, 2014
- Leading at the Speed of Trust, January 15, 2015
- Staffing Essential for Supervisors, March 11, 2015
- Performance Management, March 25, 2015
- InsideOut GROW Coaching, April 2, 2015
- Fundamentals of Human Resources Management, April 7, 2015
- InsideOut GROW, April 14, 2015
- The Principles and Qualities of Genuine Leadership, April 16, 2015
- Staffing Essentials for Supervisors, April 22, 2015
- So You Think You Want to be a Supervisor, April 23, 2015
- Fundamentals of Human Resources Management (FHRM), May 5, 2015
- Leadership; Great Leaders, Great Teams, Great Results, May 12-14, 2015
- 7 Habits for Managers, May 19, 2015
- Staffing Essentials for Supervisors, June 10, 2015
- Staffing Essentials for Supervisors , June 18, 2015
- Leadership: Great Leaders, Great Teams, Great Results, June 25, 2015
- InsideOut GROW Coaching, June 30, 2015
- Fundamentals of Human Resources Management, July 14, 2015
- InsideOut GROW Coaching

- **ELEMENT THREE: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

This process also allows FAS and departmental leadership to identify and address possible inadequacies of EEO programs that are most often signaled by trends in the workforce data.

- 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 2014 performance evaluations,

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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.
- On April 14, 2015, the FAS Administrator issued three updated EEO policy statements on Civil Rights Diversity, Reasonable Accommodation, and Anti-Harassment Policy Statement and Procedures. The Anti-Harassment Policy Statement and Procedures reaffirms and express the Administrator's strong commitment to preventing harassment (sexual and non-sexual) in the workplace. It informs employees of the protected bases and what steps to take to report harassment.
- In accordance with Executive Order 13164 FAS developed written procedures for requests for reasonable accommodations. The written procedures inform the employee or applicant how to request an accommodation and that processing of the request will be consistent with the USDA Reasonable Accommodation Procedures, DM-4300-2. Additionally, during FY 2015, the FAS OCR worked closely with the FSA and APHIS Reasonable Accommodations Offices and collaborated with APHIS RA to conduct a Webinar on Reasonable Accommodation, which took place for all FAS employee in October 2014. The Webinar covered the laws, regulations, and guidelines governing management decision-making and authority as it pertains to reasonable accommodation requests.
- Having seen a spike in EEO complaints with disability as the basis, FAS OCR recognized the critical need to train FAS managers in this area, and as previously mentioned on July 24 and 28, webinar training on reasonable accommodations was provided to managers and supervisors.
- 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. 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.
- 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.

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- FAS requires employees to take annual civil rights and EEO training. FAS OCR reminds managers to maintain regular communication with employees regarding their civil rights responsibilities. This is done during performance evaluations and weekly staff meetings.
- As of November 5, 2015, 99.9%% of employees were assigned and had completed the annual “No Fear Act Refresher.” Likewise, 85.0% of new employees assigned the “No Fear Act Comprehensive” training completed the training.
- 60% of employees have completed the Anti-Harassment Policy Statement Certification.

Additionally, FAS supported specific Civil Rights and Diversity Related Trainings on the following topics:

- Alternative Dispute Resolution & Conflict Management
- Communication
- Cultural Transformation
- Disability
- Generations
- Employee Engagement
- Dealing with Difficult People
- Leadership Development
- Work-life Balance
- FAS utilizes the USDA Shared Neutrals Program. The Shared Neutrals program is an interagency mediation program that provides free mediators to participating agencies. Shared Neutrals uses a pool of trained and experienced collateral duty mediators who provide mediation services to agencies other than their own.
- **ELEMENT FOUR: PROACTIVE PREVENTION OF UNLAWFUL DISCRIMINATION**

From the Administrator to line employee, FAS is firmly committed to the proactive prevention of unlawful discrimination. FAS demonstrates its commitment through the provision of comprehensive trainings on the topic to supervisors, managers, and employees. FAS makes available anti-harassment training to all employees annually and No FEAR training is provided and requires that each employee recertify every other year.

- FAS developed written procedures for requests for reasonable accommodations. The written procedures inform the employee or applicant how to request an accommodation and that processing of the request will be consistent with the USDA Reasonable Accommodation Procedures, DM-4300-2.

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- FAS OCR collaborated with the APHIS Reasonable Accommodations Offices to conduct a Webinar on Reasonable Accommodation, which took place for all FAS employees in October 2014. The Webinar covered the laws, regulations, and guidelines governing management decision-making and authority as it pertains to reasonable accommodations requests.
- FAS used iComplaints, to track and monitor EEO complaint activity and provide reports to Agency leadership.
- FAS OCR monitored the reasonable accommodation process and promoted the use of USDA Target Center to address accommodation needs.
- In accordance with 29 CFR § 1614, MD-110, and DR 4701-001, all contacts were advised in writing of their choice between the traditional counseling process and ADR. In addition, each individual is provided with a written guide on the EEO process, which outlines the ADR process including the time limits for processing.
- FAS tracks the election and outcome of ADR in the EEO Counselor's Report and iComplaints.
- FAS senior leadership was briefed by the FAS OCR Director on the Department's increased focus to use ADR as a tool for early resolution of EEO complaints.
- After working with the FAS Deputy Administrators, the Agency has developed a cadre of resolving officials primarily at the Senior Executive Service (SES) level. These individuals receive annual training on ADR and have expertise in resolving complex issues in the workplace.
- Additionally, FAS requires new managers to take a management training course offered by OPM. The course devotes almost two full days for human resource issues, which includes dealing with difficult employees and conflict management.
- FAS management complies with its duty to cooperate under MD-110 and 29 CFR 1614 when ADR is requested by the employee.
- **ELEMENT FIVE: EFFICIENCY**

FAS evaluates its EEO complaint resolution process to ensure that it is efficient, fair and impartial. The OCR is required to report on the Department's informal and formal complaint reduction rates, ADR participation rates, and timeliness of EEO counseling.

- 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.

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- 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, at the Animal and Plant Health Inspection Service (APHIS) Agency, Human Resource Department and the designated Reasonable Accommodation Mission Area Designee.
- In accordance with OASCR guidelines to all USDA Agencies, FAS continues to promote the use of ADR by offering all informal contacts and Complainants the option of utilizing mediation as a tool to process informal complaints.
- In FY 2015, FAS received 15 EEO contacts and all were offered ADR. Of the 15 EEO contacts, nine filed informal complaints and seven elected ADR. FAS EEO counselors always highlight the benefits of ADR to all FAS EEO complainants and resolving officials.
- FAS also utilized ADR for non-EEO complaints. These services are typically administered at the mission area level. Managers and supervisors are required to participate in the ADR process. Likewise, the agency utilized the early resolution program for all of its EEO complaints. Said utilization included conflict coaching, mediation, and shuttle diplomacy.
- 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) 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>.
- Managers and supervisors are required to participate in the ADR process.
- The agency utilized the early resolution program for all of its EEO complaints. Said utilization included conflict coaching, mediation, and shuttle diplomacy.
- The FAS ADR program is available to the complainants during the entire complaint process (informal and formal) and is conducted within the timeframes specified by the federal regulations.

**ELEMENT SIX: RESPONSIVENESS AND LEGAL COMPLIANCE**

FAS strives to achieve excellence in its EEO operations to ensure it is responsive and compliant with deadlines and administrative, judicial and legal requirements.

Additionally, the accurate and timely submission of the FAS MD-715 report by OCR to the EEOC is safeguarded by continuous communications with OASCR ensuring to the

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best extent possible that FAS collects the appropriate data and conducts analyses that conforms to the MD-715 report. FAS continues offering the option of alternative dispute resolution (as deemed appropriate) during both the pre-complaint and the formal complaint process.

- FAS ensured that all complaint files were submitted to the EEOC in a timely manner during the hearing and appellate processes.
- The FAS effectively complied with EEOC and court orders and ensured compliance with settlement agreements implemented via the EEO complaints process.
- The FAS posted complaint statistical data in compliance with the No FEAR Act.
- The Administrator issued statements and repeatedly made clear a “zero tolerance” policy for discrimination and harassment at the FAS.
- The previously vacant OCR Director position was filled on August 9, 2015.
- The OCR Director reports directly to the Administrator and serves as the FAS principal advisor on all EEO/CR matters.
- The OCR Director actively participates in critical senior staff meetings and maximizes opportunities to collaborate with and advises other senior management officials on the requirements of the Department’s EEO program.
- Strong collaborative relationships have been formed with all program Areas, especially the Office of the Chief Human Capital Officer, the Office of General Counsel, and the Office of the Chief Financial Officer.
- New EEO training modules that emphasize practical approaches to fostering a Model EEO Program at the Agency are being deployed.
- Via performance standards, executives and managers are held accountable for ensuring EEO at the FAS.
- Mandatory prevention of harassment and reasonable accommodation training is held on a bi-annual basis.
- A more robust reasonable accommodation and disability employment program is being established at the Agency through improvements in its data collection process and outreach, promotion and retention strategies for persons with targeted disabilities.
- The FAS conducts analysis to determine if barriers to EEO exist for any particular group. To that end, OCR established a barrier analysis Committee and a partnership with the Office of Policy Development and Research (PD&R) for the purpose of analyzing workforce data.
- Agency leadership continued to ensure that civil rights goals and responsibilities are fully implemented. This included the annual issuance of the Civil Rights and Diversity Policy Statement, Reasonable Accommodations Policy Statement and Anti-Harassment Policy Statement and Procedures, holding managers and supervisors accountable through their performance plans, and adherence to all civil rights laws, rules, and regulations, including timely submissions of EEOC’s MD-715, No FEAR Act, and 462 Reports.

## SUMMARY ANALYSIS OF WORKFORCE Profiles and Barrier Analysis

The following information was retrieved from Table A-1: Total Workforce -Distribution by Race/Ethnicity and Sex.

### **Gender overview:**

A review of the total workforce for FY15 revealed FAS had a total workforce of 867 employees including Schedule B and temporary employees. Of the total workforce, 395 employees are males (45.56%) and 472 employees are females (54.44%).

Hispanic male employees accounted for 3.34%, (29 employees) and were 1.83% below the CLF of 5.17%; Hispanic female employees accounted for 2.42% (21 employees) and are 2.37% below the CLF of 4.79. White males accounted for 33.22% (288 employees) and are 5.11% below the CLF of 38.33%; White females accounted for 31.14% (270 employees) and are 2.89% below the CLF of 34.03%. Black/African American (BAA) males accounted for 6.57% (57 employees) and are 1.08% above the CLF of 5.49%; BAA females accounted for 15.46% (134 employees) and are 8.93% above the CLF 6.53%;

Asian males accounted for 2.08% (18 employees) and are 0.11% above the CLF of 1.97%; Asian females accounted for 4.73% (41 employees) and are 2.80% above the CLF of 1.93%. Native Hawaiian/Pacific Islander (NHPI) males accounted for 0.23 ( 2 employees) and are 0.16 percent above the CLF of 0.07%; NHPI females are not represented in this category and therefore, 0.07 percent below the CLF. American Indian/Alaska Native males (AIAN) accounted for 0.12% (1 employee) and are 0.43% below the CLF of 0.55%; AIAN females accounted for .35% (3 employees) and are 0.18% below the CLF of 0.53%;

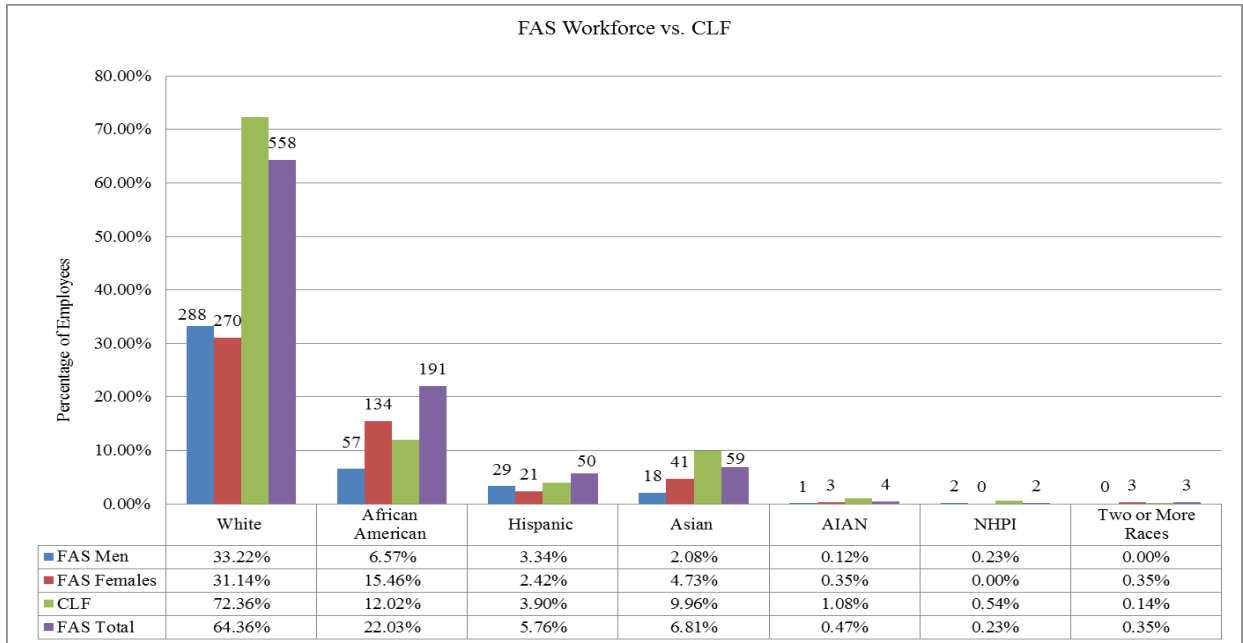
Males who elected to self-identify as two or more races (TMR) were not represented in the FAS workforce and are 0.26% below the CLF of 0.26%; TMR, Females, accounted for 0.35% (3 employees) and are 0.07% above the CLF of 0.28%. TMR NHPI males or females are not represented within the FAS workforce (see graph below).

### **Overview by Race:**

Hispanic employees accounted for 5.76% (50 employees), and are 4.2% below the CLF of 9.96%. Whites accounted for 64.36% (558 employees) and are 8% below the CLF of 72.36%. Blacks or African Americans accounted for 22.03% (191 employees) and are 10.01% above the CLF of 12.02%. Asians accounted for 6.81% (59 employees) and are 2.91% above the CLF of 3.90%. Native Hawaiians or other Pacific Islanders accounted for 0.23% (2 employees) and are 0.09% above the CLF of 0.14%. American Indians or Alaska Natives accounted for 0.47% (4 employees) and are 0.61% below the CLF of 1.08%; while individuals who self-identify as two or more races (TMR) accounted for 0.35% (3 employees) and are 0.19% below the CLF of 0.54%. With the exception of Hispanic and American Indian/Alaska Natives employees, minority groups are represented above their 2010 CLF rates.



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The largest percentage increase was in the following groups: White females increased by 1.33% (16 employees); TMR females increased by 0.35% (3 employees); BAA males increased by 0.12% (2 employees); Asian females increased by 0.15% (2 employees); Asian males increased by 0.08% (1 employee); and NHPI males increased by 0.11% (1 employee). In comparison to FY 2014, total employment at FAS increased by 1.76 percent (15 employees) in FY15.

**TEMPORARY WORKFORCE**

A review of the temporary workforce data for FY2015 revealed a total of 11 temporary employees. Of the 11 temporary employees, males account for 45.45% (5 employees) and females account for 54.55% (6 employees). Males remain above their rate of participation in the CLF with Hispanic males accounting for 9.09%, which is 3.92% above the CLF of 5.17%, and; BAA males accounted for 18.18%, which is 12.69% above the CLF of 5.49%. Asian; NHPI; AIAN, and TMR males are not represented in the Agency’s temporary workforce.

Similarly, the female temporary workforce is 54.55% (6 employee), which is 6.41% above the CLF of 48.14%. While BAA females account for 36.36% (4 employees) and White females accounted for 18.18% (2 employees). Hispanic, Asian, NHPI, AIAN and TMR females are not represented in the Agency’s temporary workforce.

**TOTAL WORKFORCE COMPARISON BY DISABILITY:**

The following information was retrieved from Table B-1: Total Workforce -Distribution by Disability,

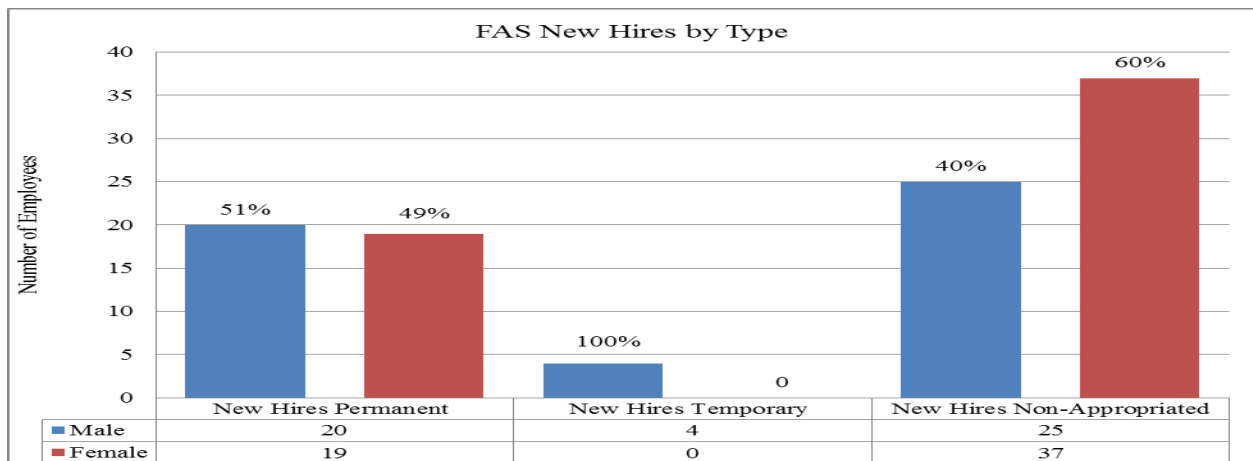
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The total workforce data by disability indicates representation of Individuals with Reported Disabilities accounted for 6.46% (56 employees), which is an increase of 0.47% compared to FY14 total of 5.99%, (51 employees). Individuals with Targeted Disabilities<sup>1</sup> accounted for 0.92% (8 employees), which is 1.08% below the EEOC Federal Goal of 2%. Individuals who elected not to identify a disability accounted for 1.73% (15 employees) which is a 0.2%, (2 employees) increase compared to the FY14 total of 1.53% (13 employees).

**NEW HIRES:**

The following information was retrieved from Table A-8: New Hires by Type Appointment-Distribution by Race/Ethnicity and Sex

A review of the new hire workforce data indicates a total of 105 new hires; 39 permanent (20 males and 19 females); 4 temporary (4 males) and 62 Non-Appropriated (25 males and 37 females). The 39 permanent new hires breaks down as follows: Hispanic males 2.56% (1 male); Hispanic females 0%; White males 38.46% (15 employees), White females 23.08% (9 employee); Black males 7.69% (3 employees); Black females 17.95% (7 employees); Asian males 2.56% (1 employee); and Asian Females 7.69% (3 employees).

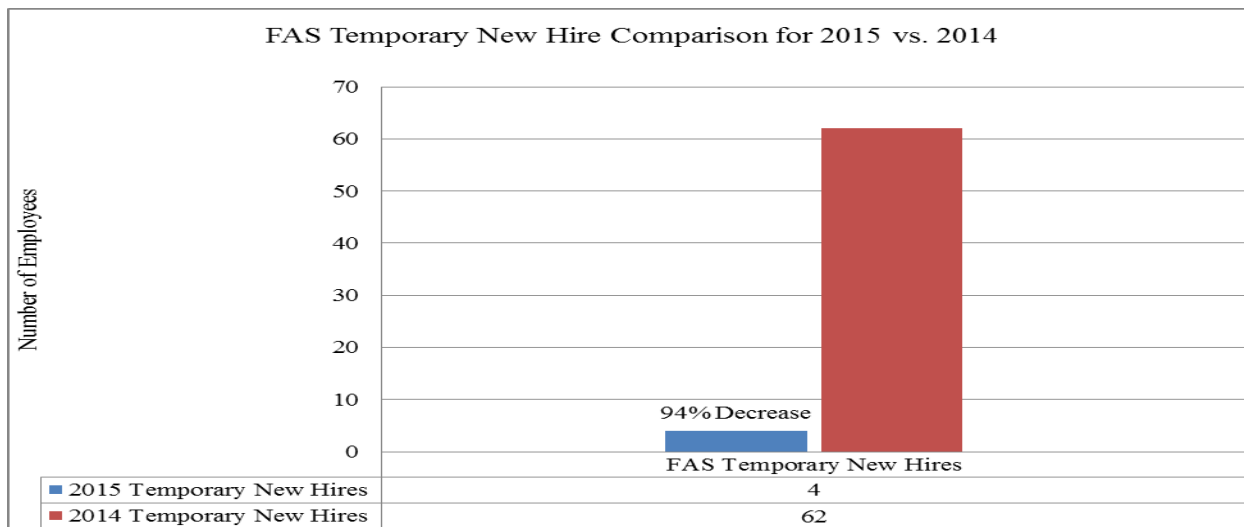


The 4 temporary new hires representation is categorized as: White males 75% (3 employees) and BAA males 25% (1 employee). The 62 Non-Appropriated new hires representation is categorized as: Hispanic males 1.61% (1 employee); White males 29.03% (18 employees); White females 46.77% (29 employees); BAA males 4.84% (3 employees); BAA females 4.84% (3 employees); Asian males 3.23% (2 employees); Asian females 8.06% (5 employees); and NHPI males 1.61% (1 employee).

<sup>1</sup> Blindness, deafness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness and distortion of limbs and or spine

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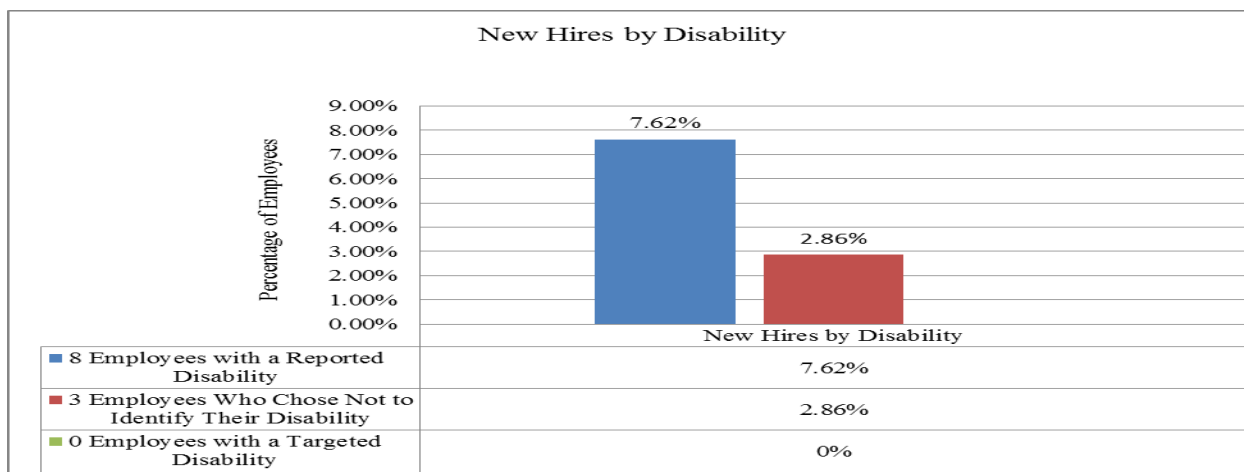
Hispanic and NHPI females; AIAN males and females; and TMR males and females are absent from this category. Permanent (male) new hires, is 51.28%, which is 0.58% below the CLF of 51.86%, while females in this category are represented at 48.72%, which is 0.58% above the CLF of 48.14%. In FY14 FAS hired 62 temporary hires compared to 4 temporary new hires in FY15; equating to a 93.55% decrease within this category.



**NEW HIRES BY DISABILITY:**

The following information was retrieved from Table B-8: New Hires by Type Appointment-Distribution by Disability

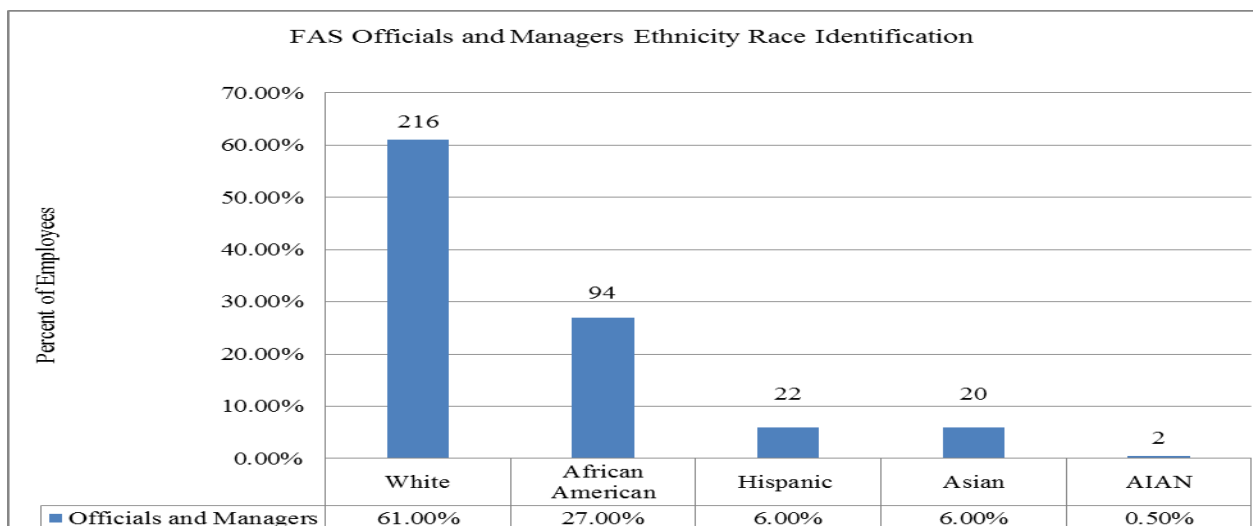
A review of the new hire workforce by disability indicates that Individuals with Reportable Disabilities within the Agency is at 7.62%% (8 employees); 2.86% or 3 employees elected not to identify or declare a disability; Individuals with Targeted Disabilities are not represented in the FAS workforce and therefore below the EEOC Federal Goal of 2 percent.



**SUMMARY OF FED NINE OCCUPATIONAL CATEGORIES BY ETHNICITY RACE IDENTIFICATION (ERI):**

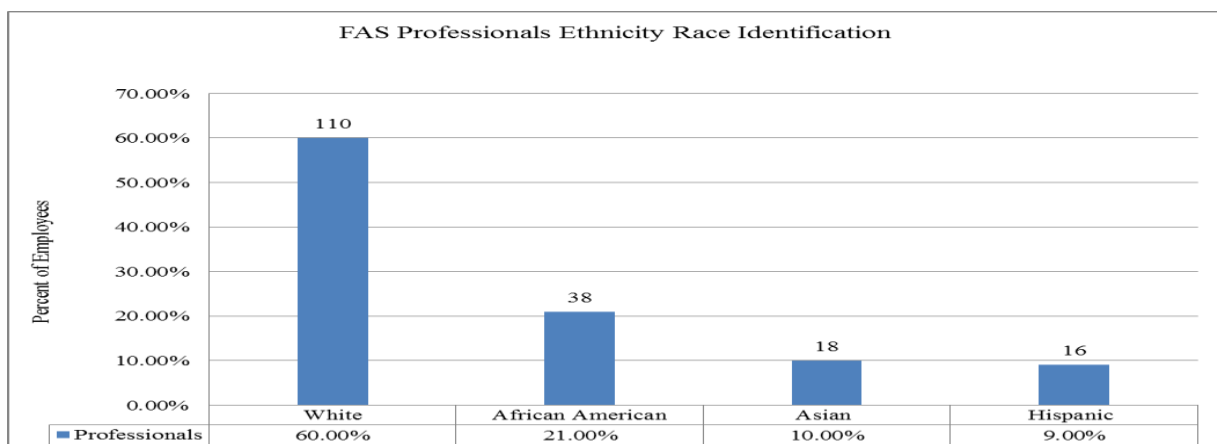
The following information was retrieved from Table A3-1: Occupational Categories-Distribution by Race/Ethnicity and Sex.

**OFFICIALS AND MANAGERS (354 employees)** = Males accounted for 44.63% (158 employees); and females accounted for 55.37% (196 employees). Whites accounted for 61.01% (216 employees); Blacks accounted for 26.55% (94 employees); Hispanics accounted for 6.21% (22 employees); Asians accounted for 5.64% (20 employees); and AIAN accounted for 0.56% (2 employees).



Native Hawaiian/Pacific Islanders, American Indians/Alaska Natives and individuals who elected to identify as two or more races (TMR) are not represented in this category.

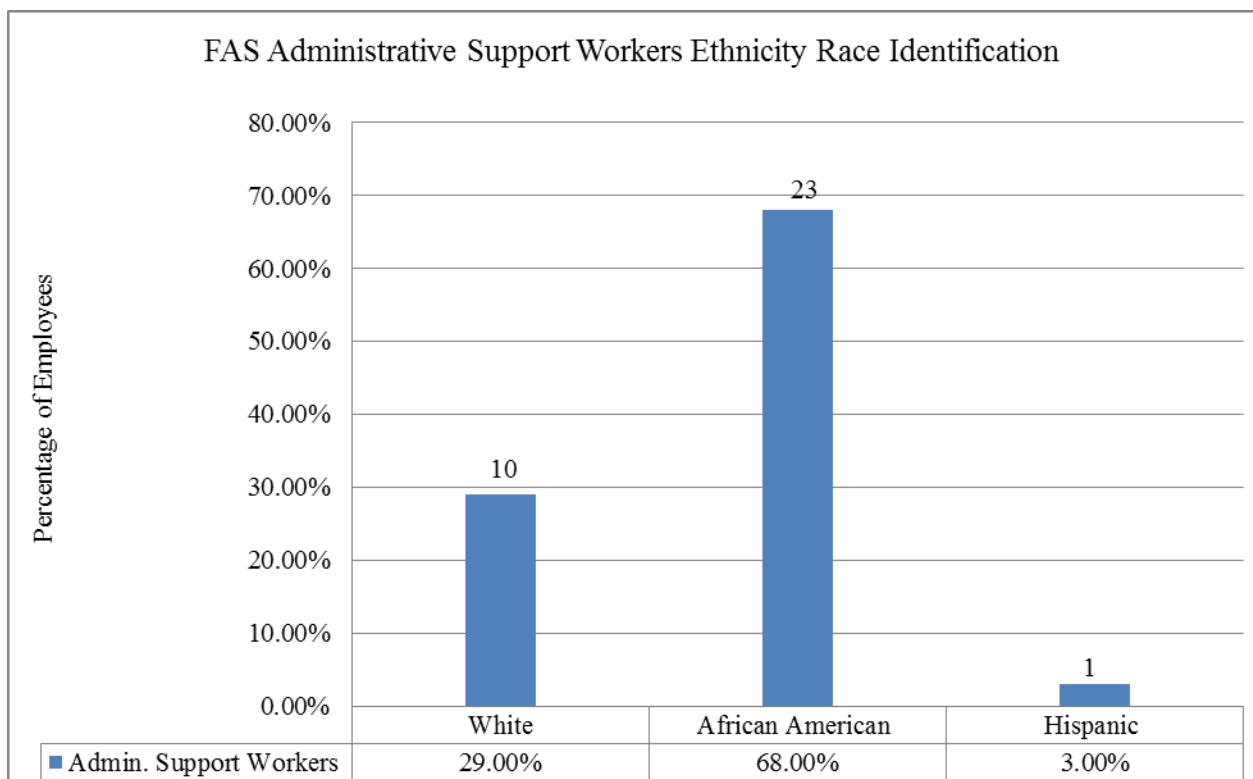
**PROFESSIONALS (182 employees)** = Males accounted for 53.85% (98 employees); and Females accounted for 46.15% (84 employees).



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As noted in the graph above, Whites accounted for 60.44% (110 employees); Blacks accounted for 20.88% (38 employees); Asians accounted for 9.89% (18 employees); and Hispanics accounted for 8.79% (16 employees). Native Hawaiian/Pacific Islanders, American Indians/Alaska Natives and individuals who elected to self-identify as two or more races (TMR) are not represented within this occupation.

**ADMINISTRATIVE SUPPORT WORKERS (34 employees)** = Males accounted for 14.71% (5 employees) and females accounted for 85.29% (29 employees). Within this career field; Whites accounted for 29.41% (10 employees); while Blacks accounted for 67.64% (23 employees); and Hispanics accounted for 2.94% (1 employee). Asians, Native Hawaiian/Pacific Islanders, American Indians/Alaska Natives and individuals who self-identify as two or more races are not represented in this category.



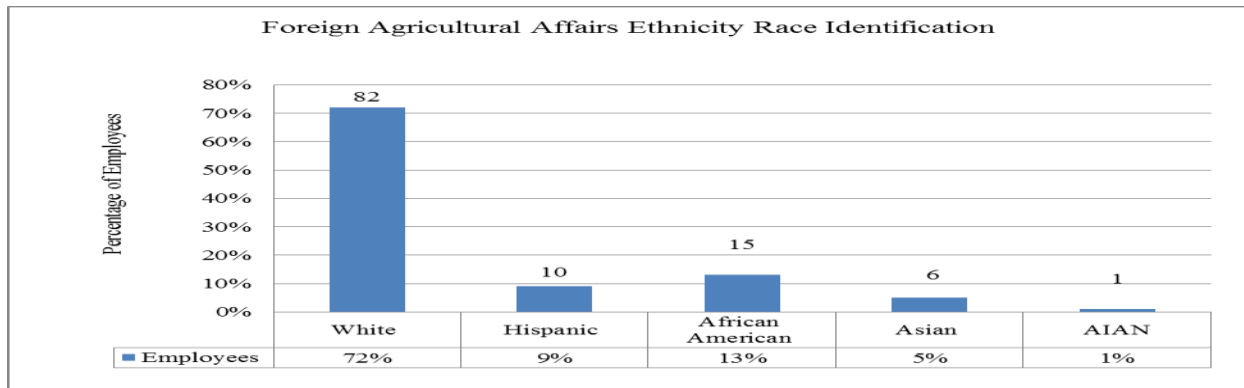
**Technicians, Sales workers, Laborers and Helpers, Craft workers, Operatives, and Service workers** were not represented in FY15.

Summary of FED9 - Analysis of the High Grade positions, FED 9 categories were reviewed and compared to total workforce representation. With the exception of Administrative Support Workers, employees who self-identified as White encompass the majority of the high grade positions in the General Schedule (GS) and FSO pay plans.

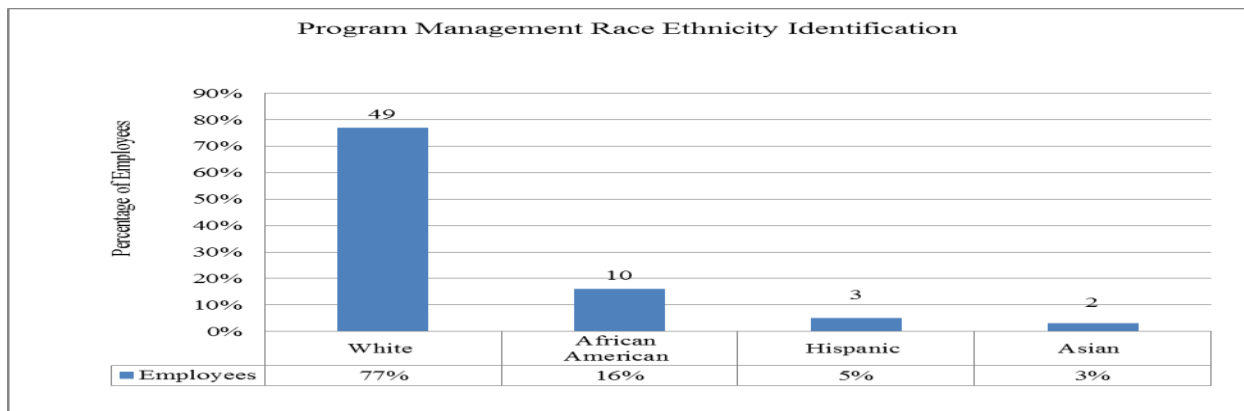
### Summary Analysis of the Top Ten Series

The statistics from this category were retrieved from Table A6: Participation Rates for Major Occupations-Distribution by Race/Ethnicity and Sex (Perm).

**Foreign Agricultural Affairs (0135 series) = 114 employees**, males accounted for 65.79% (75 employees); and females accounted for 34.21% (39 employees). Whites accounted for 71.93% (82 employees) in this job series; Hispanics accounted for 8.78% (10 employees); Blacks accounted for 13.16% (15 employees); Asians accounted for 5.26% (6 employees); and American Indians/Alaska Natives accounted for 0.88% (1 employee). Native Hawaiian/Pacific Islanders and TMR were not represented in this job series

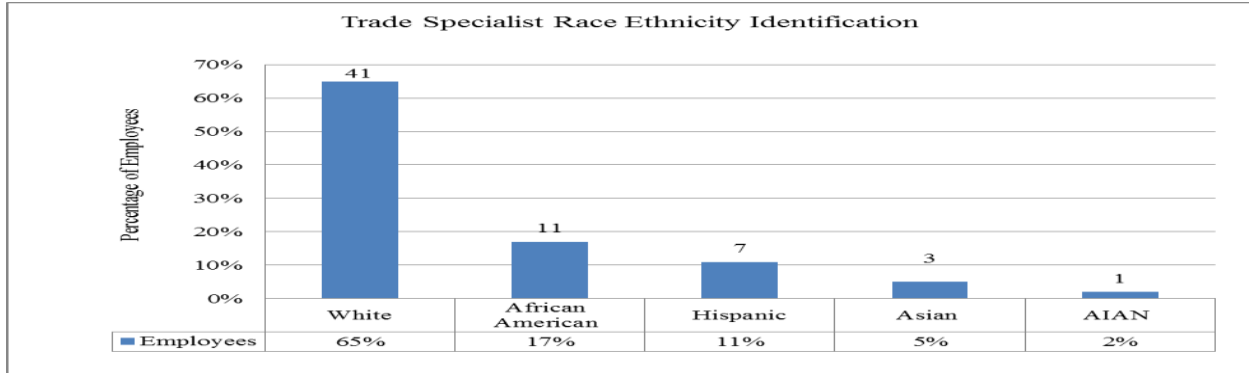


**Program Management (0340 series) = 64 employees**, males accounted for 50.00% (32 employees) and females accounted for 50.00% (32 females). Within the Program Management series, Whites accounted for 76.56% (49 employees) and Blacks accounted for 15.63% (10 employees); while Hispanics accounted for 4.69% (3 employees); and Asians represented 3.13% (2 employees) within this series. Native Hawaiian/Pacific Islander, American Indian/Alaska Native and TMR were not represented in this job series.

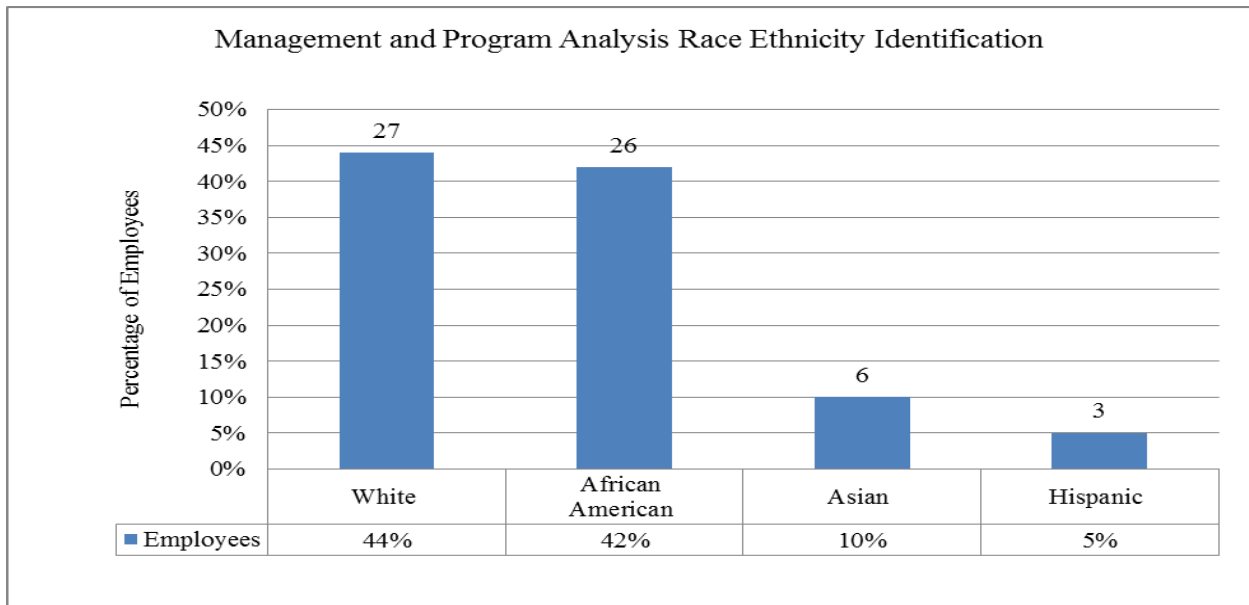


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**Trade Specialist (1140 series) = 63 employees**, males accounted for 36.51% (23 employees); and females account for 63.49 % (40 employees). Whites accounted for 65.08% (41 employees) in this job series; Blacks accounted for 17.46% (11 employees); Hispanics accounted for 11.11% (7 employees); Asians accounted for 4.76% (3 employees); and American Indians/Alaska Natives accounted for 1.59% (1 employee). Native Hawaiian/Pacific Islander and TMR were not represented in this job series.



**Management and Program Analysis (0343 series) = 62 employees**, males accounted for 30.65% (19 employees); and females accounted for 69.35% (43 employees). Whites accounted for 43.54% (27 employees) in this job series; Blacks accounted for 41.93% (26 employees); Asian accounted for 9.68% (6 employees); and Hispanics accounted for 4.84% (3 employees).

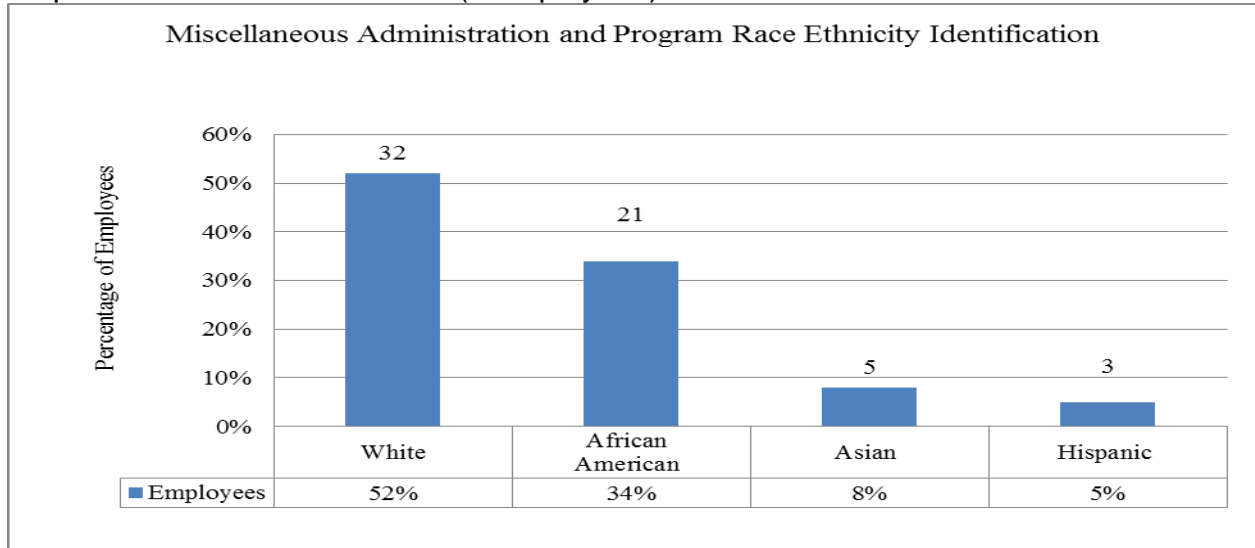


Native Hawaiian/Pacific Islander, American Indian/Alaska Native and TMR were not represented in this job series.

**Miscellaneous Administration and Program (0301 series) = 61 employees**, males accounted for 45.90% (28 employees); and females accounted for 54.10% (33 employees).

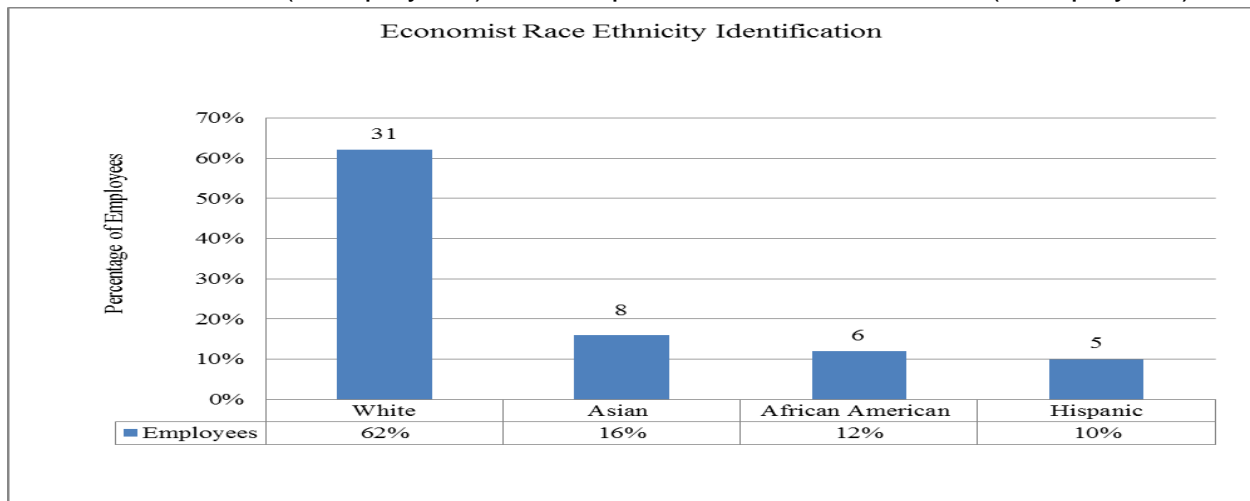
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employees). Whites accounted for 52.46% (32 employees) in this job series; Blacks accounted for 34.43% (21 employees); Asians accounted for 8.20% (5 employees); and Hispanics accounted for 4.92% (3 employees).



Native Hawaiian/Pacific Islander, American Indian/Alaska Native and TMR were not represented in this job series.

**Economist (0110 series)** = 50 employees, males accounted for 46% (23 employees); and females accounted for 54% (27 employees). Whites accounted for 62% (31 employees) in this job series; Asians accounted for 16% (8 employees); Blacks accounted for 12% (6 employees); and Hispanics accounted for 10% (5 employees).



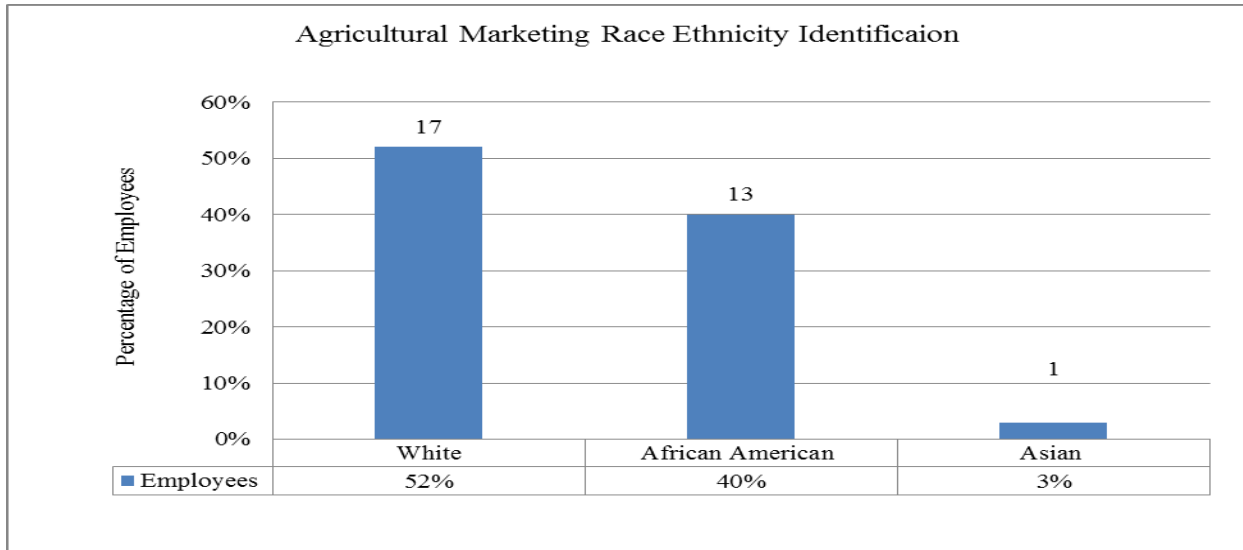
Native Hawaiian/Pacific Islander, American Indian/Alaska Native and TMR were not represented in this job series.

**Agricultural Marketing (1146 series)** = 33 employees, males accounted for 42.42% (14 employees); and females accounted for 57.58% (19 employees). Whites accounted for 51.51% (17 employees) in this job series; Blacks accounted for 39.39% (13



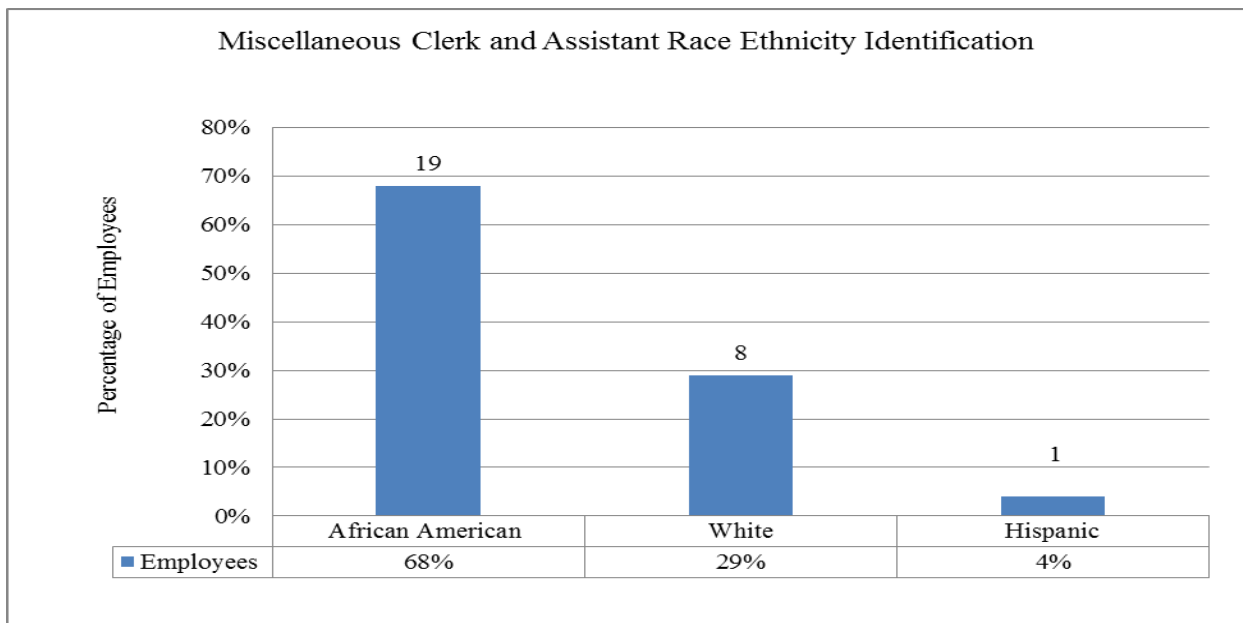
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employees); and Asians accounted for 3.03% (1 employee). Native Hawaiian/Pacific Islanders, American Indians/Alaska Natives, and TMR were not represented in this job series.



**Miscellaneous Clerk and Assistant (0303 series)** = 28 employees, males accounted for 14.29% (4 employees); and females accounted for 85.71% (24 employees).

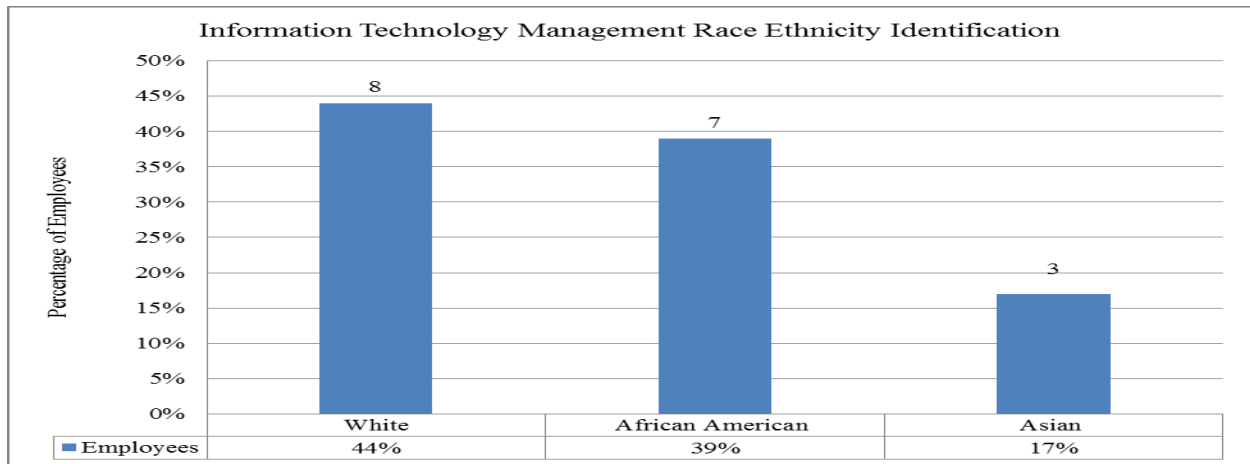
Blacks accounted for 67.85% (19 employees) in this job series; Whites accounted for 28.57% (8 employees); and Hispanics accounted for 3.57% (1 employee).



Asians, Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives, and TMR were not represented in this job series.

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**Information Technology Management (2210 series)** = 18 employees, males accounted for 44.44% (8 employees); and females accounted for 55.56% (10 employees). Whites accounted for 44.45% (8 employees) in this job series; Blacks accounted for 38.89% (7 employees); and Asians accounted for 16.67% (3 employees).



Hispanics, Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR were not represented in this job series.

**General Business and Industry (101 series)** =12 employees, males accounted for 75% (9 males); and females accounted for 25% (3 females). Whites accounted for 75% (9 employees) in this job series; Blacks accounted for 16.67% (2 employees); and Hispanics accounted for 8.33% (1 employee). Asians, Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR were not represented in this job series.



**3 YEAR POPULATION TREND BY GENDER, RACE, ETHNICITY**

The following information was retrieved from Table A-1: Total Workforce- Distribution by Race/Ethnicity and Sex.

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EEO Group	2013 %	2014 %	% Ratio Change	2015 %	% Ratio Change
Hispanic Male	3.53	3.40	<b>-0.13</b>	3.34	<b>-0.06</b>
Hispanic Female	2.05	2.23	0.18	2.42	<b>-0.16</b>
White Male	34.97	33.80	<b>-1.16</b>	33.22	<b>-0.58</b>
White Female	29.38	29.81	0.43	31.14	1.33
Black/African American Male	6.38	6.46	0.08	6.57	0.12
Black/African American Female	16.40	16.67	0.27	15.46	<b>-1.21</b>
Asian Male	1.82	2.00	0.17	2.08	0.08
Asian Female	4.56	4.58	0.02	4.73	0.15
Native Hawaiian/Pacific Islander Male	0.11	0.12	0.0	0.23	0.11
Native Hawaiian/Pacific Islander Female	0.0	0.0	0.0	0.0	0.0
American Indian/Alaska Native Male	0.0	0.12	0.12	0.12	0.0
American Indian/Alaska Native Female	0.46	0.47	0.01	0.35	<b>-0.12</b>
Two or More Races Male	0.0	0.0	0.0	0.0	0.0
Two or More Races Female	0.34	0.35	0.01	0.35	0.35

## Summary Analysis of Awards -Distribution by Race/Ethnicity and Sex

The following information was retrieved from Table A13: Employee Recognition and Awards -Distribution by Race/Ethnicity and Sex

**Time-Off Awards – (1-9 Hours)** = 5 employees received this type of award. Males received 80% (4 employees) and females received 20% (1 employee) of this type of award. Whites accounted for 80% (4 employees) receiving this type of award and Asians received the remaining 20% (1 employee). Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR did not receive this type of award.

**Time-Off Awards – (9+ Hours)** = 15 employees received this type of award. Males received 20% (3 employees) and females received 80% (12 employees) of the awards in this category. Similarly, Whites received 66.67% (10 employees) of awards in this category; Blacks received 26.67% (4 employees), Hispanics received 6.67% (1 employee) of the awards issued in this category. Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR did not receive this type of award.

**Cash Awards (\$100-\$500)** = 141 employees received awards within this category. Males, received 30.50% (43 employees) and females received 69.50% (98 employees). Similarly, Whites received 54.61% (77 employees) of the awards within this category; Blacks received 39.71% (56 employees); Hispanics 2.13% (3 employees); Asians 3.55% (5 employees) of the awards in this category. Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR did not received awards within this category.

**Cash Awards \$500+** = 611 employees received an award in this category. Of which, males accounted for 42.55% (260 employees) and females accounted for 57.45% (351 employees). Whites accounted for 57.78% (53 employees) receiving this type of award; Blacks accounted for 29.95% (183 employees); Hispanics accounted for 6.71% (41 employees); Asians accounted for 5.40% (33 employees) and American Indian/Alaska Natives employees accounted for 0.16% (1 employee). Similar to the aforementioned award categories, Native Hawaiian/Pacific Islanders and individuals in the TMR category were not represented in this category.

**Quality Step Increases (QSI)** = 22 employees received QSI's. Males received 63.64% (14 employees) and females received 36.36% (8 employees). Whites received 63.63% (14 employees awards within this category; Blacks received 27.28% (6 employees) of the QSI's. Hispanics received 4.55% (1 employee). Similar to the aforementioned award categories, Native Hawaiian/Pacific Islanders and individuals in the TMR category were not represented in this category.

The following information was retrieved from Table A4: Participation Rates for general Schedules (GS) Grades by Race/Ethnicity and Sex

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Grades	TOTAL WORKFORCE			Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-3	1														
GS-4	1														
GS-5	1														
GS-6	2							1	1						
GS-7	21					3	5	2	11						
GS-8	9					1	1		7						
GS-9	22				1	7	5	1	8						
GS-10	1								1						
GS-11	37			1	1	8	7	1	13	2	4				
GS-12	68			3	1	10	13	8	26	0	7				
GS-13	138			10	6	31	48	12	21	4	5				1
GS-14	107			1	3	43	35	4	13	1	7				
GS-15	39			2	0	22	8	2	4	0	1				
Totals				17	12	125	122	31	108	7	24				
White	247	55.00%													
Black (AA)	139	31.00%													
Asian	31	6.00%													
Hispanic	29	6.00%													
AI	1														
Total	447	2.00%													

Note: TMR are not represented in the GS Grades<sup>2</sup>.

In FY 2015, there were 58 employees at the GS-3 – GS 10 level, Minorities held 36 of those positions. At the GS-12 level, males accounted for 30.88% (21 employees) and females accounted for 69.12% or 47 employees of the 68 GS-12 employees. Within this Category, Whites accounted for 33.83% (23 employees) and Blacks comprised 50% (34 employees); while Hispanics represented 5.88% (4 employees), Asians, 10.29% (7 employees) of the total population at this grade. Native Hawaiian/Pacific Islanders and individuals in the TMR category were not represented at this grade level.

At the GS-13 level, males represented 41.30% (57 employees) and females accounted for 58.70% (81 employees) of the GS-13 population. Males accounted for 41.30% (57 employees) and females accounted for 58.70% (81 employees). Within this category, Whites accounted for 57.24% (79 employees), Blacks represented 23.92% (33 employees), and Hispanics, 11.60% (16 employees), Asians 6.52% (9 employees) and American Indian/Alaska Natives accounted for 0.72% (one employee) of the total GS-13

<sup>2</sup> The Agency does not have GS-1 or GS-2 level employees.

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population. Native Hawaiian/Pacific Islanders and individuals and TMRs are not represented at this grade level.

Additionally, At the GS-14 grade level, males represented 45.79% (49 employees) and females represented 54.21% (58 employees). Whites represented 72.90% (78 employees), Blacks accounted for 15.89% (17 employees); Asians 7.47% (8 employees) and Hispanics represented 3.73% (4 employees) of the total GS-14. Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR were not represented at this grade level. At the GS-15 Grade level Males accounted for 66.67% (26 employees) and females accounted for 33.33% (13 employees). Whites represented 76.92% (30 employees) at this level; Blacks represented 15.39% (6 employees); Hispanics 5.13% (2 employees) and Asians 2.56% (1 employee) of the total GS-15s. Native Hawaiian/Pacific Islanders, American Indian/Alaska Natives and TMR were not represented at this Grade level.

Furthermore, a review of the empirical data indicates FAS has 138 (GS-13), 107 (GS-14) and 39 (GS-15) encumbered positions for a cumulative total of 284 positions at the Grades of 13 through 15. An analysis of this data indicates, 66% or 187 positions, are occupied by Whites, 20% or 56 positions by Blacks, 7% or 22 positions by Hispanics, and 6% or 18 positions held by Asians; with the remaining 1% (1 position) encumbered by AI/AN.

Moreover , of the 138 GS-13 positions, Whites held 57% or 79 positions, Blacks held 23% or 33 positions, Hispanics 12% or 16 positions, Asians 7% or 9 positions, and AI/AN held 1% or 1 position. At the GS-14 level whites held 73% or 78 positions, Blacks 16% or 17 positions, Hispanics 4% or 4 positions, Asians 7% or 8 positions. At the GS-15 level, Whites held 77% or 30 positions, Blacks 15% or 6 positions, Hispanics 5%, or 2 positions, Asians 3% or 1 position.

Similarly, a review of the Foreign Service Officer (FSO) positions reveal FAS currently has 85 FSO positions; with 69% or 59 positions currently held by Whites; 14% or 12 positions occupied by Blacks/(AA); 12% or 10 positions held by Hispanics; and 5% or 4 positions held by Asians. While NHPI, AI/AN, and Individuals that self-identify as two or more races (TMR) are not represented in the FSO career filed.

**Average Grade by Total Number with Disabilities vs No Disabilities**

The following information was retrieved from table B4-1: Participation Rates for GS Grades by Disability

<b>GS/GM and Related Grades</b>	<b>Total</b>	<b>No Disabilities</b>	<b>Not Identified</b>	<b>Disability</b>	<b>Targeted Disability</b>
<b>Total GS</b>	<b>445</b>	<b>391</b>	<b>11</b>	<b>43</b>	<b>7</b>

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Grade 4	1	0	0	1	0
Grade 5	1	1	0	0	0
Grade 6	2	1	0	1	0
Grade 7	21	17	1	3	1
Grade 8	9	6	1	2	1
Grade 9	22	15	0	7	0
Grade 11	37	35	0	2	0
Grade 12	68	60	0	8	2
Grade 13	138	123	5	10	3
Grade 14	107	95	3	9	0
Grade 15	39	38	1	0	0

**VETERAN WORKFORCE SUMMARY**

Workforce Analysis of Veteran Appointment Categories by Ethnicity Race Identification:  
data table: Minority Profile by Veteran Preference by Disability Code.

<b>Veteran's Appointment</b>	<b>Total Number of Employees</b>	<b>% of Hispanics</b>	<b>% of Whites</b>	<b>% of Blacks</b>	<b>% of Asians</b>	<b>% of NH/PI</b>	<b>% of AI/AN</b>	<b>% of 2 or more races</b>
10 - Point/Comp/30%	8	12.5	37.5	50	0	0	0	0
10- Point/Comp	4	0	50	50	0	0	0	0
5- Point	21	0	66.67	33.33	0	0	0	0

**The Disabled Veterans Affirmative Action Plan (DVAAP)**

The DVAAP addresses the ratio of disabled veterans to the workforce population. The chart below shows fiscal year 2015's population percentage changes in comparison to fiscal year 2014. It also shows participation rates within each PATCOB category, and the population change percentage among veterans in the 30% disability category. Information pertaining to this report was retrieved from NFC Minority Profile Veterans Preference.

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This report reflects an analysis of the Foreign Agricultural Service permanent workforce, in comparison to the disabled veterans employed within FAS. As of October 26, 2015, there were 570 permanent employees assigned to FAS. Disabled Veterans accounted for 33 (5.78%) of the permanent workforce; an increase of 2.73% from FY2014, 26 (3.05%).

Categories	Total	GS 12 & below	GS 13+
Disabled Veterans	33	14	19
% Representation	5.78	42.42	57.57
Population Change	+7	+5	+3

**30% Compensable Disabled Veteran Workforce:**

In FY2015: 30% compensable veterans accounted for 0.92% of the FAS total workforce; an increase of 0.37% from FY2014.

Categories	Total	30% DV GS 12 & below	30% DV GS 13+
30% DV	8	4	4
% Representation	0.92	0.46	0.46
Population Change	+3	+2	+1

**Occupational Categories**

In FY 2015, the majority of the jobs held by disabled veterans were administrative jobs 3.22% or 28 jobs. Both Professional and Technical jobs accounted for 0.23% and Clerical jobs 0.11%.

Categories	Professional	Admin.	Technical	Clerical	Other W/C	Blue Collar
Disabled Vet.	2	28	2	1	0	0
	0.23	3.22	0.23	0.11	0	0



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% Representation						
Population Change	0	26	0	0	+1	0

**Hiring of Disabled Veterans**

During FY 2015, FAS hired 13 Disabled Veterans for an increase of 550% compared to the FY14 total of 2 total hires.

Total New Hires FY 13					
Categories	Total	Total New 5 Pt Veteran Hires	Total New 10 Pt Comp Hires	Total New 30% + DV Hires	Total Non Veterans
All New Hires	105	8	1	4	92
% Representation	100	61.5	7.69	30.7	278.7
% Total Population	100	7.6	0.95	3.8	87.6

**Accommodations provided to Individuals with Disabilities in FY15.**

During FY 2015, FAS approved a total of 39 reasonable accommodations out of 43 requests received by the FAS. Currently the OCR has no mechanism for determining the cost associated with granting each request for accommodations since accommodations are centrally funded by the USDA Target Center; or a mechanism for determining the cost of the 4 accommodations declined<sup>3</sup>.

Type of Accommodation Requested	Number Requested
Business class/upgrade travel	17
Disabled parking	6

<sup>3</sup> Need mechanism for capturing cost associated with accommodations.

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Type of Accommodation Requested	Number Requested
Second laptop for use working at home	6
Telework	7
Scooter	1
Accommodations for taking tests	1
Change in workspace	2
Upgraded government-issued iPhone	1
Voice recognition software	1
Devices to assist in reading	1

**EEO Complaint Activity**

Complaints processing summary<sup>4</sup>

<u>Total inventory (462)</u>	<u>Median informal days</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days<sup>5</sup></u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
18	89	69	0	2 closures	0	7	6

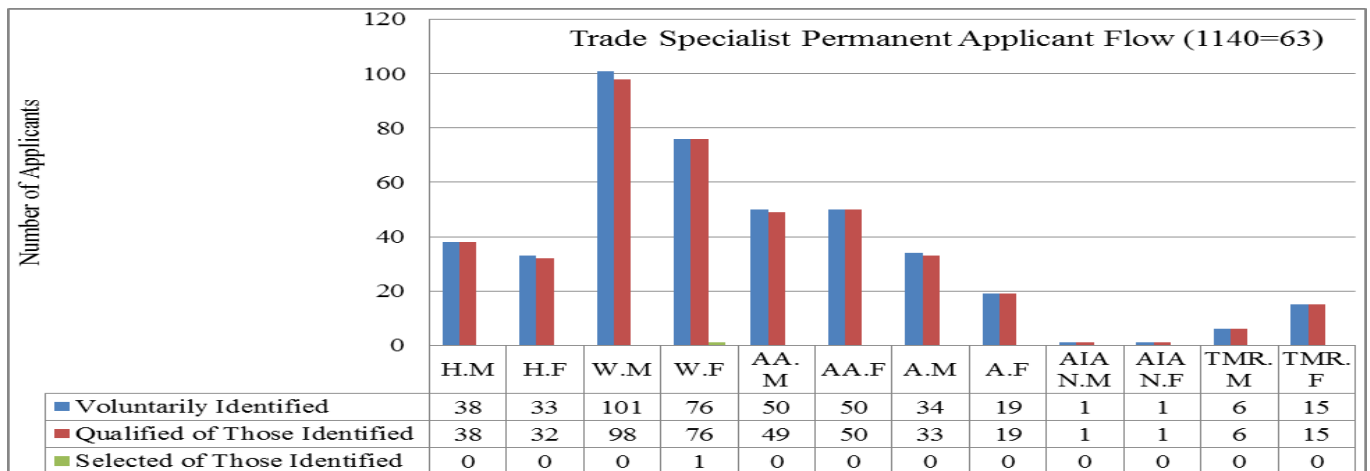
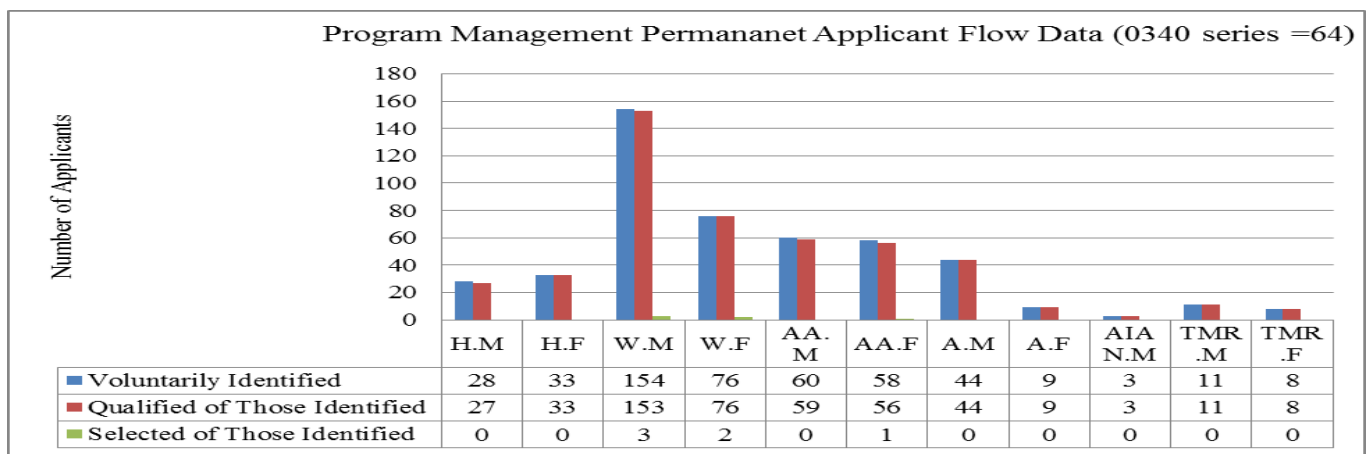
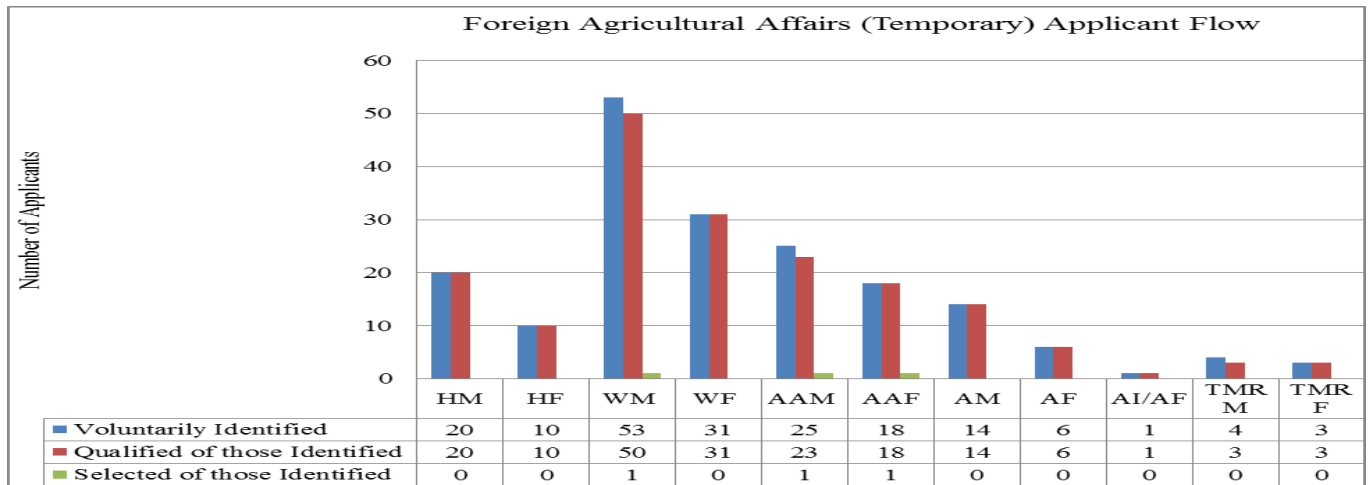
**Applicant Flow Data for Top 3 Major Occupations<sup>6</sup> (0135= 114)**

<sup>4</sup> Median number of days exceeds number of days allowed to complete traditional counseling without obtaining approval from aggrieved.

<sup>5</sup> On January 1, 2013 OASCR assumed full control of all EEO process beyond the issuance of the NRTF to include Acceptance/Dismissals, Investigations, Issuance of Final Agency Decisions, processing conflict cases. Each agency was also required to support OASCR staffing requirements to support the 2013 initiative.

<sup>6</sup> Applicant Flow Data for Foreign Agricultural (Permeant) is currently unavailable.







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**715-01 PART G**





**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	The Agency Head was installed in May 2013. The EEO policy statement was issued on April 7, 2014 and a new policy was issued on April 14, 2015. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.	X		April 7, 2014 and on April 14, 2015.
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.	X		Most recent policy statement was issued on April 14, 2015.
	Are new employees provided a copy of the EEO policy statement during orientation?	X		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.
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		All FAS employees are provided with copies of the EEO policy statement at a minimum of once annually.
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?			N/A FAS has no subordinate agencies.
	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?	X		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.
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR Â§1614.102(b)(5)]	X		Written materials are posted throughout OCR Offices and distributed through our program areas. Additionally, materials can be found on OCE website at: Agency hashttp://www.fas.usda.gov/about-fas/civil-rights.
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	



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Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		Agency officials complete the mandatory, annual refresher training required by ASCR. EEO/Civil Rights is included in the performance rating of all supervisors
resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		Agency officials support and actively participate in the alternative dispute resolution program.
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		Managers and supervisors are encouraged to proactively address issues that arise in the workplace. The agency collaborates with OASCR's Early Resolution and Conciliation Division.
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		The Agency' Senior officials participated in outreach and recruitment events. FAS also utilize our SEPMs to conduct outreach and attend recruitment events. Additionally, the Agency program areas sponsored students that attend Historically Black Colleges and Universities and Hispanic-Serving Institutions.
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		FAS OCR works with agency officials to ensure cooperation. Management officials allow sufficient time for employees to participate in the process.
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		Agency officials are evaluated on EEO/Civil Rights performance elements annually.
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		Agency officials are evaluated on communication related and supervisory performance elements annually.
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?			N/A Reasonable Accommodation Process is managed thru HR.
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		Agency officials are evaluated on EEO/Civil Rights performance elements annually.
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		FAS utilizes USDA Table of Penalties which were last updated in 1994 and can be found at <a href="http://www.dm.usda.gov/employ/employe_erelements/dpm-751-1.htm">http://www.dm.usda.gov/employ/employe_erelements/dpm-751-1.htm</a> A copy of the Prohibited Personnel Practices from the Office of Special Counsel has been posted on the Office of Civil Rights Bulletin Board.
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 procedures available on the World Wide Web or Internet?	X		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 (APHIS); 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.



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Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		In January, 2015, the shared service provider (APHIS) Reasonable Accommodation Coordinator provided a webinar based reasonable accommodation training to FAS employees. The training is also available on AgLearn to all FAS employees.
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <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.</b>				
 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)] 25. 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?)		X		The EEO Director reports directly to the Administrator.
Are the duties and responsibilities of EEO officials clearly defined?		X		EEO duties, responsibilities and objectives are defined in the performance elements.
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		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.
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				N/A
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.				N/A
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		The Civil Rights Director is a part of the FAS senior leadership team and participates in senior leadership meetings (which include weekly senior staff meetings, weekly Deputy Administrator meetings; as well as the Executive Advisory Groups).

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Following the submission of or immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?				A State of the Agency briefing was not held in 2015; however, on November 25 the new OCR Director provided the Administrator with the State of the Agency (CR) Brief.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		FAS Civil Rights collaborates with Human Resources and agency program areas.
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?			X	OCR conducts Civil Rights Impact Analysis for employment actions. (see table A4) these actions were completed from a title VI, perspective report were completed but information does not appear to be provided to responsible officials at the most senior level of the organization through EEO channels.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]		X		See table A4-1
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?		X		EEO/Civil Rights goals continue to be included in the agency's strategic plan FY2015-2018.
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		X		The agency's EEO Director receives support from the Administrator to implement the EEO action plan.
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?		X		FAS Civil Rights collaborates with APHIS HRD to ensure the completion of self-assessments and self-analyses.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		All Special Emphasis programs are fully staffed with collateral duty Program Managers. OCR is responsible for SEPM participation.
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		The Federal Women's Program is currently being managed within the FAS OCR
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		The Hispanic Employment Program is managed by a collateral duty Special Emphasis program manager.
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		The People With Disabilities Program is managed by a collateral duty Special Emphasis program manager.

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

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; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		All Special Emphasis programs are fully staffed with collateral duty Program Managers. OCR manages all SEPM programs for coordination and compliance with EEO guidelines and principles.
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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		X		FAS Utilizes the National Finance Center (NFC) Workforce Data Tables and Icomplaints database.
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?)		X		The use of EEO programs, ADR and reasonable accommodation is free and fully accessible to agency employees.
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		FAS OCR received dedicated funding to carry out civil rights activities outside of complaint processing.
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		The reasonable accommodation process is adequately funded through central funding.
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.
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		FAS OCR received limited funding to conduct training.
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		Funding is secured annually to post EEO materials, to ensure that the agency remains in compliance.
Is there sufficient funding to ensure that all employees have access to this training and information?		X		Sufficient funding is available to ensure access to EEO training.
Is there sufficient funding to provide all managers and 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?		X		Managers and supervisors complete mandatory annual EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.
to provide religious accommodations?		X		Funding is secured annually to provide religious accommodations.
to provide disability accommodations in accordance with the agency's written procedures?		X		Managers and supervisors complete mandatory annual EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.
in the EEO discrimination complaint process?		X		Sufficient funding is provided for management officials to complete EEO training. FAS OCR provided supplemental training based on programmatic EEO trends.
to participate in ADR?		X		Management ADR training is adequately funded.







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<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> <b>This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</b>				
 <b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		OCR Director provided updates to senior officials and staff regularly, including returning foreign service.
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?		X		FAS OCR collaborates with appropriate agency officials and the Human Resource Division to successfully implement our EEO plan.
 <b>Compliance Indicator</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR A§ 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		X		The agency established special committees to look at the accessibility of the merit promotion program for all employees in FY 2015.
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 the program by all groups?		X		The agency established special committees to look at the accessibility of all awards for all employees in FY 2015.
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?		X		The agency established special committees to look at the accessibility of all training opportunities for all employees in FY 2015.
 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		FAS utilizes the USDA Table of Penalties, which is overseen and enforced by APHIS HRD.
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?		X		A copy of the Prohibited Personnel Practices from the Office of Special Counsel has been posted on the Office of Civil Rights Bulletin Board.
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		The agency has not had any findings of discrimination in the past two years.
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?		X		The agency complies with all applicable EEO/Civil Rights regulations set forth by said organizations.




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Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X	The agency collaborates with Human Resources Division in the processing of Reasonable Accommodation (R.A.) requests. A total of forty-three reasonable accommodations requests were processed in FY2015.	
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		X		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.
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?		X		Management officials work with the Civil Rights Office to develop and execute plans to eliminate identified barriers.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		Senior managers successfully employ EEO Action Plans and express interest in incorporating EEO/Civil Rights in their action plans and day-to-day activities.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		Workforce data is reviewed monthly as part of the FFAS Diversity Roadmap, the USDA Cultural Transformation initiative and the MD-715.
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		Trend analyses are conducted regularly. Outreach efforts are planned annually to eliminate potential workforce disparities.
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		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.
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		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.
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		OCR is involved in the analyses of personnel policies, procedures and practices. The FAS OCR Director holds regular meetings and discussions with Senior Officials regarding successes, opportunities and potential vulnerabilities.
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	






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Are all employees encouraged to use ADR?		X		ADR is explained and offered to all EEO contacts; as well as, Complainants during the informal and formal processes.
Is the participation of supervisors and managers in the ADR process required?		X		ADR participation is required for managers and supervisors.
<b>Essential Element E: EFFICIENCY</b> <b>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.</b>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		OCR personnel have received training on the MD-715, and barrier analysis. They also participate in departmental partnership meetings regarding the preparation of the report.
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		FAS OCR utilizes the NFC database and the Icomplaints database.
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?			X	FAS does not have any domestic field offices. Headquarter personnel are located in Washington, DC. Additionally, the Agency has personnel stationed in over 70 overseas posts. FAS OCR has not been allocated any funds to conduct Title VII compliance reviews in our overseas posts.
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?		X		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 (APHIS HRD); 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.
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		FAS collaborates with the APHIS Human Resources Division's Reasonable Accommodations Mission Area Designee. In FY2015, FAS processed over 90% of our requests within the established time frames.
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		X		FAS utilizes the Icomplaints database tracking system.







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Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		FAS has an effective complaint tracking system to monitor EEO complaint activity and provide reports to agency leadership.
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:		N/A		The agency does not currently employ or select EEO contractors.
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.
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?		X		All appropriate personnel receive the mandatory 8 hour refresher training.
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		FAS OCR benchmarks regularly with sister agencies, USDA agencies and other federal agencies in the efforts to continually improve processes.
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?		X		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.
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		The agency provides all Complainants with written notification of rights within a timely manner.
Does the agency complete the investigations within the applicable prescribed time frame?		X		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.
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.
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?		X		The agency works with HRD and the Employment Complaints Division to ensure EEOC AJs receive the investigative file in a timely manner.
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		The effective agreement is also uploaded in the Icomplaints System and a copy is provided to USDA ASCR.
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		The agency works with appropriate officials to ensure timely compliance.
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM</b>

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 <b>Measures</b>	<b>the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Yes</b>	<b>No</b>	<b>715-01 PART H to the agency's status report</b>
<p>In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?</p>		X		<p>The agency collaborates with the Early Resolution and Conciliation Division, and the Shared Neutrals Program to meet EEO ADR requests in a timely manner.</p>
<p>Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?</p>		X		<p>All Agency officials are encouraged to complete mandatory ADR training.</p>
<p>After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?</p>		X		<p>Managers and officials are obligated to participate in ADR.</p>
<p>Does the responsible management official directly involved in the dispute have settlement authority?</p>		X		<p>FAS OCR strongly encourages agency officials to participate in good faith for all EEO resolution attempts; including, the designation of appropriate resolving officials.</p>
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<p>Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?</p>		X		<p>The agency utilizes the Icomplaints database management system.</p>
<p>Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?</p>		X		<p>Reasonable resources were provided.</p>
<p>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 the required data elements for submitting annual reports to the EEOC?</p>		X		<p>Management controls are in place to monitor and ensure that the data received from Human Resources is accurate and timely received.</p>
<p>Do the agency's EEO programs address all of the laws enforced by the EEOC?</p>		X		<p>The agency's program addresses all laws enforced by the EEOC and successfully implements new updates to legislation.</p>
<p>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?</p>		X		<p>Significant trends are monitored as required by Title VII and the Rehabilitation Act.</p>
<p>Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?</p>		X		<p>OCR collaborates with HRD in the tracking of recruitment efforts and potential employment barriers.</p>
<p>Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?</p>		X		<p>FAS discusses best practices and other relevant issues, as necessary, with other USDA and federal agencies.</p>
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	

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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?	X		Legal sufficiency reviews are currently handled by the Office of the Assistant Secretary for Civil Rights.	
Does the agency discrimination complaint process ensure a neutral adjudication function?	X		The agency processes all informal complaints; however, the Human Resource Division represents the agency in all legal defense matters.	
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	X		The Human Resource Division is responsible for this function.	
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> <b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		FAS OCR works collaboratively with the Human Resource Division to ensure that agency officials comply in a timely manner.	
 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have control over the payroll processing function of the agency?	N/A		The Animal and Plant Health Inspection Service Human Resources Division works directly with the necessary senior management officials in order to process cases in which monetary relief is identified.	
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	X		The Human Resource Division is responsible for this function.	
Are procedures in place to promptly process other forms of ordered relief?	X		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.	
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.	N/A		The agency did not receive EEOC orders in FY 2015 involving any FAS agency employees. However, if such orders were received, the OCR Director and Deputy Director are responsible for communicating and working with the appropriate offices (OASCR and APHIS HRD) to ensure completion of the orders.	
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	X			

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Have the involved employees received any formal training in EEO compliance?	N/A		Agency OCR staff are sufficiently trained in EEO compliance.
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
Attorney Fees: Copy of 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?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: 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 date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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**15-01 Part F**

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

I, Adriano Vasquez, Director, Office of Civil Rights, am the Principal EEO Director/Official for:  
United States Department of Agriculture, 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.

(EEO Director Signature) \_\_\_\_\_

(EEO Signature Date) \_\_\_\_\_

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

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Agency Head or Agency Head Designee

Date



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**715-01 PART I: EEO Plan To Eliminate Identified Barrier**

FY 2015, Foreign Agricultural Service: <b>Integration of EEO into Agency's Strategic Mission (1)</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Low participation rate of minorities in grades above GS-12. <b>Data table A4-1.</b> Reveled higher concentration of minorities at GS 12 and below. (Trigger 1)
<b>BARRIER ANALYSIS</b>	The data table reviewed indicated that out of 284 positions at the GS 13-GS14 level, minorities held 97 positions at that level.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	Of the 138 GS-13 positions, Whites held 57% (79 positions), Blacks held 23% (33 positions), Hispanics 12%, (16 positions), Asians 7% (9 positions), and AI/AN held 1% or (1 position).  At the GS-14 level Whites held 73% (78 positions), Blacks 16% (17 positions), Hispanics 4% (4 positions), and Asians 7% (8 positions).  At the GS-15 level, Whites held 77% (30 positions), Blacks 15% (6 positions), Hispanics 5 %, ( 2 positions), Asians 3%, (1 position).
<b>OBJECTIVE:</b>	Initiate barrier analysis to identify possible systemic factors (practices, policies) which may be preventing full participation of minorities at senior GS Grades (13, 14, and 15) within FAS and develop a plan of action for barrier elimination.
<b>RESPONSIBLE OFFICIAL:</b>	HR, SEP managers and OCR Deputy Director
<b>DATE OBJECTIVE INITIATED:</b>	January 7, 2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2016

FY 2015, Foreign Agricultural Service: <b>Integration of EEO into Agency's Strategic Mission (H1) (see trigger 1)</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Low participation rate of minorities in grades above GS-12. <b>Data table A4-1.</b> Reveled lower representation of minorities at grades above GS - 12 compared to minority participation rates in the, and across the organization
OBJECTIVE:	To improve representation of underrepresented groups with the FAS senior (13, 14 and 15) grades.
RESPONSIBLE OFFICIAL:	SEP managers and OCR Deputy Director
DATE OBJECTIVE INITIATED:	January 7, 2016

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TARGET DATE FOR COMPLETION OF OBJECTIVE:	November 30, 2016
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<b><u>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</u></b>	TARGET DATE
January – Conduct listening session – Identify Barriers (environmental, Psychological, Institutional) (NLT 30 January 2016)	30 January 2016
May – Conduct brainstorming working group – to identify possible causes of actions.	NLT 30 May 2016
September 2016 – implement plan to mitigate and eliminate identified barriers to full participation for identified group	NLT 30 Sept 2016
November 2016 – Reassess progress.	NLT 30 Nov 2016

<b><u>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</u></b>	TARGET DATE (Must be specific)
November 2015 – conducted internal scan of workforce using Data Table A4-1. (Trigger – lack of stove pipe for minorities)	

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**715-01 PART I: EEO Plan To Eliminate Identified Barrier**

FY 2015, Foreign Agricultural Service: <b>Integration of EEO into Agency's Strategic Mission (2)</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	EEO officials are not included in deliberations, discussions regarding recruitment strategies, vacancy projections, succession planning, and other workforce changes.
<b>BARRIER ANALYSIS</b>	Selections made without input from the OCR
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	EEO officials are not included in deliberations, discussions regarding recruitment strategies, vacancy projections, succession planning, and other workforce changes.
<b>OBJECTIVE:</b>	Review data table and workforce profiles to determine impact of EEO not being included in discussions pertaining to Succession Planning, and recruitment of vacancies
<b>RESPONSIBLE OFFICIAL:</b>	OCR, HR
<b>DATE OBJECTIVE INITIATED:</b>	January 7, 2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	November 30, 2016

FY 2015, Foreign Agricultural Service: <b>Integration of EEO into Agency's Strategic Mission (H2) (see trigger 2)</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	EEO officials are not included in deliberations, discussions regarding recruitment strategies, vacancy projections, succession planning, and other workforce changes.
<b>OBJECTIVE:</b>	Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)] (Element B)
<b>RESPONSIBLE OFFICIAL:</b>	SEP managers and OCR Deputy Director
<b>DATE OBJECTIVE INITIATED:</b>	January 7, 2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	November 30, 2016

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
January – Conduct listening session – Identify Barriers (environmental, Psychological, Institutional) (NLT 30 January 2016)	30 January 2016
May – Conduct brainstorming working group – to identify possible causes of actions.	NLT 30 May 2016
September 2016 – implement plan to mitigate and eliminate identified Barriers to full participation for identified group	NLT 30 Sept 2016
November 2016 – Reassess progress.	NLT 30 Nov 2016

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)
November 2015 – conducted internal scan of workforce using Data Table A4-1. (Trigger – lack of stove pipe for minorities)	

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**715-01 PART J**  
**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>Part I Department of Agency Information</b>	1. Agency	United States Department of Agriculture							
	1.a. 2 <sup>nd</sup> Level Component	1.a. Foreign Agricultural Service							
	1.b. 3 <sup>rd</sup> Level or lower	1.b.							
<b>Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	%		
	Total Work Force	852	100.00%	867	100.00	15	-1.76		
	Reportable Disability	51	5.99	56	6.46	5	9.80		
	Targeted Disability*	8	0.94%	8	0.92	0	0.00		
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.							0		
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.							0		
<b>Part III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	507	46	9.07	6	1.18	13	2.56	442	87.17
4. Non-Competitive Promotions	46	9	19.57	0	0	0	0	37	80.43
5. Employee Career Development Programs									
5.a. Grades 3 - 12	0	0	0	0	0	0	0	0	0

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5.b. Grades 13 - 14	0	0	0	0	0	0	0	0	0
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	366	40	20	0	0	0	0	326	80
6.b. Cash Awards (total \$\$\$ awarded)	825,631	44,957	5.45	4,288	0.51	13,889	1.68	762,497	92.35
6.c. Quality-Step Increase	22	1	4.55	0	0.00%	1	4.55	20	90.91
<b>EEOC FORM 715-01</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers									
<b>Part V</b> Goals for Targeted Disabilities									

**GENERAL PLAN FOR NEXT YEAR:**

FAS, will continue its plan of action to enhance organizational health throughout the entire workforce. All employees will be briefed on the importance of adhering to civil rights principles and values which are mutually beneficial. The ultimate goal is to provide leadership and guidance to create and maintain a high performing, competitive and qualified workforce that promotes equitable treatment. This goal will be achieved by focusing on the 6 essential elements identified by EEOC as essential for creating a model work place. FAS remains committed to developing an equitable and diverse workforce that is representative of our nation's diversity. Starting in January of 2016, the OCR will focus on the following actions.

- Benchmarking across the Federal sector has shown the "Scorecard" to be a best practice that will most likely produce positive results. As a result, in FY 2015, the FAS, OCR is in the process of developing its own Scorecard as an activity that will illustrate its commitment to reaching the six essential elements of a model EEO program. The OCR believes the Scorecard to be a useful lens through which its EEO activities will be reviewed, analyzed, and improved upon. The Scorecard will assess the overall performance of the Civil Rights program by placing the 121 performance measures under each of the following essential elements - (1) Demonstrated commitment from agency leadership, (2) Integration of EEO into the agency's strategic mission, (3) Management and program accountability, (4) Proactive prevention of unlawful discrimination, (5) Efficient and (6) legal compliance as necessary for establishing and maintaining a Model

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EEO program. Additionally, the office will also look at establishing the following initiatives

- Review management/personnel policies, procedures and practices on at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]
- Establish time-tables or schedules to review the agency Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?

## Appendix A Definitions

- The following definitions apply to Management Directive 715:**Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM



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Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.

- **The nine job category titles are:**

- **Officials and Manager** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1)**Executive/Senior-Level**,(2)**Mid-Level**,(3) **First-Level** and (4)**Other** . When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers , those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other** " contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other** " sub-category.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators,

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legal assistants, and kindred workers.

- **Craft Workers**(skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.
  - **Operatives**(semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
  - **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
  - **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
  - **Goal :** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
  - **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
  - **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
  - **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions

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of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.