United States Department of Agriculture

Foreign Agricultural Service

MD-715
Report
Fiscal Year
2021

Table of Contents

MD-715 – Part A– E

For period covering October 1, 2020 to September 30, 2021

Part A - Department or Agency Identifying Information	Agency	2nd Level Component	Address	City	State	Zip Code	Agency Code	FIPS Code
	USDA	FAS	1400 Independence Ave, SW	Washington	DC	20250	10	11001

Part B - Total Employment	Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
	Number of Employees	614	153	767

Part C.1 - Head of Agency and Head of Agency Designee	Agency Leadership	Name	Title
	Head of Agency	Thomas Vilsack	United States Secretary of Agriculture
	Head of Agency Designee	Daniel Whitley	Administrator

Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)						
EEO Program	**Name**	**Title**	**Series**	**Grade**	**Phone Number**	**Email Address**
Principal EEO Director / Official	Adriano Vasquez	Director	0260	GS-15	(202) 720-8907	Adriano.Vasquez@usda.gov
Affirmative Employment Program Manager	Vacant					
Complaint Processing Program Manager	Cheryl Harris	EEO Specialist	0260	GS-13	(202) 604-0202	Cheryl.Harris@usda.gov
ADR Program Manager	Cheryl Harris	EEO Specialist	0260	GS-13	(202) 604-0202	Cheryl.Harris@usda.gov
Compliance Manager	Delores Taylor-Marsh	EO Specialist	0360	GS-13	(202) 720-1789	Delores.Taylor@usda.gov
Hispanic Program Manager (SEPM)	Lilia Irizarry-Felix	Hispanic Program Manager	0260	GS-13		Lilia.Irizarry-Felix@usda.gov
Women's Program Manager (SEPM)	Cheryl Harris	Federal Women's Program Manager	0260	GS-13	(202) 604-0202	Cheryl.Harris@usda.gov
Disability Program Manager (SEPM)	Delores Taylor-Marsh	Disability Program Manager	0360	GS-13	(202) 720-1789	Delores.Taylor@usda.gov
Reasonable Accommodation Program Manager	Angela Ubrey	RA Program Manager	0201	GS-14	(202) 772-4836	Angela.Ubrey@usda.gov
Anti-Harassment Program Manager	Vacant					
Principal MD-715 Preparer	Constance Goodwin	Deputy Director	0260	GS-14	(202) 379-3461	Constance.Goodwin@usda.gov

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

Part D.2 – Mandatory and Optional Documents for this Report	In the table below, the agency must submit these documents with its MD-715 report.		
	Did the agency submit the following mandatory documents?	**Please respond Yes or No**	**Comments**
	Organizational Chart	YES	
	EEO Policy Statement	YES	
	Strategic Plan	YES	
	Anti-Harassment Policy and Procedures	YES	
	Reasonable Accommodation Procedures	YES	
	Personal Assistance Services Procedures	YES	
	Alternative Dispute Resolution Procedures	YES	
	In the table below, the agency may decide whether to submit these documents with its MD-715 report.		
	Did the agency submit the following optional documents?	**Please respond Yes or No**	**Comments**
	Federal Equal Opportunity Recruitment Program (FEORP) Report	NO	Awaiting FAS HR request letter.
	Disabled Veterans Affirmative Action Program (DVAAP) Report	NO	Awaiting FAS HR request letter.
	Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	NO	In progress, requires re-evaluation due to the EEOC changes to PWD.
	Diversity and Inclusion Plan under Executive Order 13583	NO	Awaiting guidance from Department.
	Diversity Policy Statement	NO	OCR currently under reorganization at the Department.
	Human Capital Strategic Plan	NO	
	EEO Strategic Plan	NO	OCR currently under reorganization at the Department.
	Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	NO	Response rate for FY 2021 was 57.3%, an 10.1% increase from FY 2020 which was at 47.2%

EEOC FORM MD – 715 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
USDA Foreign Agricultural Service	For period covering October 1, 2020 to September 30, 2021

EXECUTIVE SUMMARY

Part E.1 - Mission

This report summarizes the Foreign Agricultural Service's (Agency) implementation of the Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). The agency has taken appropriate steps and made efforts to remove barriers to ensure that employment decisions and the workplace are free from discrimination.

The Foreign Agricultural Service (FAS) is a trade agency that promotes U.S. agricultural exports. The FAS is the lead U.S. agency tasked with promoting exports of U.S. agricultural products. The Agency advances the growth of U.S. agricultural exports through market intelligence, trade policy, trade capacity building, and trade promotion programs. In concert, these capabilities allow FAS to engage foreign markets along the market development spectrum – from developing economies to mature markets – facilitating an environment for trade growth opportunities for U.S. agriculture.

The FAS also serves as the voice for U.S. agriculture in international affairs, bringing together the diverse views of American farmers, ranchers, processors, and trade associations, as well as U.S. Government agencies and non-governmental organizations. FAS's enacting legislation from 1930 allows for agricultural attachés and LES in international offices to serve as the vital eyes, ears, and voice of U.S. agriculture around the world. These international offices often serve as the first point of contact for companies looking to export to a foreign market. Given the broad scope and critical importance of the Agency's mission, FAS recognizes the importance of a diverse, inclusive, dynamic, and world-class workforce to accomplish its responsibilities. To that end, FAS works vigorously to remove barriers to equal employment and to attract, retain, and promote talented individuals in accordance with merit systems principles, and applicable civil rights laws and guidelines.

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

The FAS is pleased to present its Fiscal Year (FY) 2021, MD-715 Report summarizing its programs, activities, and accomplishments. This report highlights the effort of FAS towards building and sustaining a model Equal Employment Opportunity (EEO) program that is based on the six essential elements identified by the U.S. Equal Employment Opportunity Commission (EEOC), all of which are crucial to creating a model employment program.

Highlights of Workforce Demographics

For this reporting period, FAS met expectations based on the Civilian Labor Force (CLF), Ethnicity Race Indicator (ERI) and gender data in the following categories: Total females, Black/African American males and females, Asian males and females, Native Hawaiian/Pacific Islander males, American Indian/Alaskan Native males and females.

Males exceeded their participation rate (46.81%) at the GS-15 grade level and exceeded their expected participation rates (53.68%) in the Officials and Managers occupational category. Females exceeded their CLF (46.32%) and participation rate (53.19%) in grades GS-07 through GS-14. Additionally, females exceeded their CLF and agency participation rates in the Officials and Managers, Professionals, and Administrative Support Workers occupational categories.

Hispanic/Latino males exceeded their participation rates in grades GS-07, GS-14, and GS-15, but fell below their expected CLF population percentage. Hispanic/Latino females exceeded their population rates in GS-11, and GS-13 through GS-15 grade levels, and exceeded their CLF in the Professionals occupational category, but fell below their expected CLF population percentage overall.

White males exceeded their participation rates in the GS-14 and GS-15 grade levels, and the Officials and Managers occupational category. White females exceeded their population percentage in the GS-07, GS-09, GS-11, and GS-14 grade levels, but fell slightly below their population percentage in all occupational categories.

Black/African American males exceeded their participation rates and their CLF in grades GS-08 and GS-12, GS-13, and GS-15. Black/African American females met their CLF and participation rates in grades GS-07 through GS-15, and the Officials and Managers, and Administrative Support Workers occupational categories.

Asian males exceeded their CLF participation rates (2.84%) in the grades GS-07, and GS-11 through GS-14, while Asian females exceeded their CLF participation rates (2.54%) in grades GS-12 through GS-15. Asians overall exceeded their CLF in the Officials and Managers, and Professionals occupational categories. Native Hawaiian/Pacific Islander males exceeded CLF participation rates (0.18%) in the Officials and Managers category.

Areas where opportunities for improvement exist include the demographic categories which remained below expected participation rates when compared to the CLF and/or their population percentages. Native Hawaiian/Pacific Islander females were absent from the agency population. White females and American Indian/Alaskan Native males and females were below their expected CLF participation rates. Two or More Races overall did not meet CLF expectations for any grade level or occupational category.

Representation of veterans at the FAS is another area where improvement opportunities exist. In FY 2021, veterans accounted for 6.4 percent of employees at FAS, a slight increase from 6.3 percent in FY 2020.

In this reporting period, the veteran population of 51 employees are comprised of the following demographic groups: 5 Hispanic (10%), 22 White (43%), 20 Black/African American (39%), 2 Asian (4%), 1 American Indian/Alaskan Native (2%), and 1 Two or More Races (2%) employee. Pursuant to Executive Order 13518, "*Employment of Veterans in the Federal Government*" FAS strives to aggressively recruit veterans to its workforce. The agency is a proud employer of those who served and will continue to comply with both Executive Order 13518, "*Veterans Employment Initiative*" and Executive Order 13583, "*Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*" to build our team.

In this reporting period, 99 employees (12.9%) identified as Persons with Disabilities (PWD) and 15 employees (1.96%) reported as Persons with Targeted Disabilities (PWTD). Persons with reported disabilities increased 1.7% from their 11.2% representation in FY 2020, and the PWTD population also experienced an increase of 0.06% from 1.9% in FY 2020. The EEOC regulations set goals for Federal agency workforces of 12% representation for PWDs and 2% for PWTDs. The agency will continue to comply with Executive Order 13163, "*Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government*" and Executive Order 13078, "*Increasing Employment of Adults with Disabilities*" to increase opportunities.

Part E.2 - Essential Elements A – F

The six essential elements for a model EEO program, as described in MD-715, are as follows:
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. Efficiency; and
6. Responsiveness and legal compliance.

These six elements serve as the foundation upon which each agency shall build an EEO program. MD-715 now requires all agencies, regardless of size, to complete and submit the checklist to EEOC annually.

ELEMENT A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace. On February 2, 2021, Thomas Vilsack was confirmed as Under Secretary of Agriculture for Trade and Foreign Agricultural Affairs (TFAA). On July 21, 2021, Daniel Whitley was appointed Administrator for FAS.

- On April 9, 2021, USDA Secretary, Thomas J. Vilsack issued a Civil Rights Policy Statement recommitting the agency to the values of equity, inclusion, and equal opportunity with a dedication to actively advance racial justice and equity and equal employment opportunity for all employees and applicants for employment, regardless of race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, genetic information, or disability.

- On April 29, 2021, USDA Secretary Vilsack issued an Anti-Harassment Policy Statement establishing commitment to creating and maintaining a diverse, and inclusive workforce free of discriminatory harassment based on race, color, national origin, religion, sex, disability, age (40 years of age or older), genetic information, sexual orientation, gender identity, pregnancy, or retaliation for previous EEO activity. Marital status, familial and/or parental status, income derived from a public assistance program, and/or political beliefs are additional protected classifications covered by other Federal laws and authorities.

- In December 2020, then Acting Administrator, Daniel Whitley issued a memorandum reaffirming policy statements (civil rights and diversity, reasonable accommodations, and anti-harassment policy and procedures). Each policy statement emphasized equal employment opportunity for employees and applicants for employment, regardless of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, and retaliation (reprisal).

STRENGTHS
- Senior leadership ensured civil rights goals and responsibilities were fully implemented, including annual issuance of the Civil Rights and Diversity, Reasonable Accommodations, Anti-Harassment and Procedures, which held managers and supervisors accountable.

- Employees were made aware of the annual EEO program policy statements, as well as, the requirements of Title VII and the Rehabilitation Act, and provided information about the EEO complaint process.

- Senior leadership and supervisors held employees accountable for actions that were not in compliance with federal laws, regulations, or policies by engaging in interactive dialogue, communicating expectations, issuing policy statements, launching inquiries, and working with OCR on EEO matters.

CHALLENGES
- The agency needs to improve how it recognizes employees, supervisors, managers, and units that demonstrate superior accomplishments in equal employment opportunity.

- Employees noted a lack of consistency and predictability in the Agency's business operations regarding the following areas:
  o Respect in the Workplace
  o Managing Change
  o Lack of Innovation – Employees and Leaders (Risk Averse)
  o Policy Implementation (Telework, Performance Evaluation rollout)
  o Leaders and Employees may not have a shared vision about the direction of FAS.

- Ensuring respect in the workplace has become an increased area of emphasis for the Administrator due to Climate Survey results.

- Training related to diversity and inclusion, workplace violence, and prevention of sexual harassment prevention is being implemented.

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

This element ensures that for federal agencies achieve their goal of being a model workplace, all managers and employees must view EEO as an integral part of the agency's strategic mission. The success of an agency's EEO program ultimately depends on decisions made by individual managers. The EEO office serves as a resource to these managers by providing direction, guidance, and monitoring of key activities to achieve a diverse workplace free of barriers to equal opportunity. Further, the agency's EEO program should be organized and structured to maintain a workplace that is free from discrimination in any of its management policies, practices, or procedures and supports the agency's mission, as reflected in the strategic plan. EEO is integrated into the FAS mission, workforce decisions. The OCR Director routinely provides guidance and insight to the Administrator and senior staff members on matters related to EEO, EO, anti-discrimination laws, and new relevant regulations.

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

- The OCR Director attended weekly leadership meetings to provide weekly updates, briefings, and counsel to the Administrator on civil rights related matters.

- Senior leadership and supervisors held employees accountable for actions that were not in compliance with federal laws, regulations, or policies by engaging in interactive dialogue, communicating expectations, issuing policy statements, launching inquiries, and working with OCR on EEO matters.

- The Agency continued agreements with Minority Serving Institution Sponsorship with 72 unique institutions for FY 2021.

- The OCR Director attended meetings (Monday & Wednesday) with the Human Resources Executive Board (HREB) to discuss workforce challenges and issues, monthly or quarterly one-on-one meetings with the Administrator in addition to meeting on an as needed basis with TFAA/Undersecretary (Mr. Jason Hafemeister).

STRENGTHS
- EEO policy statement, anti-harassment policy, reasonable accommodation procedures and other EEO program information were sent to employees via email and posted on the Agency's public website.

- OCR Director reported directly to the Administrator and served as the FAS principal advisor on EEO/CR matters.

- OCR Director attended weekly leadership meetings to provide weekly updates, briefings, and counsel to the Administrator on civil rights related matters.

- OCR Director, along with Supervisors, maintained strong collaborative relationships related to FAS operations, especially with representatives from the Office of the Chief Human Capital Officer, the Office of General Counsel, the Office of the Chief Financial Officer, and other USDA Departmental officials.

- The FAS continued its commitment to implement EEO/Civil Rights initiatives designed to attract, develop, and retain the most qualified workforce focused on supporting its strategic mission.

- Recruitment, hiring, retention, and training were top priorities, meaning FAS strived to recruit candidates as widely as possible and used work rotations, leadership training, internships, and special hiring programs to attract and maintain its diverse workforce.

- OCR Director and Supervisors actively met with employees that provided input on how to continue improving the work process, the work environment, performance, career advancement opportunities, overall work-life balance, and to foster unified teams and address matters related to work production.

- Supervisors encouraged employees to have approved Individual Development Plans (IDP) to optimize training opportunities, strengthen skills, knowledge, and abilities when administering FAS programs and services as well as continuing advancing their careers.

- Supervisors approved and supported employee attendance at special emphasis programs and affinity events.

- Supervisors offered travel opportunities for employees to learn how FAS programs and services support American Farmers and thereby promote global trade.

- The Agency continued agreements with Minority Serving Institution Sponsorship with 72 unique institutions for FY2021.

CHALLENGES
- The EEO office has a budget that is not separate from other offices within the agency.

ELEMENT C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This element requires the agency head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan. FAS identifies and address possible inadequacies of EEO programs by using workforce data to monitor policy, procedures, and practices to prevent all forms of EEO discrimination.

- 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 December 28, 2016.

- FAS Managers and supervisors have a standardized critical EEO performance element, and non-supervisory employees have standardized critical EEO performance element in their annual performance plans for evaluation of employees' commitment to civil rights, equal opportunity, and adherence to civil rights policies.

- Workforce data tables are reviewed quarterly as part of the MD-715 preparation to analyze trends and improve outreach efforts in recruiting candidates for employment at FAS.

- The FAS utilized the USDA Shared Neutrals Program, an interagency mediation program that provides free trained and experienced collateral duty mediators to mediate complaints through the Alternative Dispute Resolution (ADR) Process.

STRENGTHS
- Senior leaders oversaw managers' and supervisors' implementation of equal employment opportunity laws and policies in all areas of employment, as stipulated in DR 4300-010, "Civil Rights Accountability Policy and Procedures."

- Managers and supervisors have a standardized critical EEO performance element, and non-supervisory employees have standardized critical EEO performance element in their annual performance plans.

- Senior leadership and supervisors held employees accountable for actions that were not in compliance with federal laws, regulations, or policies by engaging in interactive dialogue, communicating expectations, issuing policy statements, launching inquiries, and working with OCR on EEO matters.

- Supervisors identified possible trends and addressed inadequacies of EEO programs to promote diversity, fair opportunities in employment, and a healthy work environment.

- Workforce data tables are reviewed quarterly as part of the MD-715 to analyze trends and improve outreach efforts in recruiting candidates for employment at FAS.

- The FAS utilized the USDA Shared Neutrals Program, an interagency mediation program that provides free trained and experienced collateral duty mediators to mediate complaints through the Alternative Dispute Resolution Process.

- Employees completed the following Civil Rights and Diversity-Related training:
  - Annual Ethics Training
  - Bridging the Diversity Gap
  - Unconscious Bias: The Hidden Barrier with Howard Ross
  - Accessibility and Section 508 Awareness
  - Anti-Harassment Training: Identifying and Preventing Workplace Harassment
  - Basic Mediation
  - Civil Rights: Reasonable Accommodation Training
  - Diversity and Conflict Management Workshop and Webinar
  - Disability Legislation & Reasonable Accommodation - A Practical Guide
  - Disability Management Employers Conference
  - Diversity & Inclusion: Generational Differences/Similarities in Workforce & Program Beneficiaries
  - Diversity and You
  - Diversity on the Job: The Importance of Diversity and the Changing Workplace
  - Equal Opportunity and Sexual Harassment Seminar
  - Lesbian, Gay, Bisexual, and Transgender (LGBT) Nondiscrimination in the Federal Workplace Supplement
  - National Disability Employment Awareness Month (DEAM)
  - Reasonable Accommodation and Personal Assistance Services
  - Reasonable Accommodations Overview Unconscious Bias
  - USDA Whistleblower Protection

- Agency leadership is focused on ensuring employees (supervisor and non-supervisor) are held to the same standards on work expectations, communication, results, and discipline.

- Agency has implemented a THRIVE action team to assess and address issues with respect in the workplace. The action team issued recommendations for improvements related to Agency culture, employee retention, and recruitment.

- The Agency strengthened the Human Resources Executive Board (HREB) committee which reviews policy, procedures, and practices.

CHALLENGES
- The modernization and review of the merit promotion policy within the Agency.

- The modernization and review of the Anti-harassment program and policy within the Agency.

- Increased coordination and communication between the EEO office and the anti-harassment program within the Agency.

- Agency is continuing to build work processes to ensure performance ratings are implemented fairly.

- EEO complaint trends identified the need to provide reasonable accommodation training to the workforce.

- EEO complaint trends identified that harassment (non-sexual) is increasing in the agency, and a concern for reprisal for engaging in protected EEO activity is leading to under reporting of harassment allegations.

ELEMENT D: PROACTIVE PREVENTION OF UNLAWFUL DISCRIMINATION

This element focuses on the Agency's ongoing obligation to prevent discrimination on the bases of race, color,

national origin, religion, sex, age, reprisal, genetic information, and disability, and to eliminate barriers that impede free and open competition in the workplace. An agency must conduct a self-assessment on at least an annual basis, and FAS is firmly committed to proactive prevention of unlawful discrimination.

- In accordance with 29 CFR § 1614, MD-110, and DR 4701-001, employees received periodic information about traditional counseling and the ADR process. This information includes guidance on the EEO or ADR process and the applicable time limits. In addition, employees are provided with written guidance EEO-ADR, which outlines the ADR process and applicable timeframes for activating the EEO complaint procedures.

- Employees utilized AgLearn for completion of mandatory Civil Rights Training as well as non-mandatory trainings on topics of discrimination, and Reasonable Accommodation and Personal Assistance Services.

- The OCR used iComplaints and FEDSEP to track and monitor EEO complaint processing.

- The FAS maintained a process for employee and applicants to request reasonable accommodations and monitored the process to ensure compliance with the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and other related requirements.

STRENGTHS
- In accordance with 29 CFR § 1614, MD-110, and DR 4701-001, employees received periodic information about traditional counseling and the ADR process. This information includes guidance on the EEO or ADR process and the applicable time limits. In addition, employees are provided with written guidance EEO-ADR, which outlines the ADR process and applicable timeframes for activating the EEO complaint procedures.

- OCR used iComplaints and FEDSEP to track and monitor EEO complaint processing.

- OCR utilized SurveyMonkey to proactively survey program areas to measure and evaluate proactive prevention efforts.

- New managers are required to take a week-long management training course covering subjects such as human resource management, conflict resolution, and dealing with difficult people. Training management courses: Introduction to Management, Local Staff Performance Management and Eval., Supervising Employee Performance, and Addressing Performance and Conduct Problems.

- The FAS OCR monitors the reasonable accommodation process to ensure compliance with Rehabilitation Act of 1973, as amended; the Americans with Disability Act, and to ensure compliance with applicable or related requirements under the Americans with Disabilities Act Amendments Act (ADAAA).

- OCR promoted the use of the USDA Target Center to provide employees with an additional resource.

- OCR extended Civil Rights services to Locally Employed Staff (LES) i.e. Prevention of Sexual Harassment (POSH) / Anti-Harassment Hotline, training, increased access to information and a dedicated email.

- OCR personnel attended an Alternative Dispute Resolution (ADR) conference. The conference provided attendees with best practices in the ADR arena, the changing role of the mediator, fostering communicating in a workplace, bargaining, and negotiating in a neutral capacity.

- OCR Director met with the Administrator on a regular basis to discuss EEO related activity, recommendations on HR related matters, and actionable items to increase proactive prevention.

- OCR Director provided Senior Staff periodic information on unlawful discrimination via weekly newsletters, oral presentations, and as needed trainings.

- Employees utilized AgLearn for mandatory Civil Rights Training as well as non-mandatory trainings on topics of discrimination and respect in the workplace.

- OCR Director presented new employees with a briefing on civil rights laws, the EEO complaint process, and the reasonable accommodation process at FAS New Employee Orientation sessions.

CHALLENGES
- OCR is responsible for the informal complaint process, but USDA is responsible for the formal complaint process. At times, this delineation of duties can make it difficult to track formal complaint statuses because USDA (HQ) does not regularly provide updates to OCR staff in iComplaints.

- AgLearn offers employees civil rights and anti-discrimination training modules but the system is not designed to filter classes to confirm the information is relevant to civil rights activity.

- Delivering Civil Rights Training through AgLearn may not be the best way to provide human relations training.

ELEMENT E: EFFICIENCY

This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process. OCR continually evaluated its EEO complaint resolution process to ensure it was efficient, fair, and impartial. OCR monitors its informal and formal complaint rates, ADR participation rates, and timeliness of EEO counseling.

- The FAS continually evaluates its EEO complaint resolution process to ensure that it is efficient, fair, and impartial. The OCR monitors its informal and formal complaint reduction rates, ADR participation rates, and timeliness of EEO counseling.

- The OCR offers ADR for non-EEO complaints to employees including Locally Employed Staff (LES). These services are typically administered at the mission area level. Managers and supervisors are required to participate in the ADR process. Likewise, the agency utilized the early resolution program for its EEO complaints, such as conflict coaching, mediation, and shuttle diplomacy.

STRENGTHS
- OCR ensured the accuracy of iComplaints data through weekly and monthly reports of EEO complaint activity.

- In accordance with OASCR guidelines to USDA Agencies, OCR promoted ADR by offering informal contacts and complainants the option of utilizing mediation as a tool to attempt resolution.

- OCR offered ADR for non-EEO complaints to employees including Locally Employed Staff (LES). These services are typically administered at the mission area level. Managers and supervisors are required to participate in the ADR process. Likewise, the agency utilized the early resolution program for its EEO complaints, such as conflict coaching, mediation, and shuttle diplomacy.

- OCR improved its complaint processing procedures to improve the efficiency and communication of its EEO Counselors.

- OCR maintained a 100% timely processing rate of informal EEO complaints.
- OCR continued to evaluate the workplace environment to determine if barriers to EEO exist. OCR worked with SEPMs to conduct a barrier analysis and develop strategies to address the underrepresentation of certain groups; career development opportunities were identified.

CHALLENGES
- FAS recorded 9 workable EEO contacts. Of the 9 workable contacts, 7 became informal complaints. All 7

employees who filed an informal complaint were offered Alternative Dispute Resolution (ADR). Four employees elected ADR. The remaining 3 employees that filed an informal complaint elected Traditional Counseling.

- Employees have expressed concerns that the telework policy may not be administered correctly or consistently between program areas.

- A system to accurately collect, monitor, and analyze the processing of complaints for the anti-harassment program.

Complaint Processing for FY 2021

Informal Counseling	# of Cases
Informal Complaints on Hand at the Beginning of the Reporting Period	4
Informal Complaints Filed	7
Total Informal Complaints	11
Informal Complaints closed	9
Informal Complaints On Hand at the end of the Reporting Period	2
Results of Informal Counseling	**# of Cases**
Informal Complaints closed	9
Alternative Dispute Resolution Outcomes	
ADR-Withdrawal/No Formal Complaint Filed	0
Traditional Counseling Outcomes	
Withdrawal/No Formal Complaint Filed	0
Complaint Filing Formal in Reporting Period	9
Decision to File Formal Pending at the End of the Reporting Period	0
Summary of Informal Counseling Timeliness	**# of Cases**
Informal Complaints that were closed	9
Counseled Within 30 Days	5
Counseled Within 31 to 90 Days (including ADR)	4
Formal Complaints	**# of Cases**
Formal Complaints on Hand at the Beginning of the Reporting Period	19
Formal Complaints Filed	9
Remands (Included in On Hand at the Beginning or Complaints Filed)	0
Remands (Not included in On Hand at the Beginning or Complaints Filed)	0
Total Formal Complaints	28
Formal Complaints that were closed	11
Formal Complaints On Hand at the end of the Reporting Period	17

Results of Closed Formal Complaints	# of Cases	Average Days
Formal Complaints closed	11	545.36
Withdrawals	0	0.00
Final Agency Decisions without an administrative judge	6	233.00
Final Agency Orders with an administrative judge	5	920.20

ELEMENT F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires the agency to be responsive and operating in full legal compliance. OCR ensured accurate and timely submission of its No FEAR Act and MD-715 reports to the EEOC and USDA.

- The FAS ensures accurate and timely submission of the annual MD-715 report by OCR to the EEOC. The FY 2020 MD-715 report was timely submitted and certified in the EEOC portal on April 27, 2021.

- The OCR complied with EEOC requirements, court orders, and settlement agreements to ensure established timelines for EEO programs were met.

- The OCR submitted No FEAR Act complaint statistical data reports to the department for posting on the USDA public web site in compliance with regulatory requirements.

- The OCR Director, along with Supervisors, maintained a strong collaborative relationships related to FAS operations, especially with representative from the Office of General Counsel, and other USDA Department officials.

STRENGTHS
- OCR complied with EEOC requirements, court orders, and settlement agreements ensuring full compliance with decisions and agreements in accordance with regulatory timelines.

- OCR complied with EEOC requirements for timely submission of investigative files for hearing requests and appeals before the Commission.

- OCR posted on the FAS intranet web site complaint statistical data in compliance with the No FEAR Act.

CHALLENGES
- Administration of the formal EEO complaint process at the department level impedes the efficiency of the administrative process and timely communication of formal complaint statuses.

Reasonable Accommodations for FY 2021

In FY 2021, FAS had XX individuals with reasonable accommodation requests, XX of the reasonable accommodation requests were cancelled, XX were closed (complete), and XX remained open at the close of FY2021. The average processing time for the completed requests were XX Days.

Individuals requesting an Accommodation	FY2020 End-Of-Year Open Requests	FY2021 New Requests	FY2021 Cancelled Requests	FY2021 Actionable Requests	FY2021 Total Closed	FY2021 End-Of-Year Open Requests
Total Individuals Average Processing Time: 25 Days	XX	XX	XX	XX	XX	XX

The types of accommodations requested included telework, ergonomic equipment and devices, modification of workstations and work schedules, modification of job duties, disabled parking, extra time for completion of projects, and a change of duty station. A total of XX reasonable accommodations for each type was requested, XX accommodations were granted. For XX of the accommodation requests, it was determined that during the interactive process meeting, an alternative accommodation was granted/preferred, or it was determined that the original requested accommodation was not needed.

Type of Accommodation Requested	FY2021 Request Type	FY2021 Granted	FY2021 Denied
Telework	XX	XX	XX
Ergonomic Equipment and Devices	XX	XX	XX
Modify Workstation	XX	XX	XX

Modify Work Schedule	XX	XX	XX
Modify Job Duties	XX	XX	XX
Disabled Parking	XX	XX	XX
Extra Time for Projects	XX	XX	XX
Change in Official Duty Station	XX	XX	XX
Total	XX	XX	XX

Note: FY 2021 RA data requested from the RA Program Manager was not available.

Part E.3 – Workforce Analyses

The following data table information compares the 2018 National Civilian Labor Force (NCLF), with the FAS FY 2020 and FY 2021 workforce.

FAS Permanent and Temporary Employees Overview (Table-A1)

Changes in workforce from FY 2020 to FY 2021 (Table-A1)
In FY 2020, the Foreign Agricultural Service employed 742 permanent and temporary employees.
- Permanent workforce 78.2% (580 employees)
- Temporary workforce 21.8% (162 employees)

In FY 2021, the Foreign Agricultural Service employed 767 permanent and temporary employees.
- Permanent workforce 80.05% (614 employees)
- Temporary workforce 19.95% (153 employees)

In summary, the workforce increased by 3.4% (25 employees) in FY 2021 from its FY 2020 total of 742.

Change in Workforce FY 2020 and FY 2021 (Table-A1)

	Total	Permanent	Temporary
■ FY 2020	742	580	162
■ FY 2021	767	614	153
% Change	3.4%	5.9%	-5.6%
# Change	25	34	-9
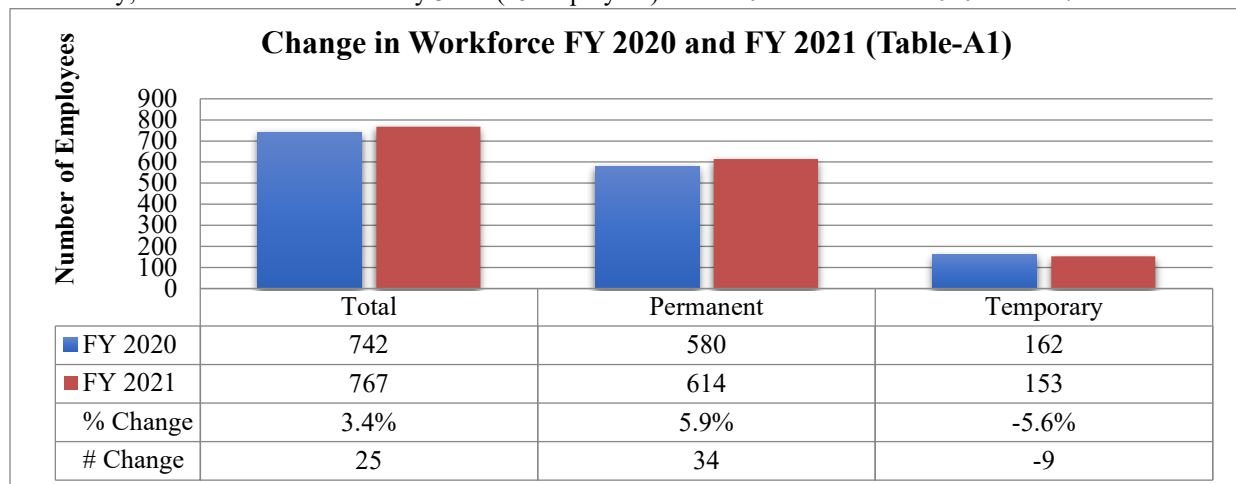
Population Trend by Gender and Race

Population Change for FAS Workforce from FY 2020 to FY 2021

FY 2020 to FY 2021 Net Change					
Race/Ethnicity	Gender	FY 2020 Workforce - 742	FY 2021 Workforce - 767	Net Change	% Change
White	Male	236	238	2	0.85%
	Female	233	236	3	1.29%
B/A.A.	Male	52	63	11	21.15%
	Female	115	118	3	2.60%

Asian	Male	25	29	4	16.00%
	Female	26	25	-1	-3.85%
HISP	Male	25	26	1	4.00%
	Female	26	27	1	3.85%
TMR	Male	0	1	1	100.00%
	Female	0	0	0	0.00%
AIAN	Male	1	1	0	0.00%
	Female	2	2	0	0.00%
NHPI	Male	1	1	0	0.00%
	Female	0	0	0	0.00%
White Total		469	474	5	1.07%
B/A.A. Total		167	181	14	8.40%
Asian Total		51	54	3	5.89%
HISP Total		51	53	2	3.92%
TMR Total		0	1	1	100.00%
AIAN Total		3	3	0	0.00%
NHPI Total		1	1	0	0.00%

FAS Workforce Population Change from FY 2020 to FY 2021 (Table A1)

	White Male	White Female	B/A.A. Male	B/A.A. Female	Asian Male	Asian Female	HISP Male	HISP Female	TMR Male	TMR Female	AIAN Male	AIAN Female	NHPI Male	NHPI Female
FY 2020 Workforce - 742	31.8%	31.4%	7.0%	15.5%	3.4%	3.5%	3.4%	3.5%	0.0%	0.0%	0.1%	0.3%	0.1%	0.0%
FY 2021 Workforce - 767	31.0%	30.8%	8.2%	15.4%	3.8%	3.3%	3.4%	3.5%	0.1%	0.0%	0.1%	0.3%	0.1%	0.0%
% Change (Rounded)	-0.8%	-0.6%	1.2%	-0.1%	0.4%	-0.2%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%

At the end of FY 2021 the Foreign Agricultural Service employed 767 permanent and temporary employees.
- Males accounted for 46.81% (359 employees), and Females accounted for 53.19% (408 employees)
- Permanent workforce 80.05% (614 employees)
    - Males accounted for 44.80% (275 employees)
    - Females accounted for 55.20% (339 employees)
- Temporary workforce 19.95% (153 employees)
    - Males accounted for 54.90% (84 employees)
    - Females accounted for 45.10% (69 employees)

Permanent and Temporary (Table-A1)

	Workforce
Permananent	80.1%
Temporary	19.9%

Values shown: 614, 153

Permanent and Temporary by Gender and Race (Table-A1)

	Male	Female
Permananent	35.9%	44.2%
Temporary	11.0%	9.0%
Total	46.8%	53.2%

Values shown: 275, 84, 359, 339, 69, 408

Permanent and Temporary by Gender and Race (Table-A1)

	White		B/A.A.		Asian		HISP		TMR		AIAN		NHPI	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Temporary	52	52	12	11	13	5	5	1	1	0	1	0	0	0
Permanent	186	184	51	107	16	20	21	26	0	0	0	2	1	0
Total	238	236	63	118	29	25	26	27	1	0	1	2	1	0

National Civilian Labor Force 2010 (NCLF) compared to the FAS Workforce for FY 2021 (Table-A1)

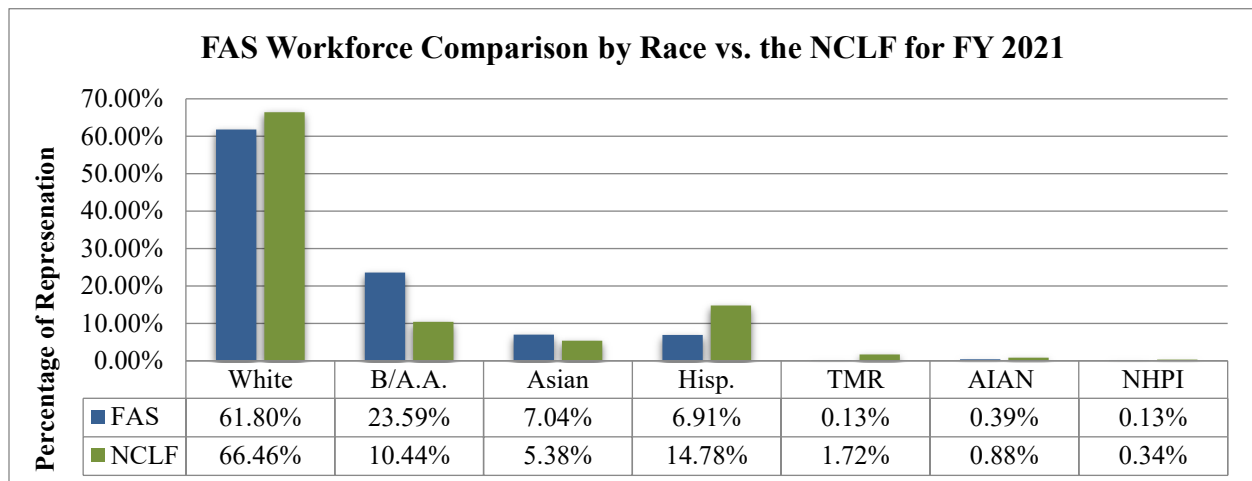FAS Workforce Compared to the NCLF by Gender (Table-A1)

- Males represented 46.81% (359 employees), 6.39% below the NCLF average of 53.20%
- Females represented 53.19% (408 employee), 6.39% above the NCLF average of 46.8%

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

	Male	Female
■ FAS	46.81%	53.19%
■ NCLF	53.68%	46.32%
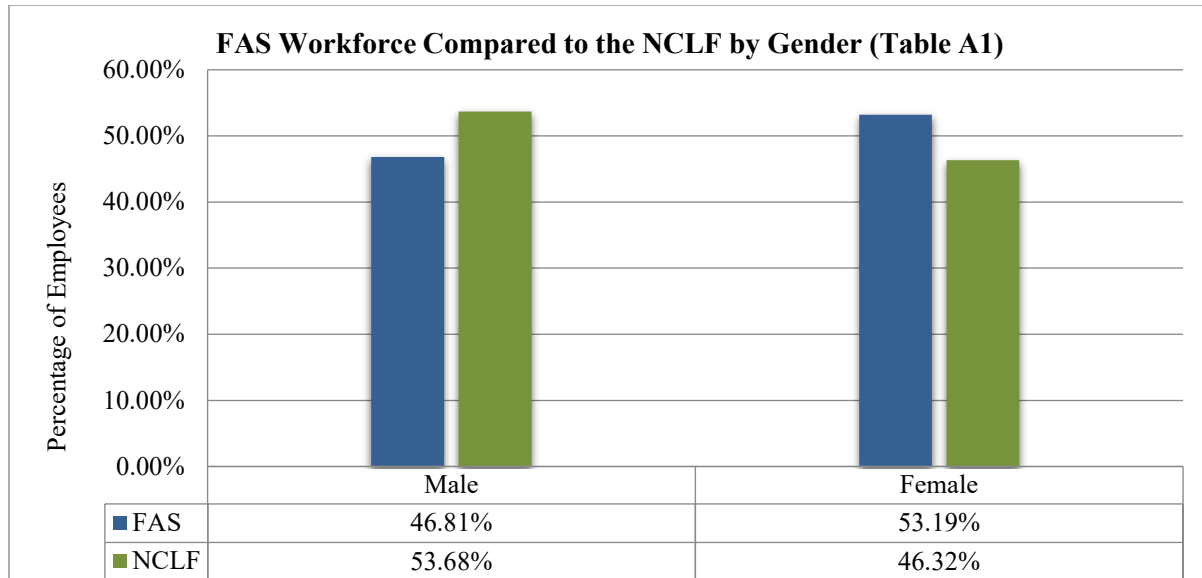
FAS Workforce Compared to the NCLF by Race (Table-A1)

For FY 2021 the Foreign Agriculture Service race breakdown compared to the National Civilian Labor Force by Race in the chart below.

- Whites represented 61.80% (474 employees), 10.9% below the NCLF average of 72.70%
- B/A.A. represented 23.59% (181 employees), 13.09% above the NCLF average of 10.50%
- Asians represented 7.04% (54 employees), 3.44% above the NCLF average of 3.60%
- HISP represented 6.91% (53 employees), 3.79% below the NCLF average of 10.70%
- NHPI represented 0.13% (1 employee), below the NCLF average of 0.20%
- AIAN represented 0.39% (3 employees), 0.21% below the NCLF average of 0.60%
- TMR represented 0.13% (1 employees), 1.47% below the NCLF average of 1.60%

FAS Workforce Comparison by Race vs. the NCLF for FY 2021

	White	B/A.A.	Asian	Hisp.	TMR	AIAN	NHPI
■ FAS	61.80%	23.59%	7.04%	6.91%	0.13%	0.39%	0.13%
■ NCLF	66.46%	10.44%	5.38%	14.78%	1.72%	0.88%	0.34%

FAS Permanent Workforce for FY 2021 (Table-A1)

FY 2021 Permanent Workforce by Race (614 employees):
- WHITEs accounted for 60.26% (370 employees)
- BLACK/A.A.s accounted for 25.73% (158 employees)
- HISPs accounted for 7.65% (47 employees)
- ASIANs accounted for 5.86% (36 employees)
- NHPIs accounted for 0.16% (1 employee)

- AIANs accounted for 0.33% (2 employees)
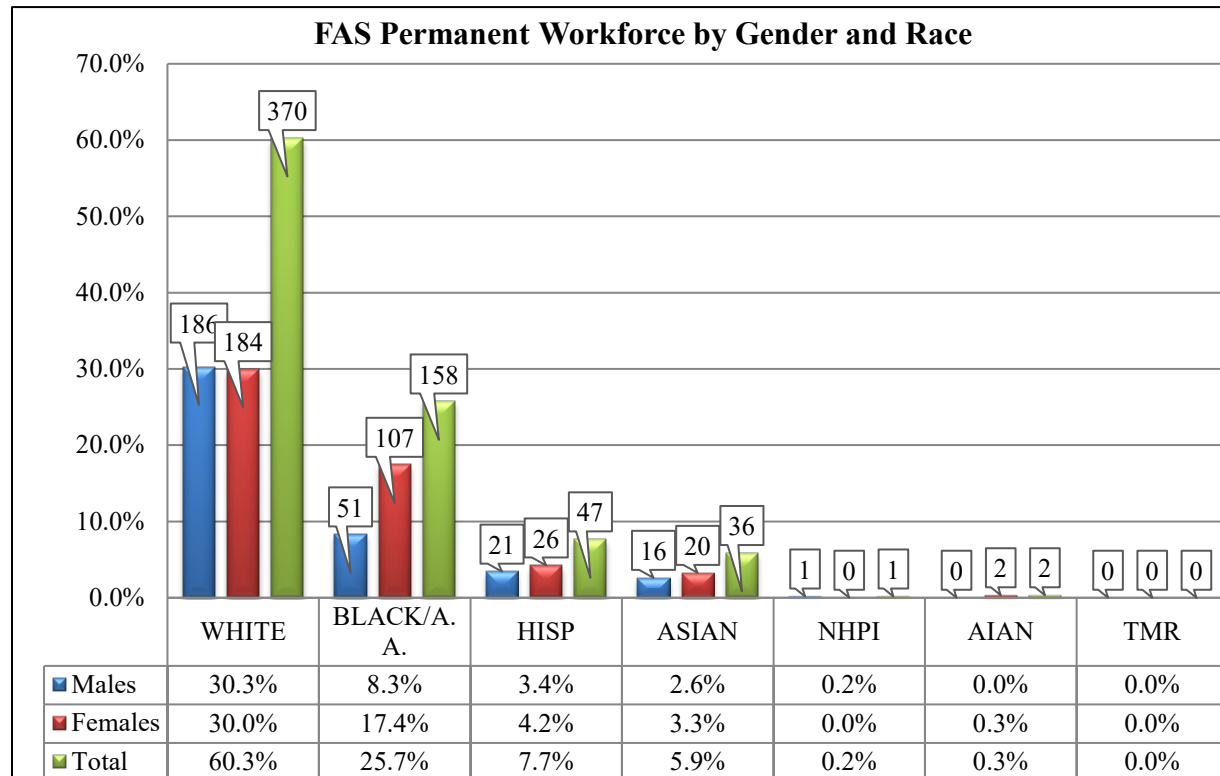- TMRs were not represented in the permanent workforce

FY 2021 Permanent Workforce by Gender and Race:

Males accounted for 44.80% (275 employees)
- WHITE males accounted for 30.30% (186 employees)
- BLACK/A.A. males accounted for 8.31% (51 employees)
- HISP males accounted for 3.42% (21 employees)
- ASIAN males accounted for 2.61% (16 employees)
- NHPI males accounted for 0.16% (1 employees)
- AIAN & TMR males were not represented in this category

Females accounted for 55.21% (339 employees)
- WHITE females accounted for 29.97% (184 employees)
- BLACK/A.A. females accounted for 17.43% (107 employees)
- HISP females accounted for 4.23% (26 employees)
- ASIAN females accounted for 3.26% (20 employees)
- AIAN females accounted for 0.33% (2 employees)
- NHPI & TMR females were not represented in this category

FAS Permanent Workforce by Gender and Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	30.3%	8.3%	3.4%	2.6%	0.2%	0.0%	0.0%
Females	30.0%	17.4%	4.2%	3.3%	0.0%	0.3%	0.0%
Total	60.3%	25.7%	7.7%	5.9%	0.2%	0.3%	0.0%

FAS Temporary Workforce FY 2021 (Table-A1)

FY 2021 Temporary Workforce by Race
- WHITEs accounted for 67.98% (104 employees)
- BLACK/A.A.s accounted for 15.03% (23 employees)
- HISPs accounted for 3.912% (6 employees)
- ASIANs accounted for 11.77% (18 employees)
- AIANs accounted for 0.65% (1 employees)
- TMRs accounted for 0.65% (1 employee)

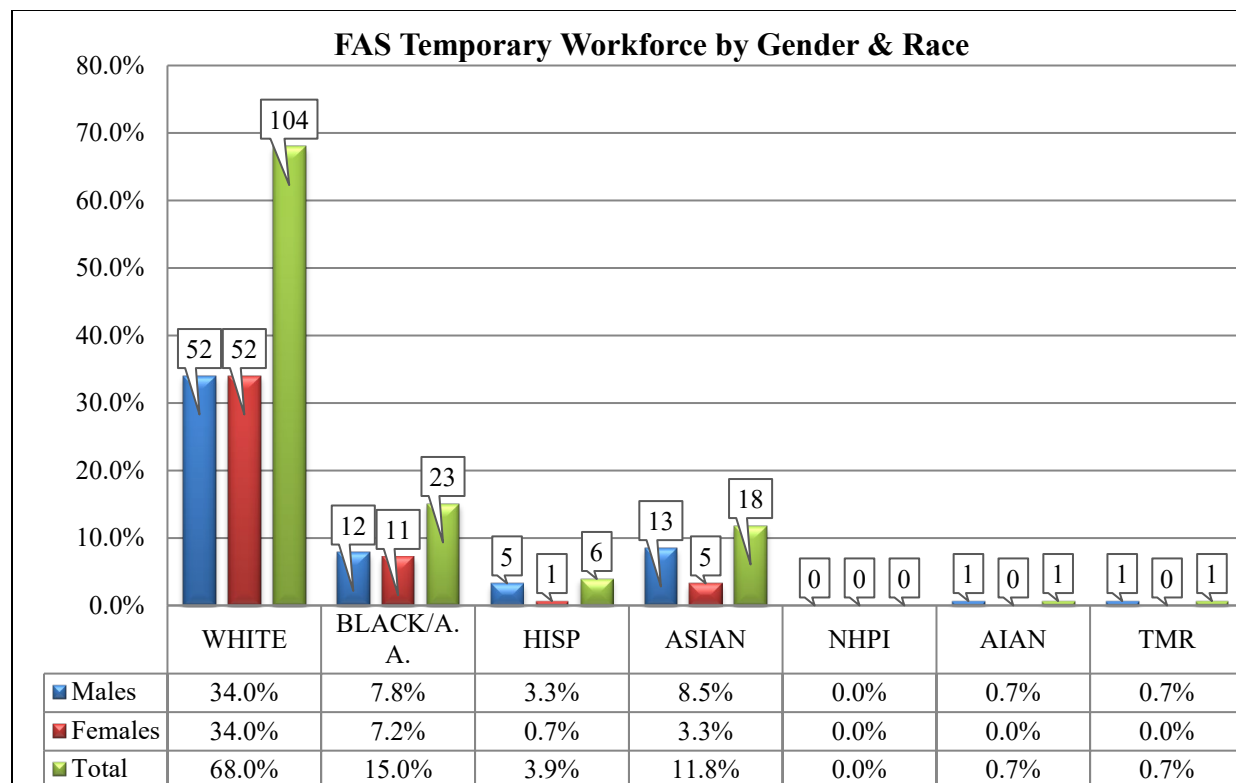- NHPIs were not represented in this category

FY 2021 Temporary Workforce by Gender and Race:

Males accounted for 54.90% (84 employees)
- WHITE males accounted for 33.99% (52 employees)
- BLACK/A.A. males accounted for 7.84% (12 employees)
- HISP males accounted for 3.27% (5 employees)
- ASIAN males accounted for 8.50% (13 employees)
- AIAN males accounted for 0.65% (1 employee)
- TMR males accounted for 0.65% (1 employee)
- NHPI males were not represented in this category

Females accounted for 45.10% (69 employees)
- WHITE females accounted for 33.99% (52 employees)
- BLACK/A.A. females accounted for 7.19% (11 employees)
- HISP females accounted for 0.65% (1 employee)
- ASIAN females accounted for 3.27% (5 employees)
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

FAS Temporary Workforce by Gender & Race

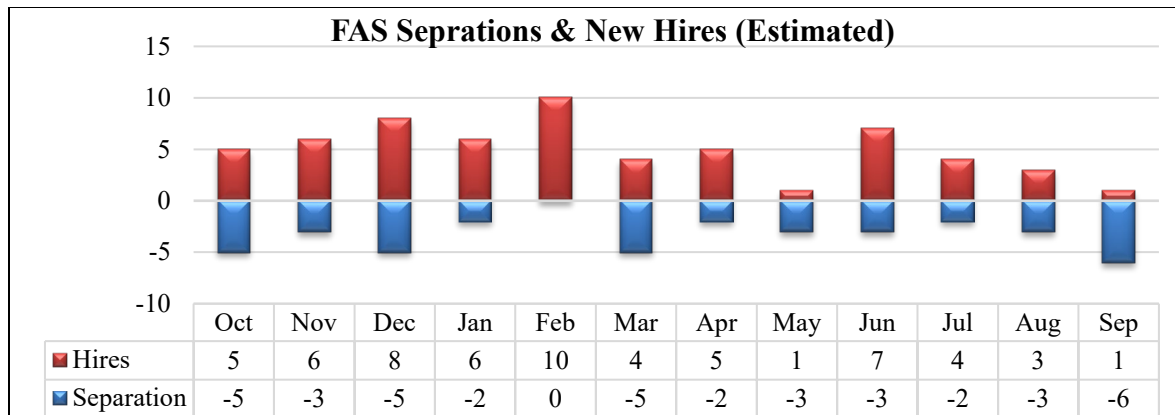|	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	34.0%	7.8%	3.3%	8.5%	0.0%	0.7%	0.7%
Females	34.0%	7.2%	0.7%	3.3%	0.0%	0.0%	0.0%
Total	68.0%	15.0%	3.9%	11.8%	0.0%	0.7%	0.7%

FAS New Hires and Separations (Table-A1)

For FY 2021 there were 97 new hires for FAS:
- 60 Permanent Employees (28 males / 32 females)
- 37 Temporary Employees (21 males / 16 females)

For FY 2021 there were 66 separations for FAS:
- 35 Permanent Employees (15 males / 20 females)
- 31 Temporary Employees (10 males / 21 females)

FAS Seprations & New Hires (Estimated)

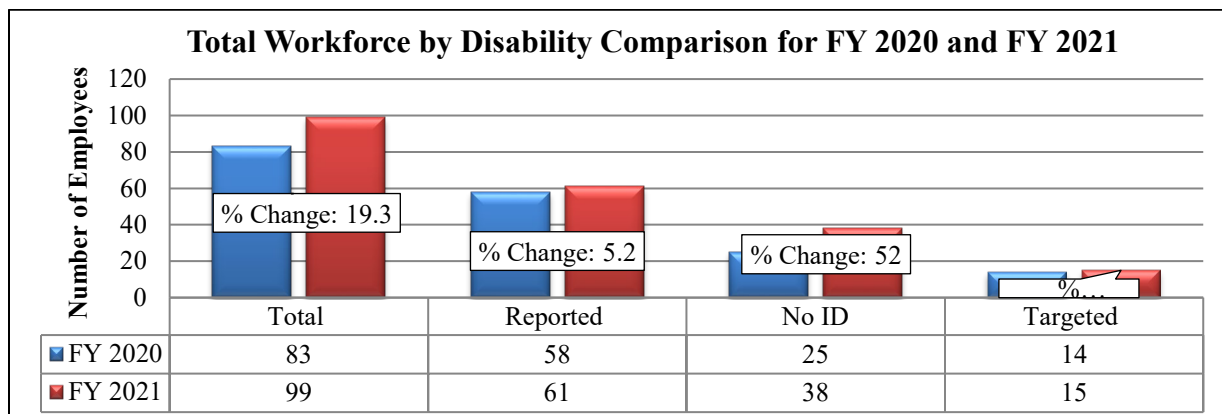|	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ Hires	5	6	8	6	10	4	5	1	7	4	3	1
■ Separation	-5	-3	-5	-2	0	-5	-2	-3	-3	-2	-3	-6

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

Change in workforce for Employees with Disability Status from FY 2020 to FY 2021 (Table-B1)
In FY 2021 the total workforce disability comparison is as follows:

- Individuals with Targeted Disabilities account for 1.96% (15 employees), 0.04% below the EEOC Federal Goal of 2.0%.
- Persons with Reported Disabilities account for 7.95% (61 employees)
- Persons who elected not to identify their disability account for 4.95% (38 employees)
- Total Persons with Disabilities for FAS are 12.90% (99 employees), 0.90% above the EEOC Federal Goal of 12.0%

Total Workforce by Disability Comparison for FY 2020 and FY 2021

% Change: 19.3   % Change: 5.2   % Change: 52

	Total	Reported	No ID	Targeted
■ FY 2020	83	58	25	14
■ FY 2021	99	61	38	15

Summary of Fed Nine Occupational Categories by Race: (Table A3)[1]

Management (151 employees)

FY 2021 Management by Race

- WHITEs accounted for 71.53% (108 employees)
- BLACK/A. A's accounted for 16.55% (25 employees)
- HISPs accounted for 5.96% (9 employees)
- ASIANs accounted for 4.63% (7 employees)
- NHPIs accounted for 0.66% (1 employee)
- AIANs accounted for 0.66% (1 employee)
- TMRs were not represented in this category

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[1] Technicians, Sales workers, Laborers & Helpers, Craft Workers, Operatives, & Service Workers N/A in FAS.
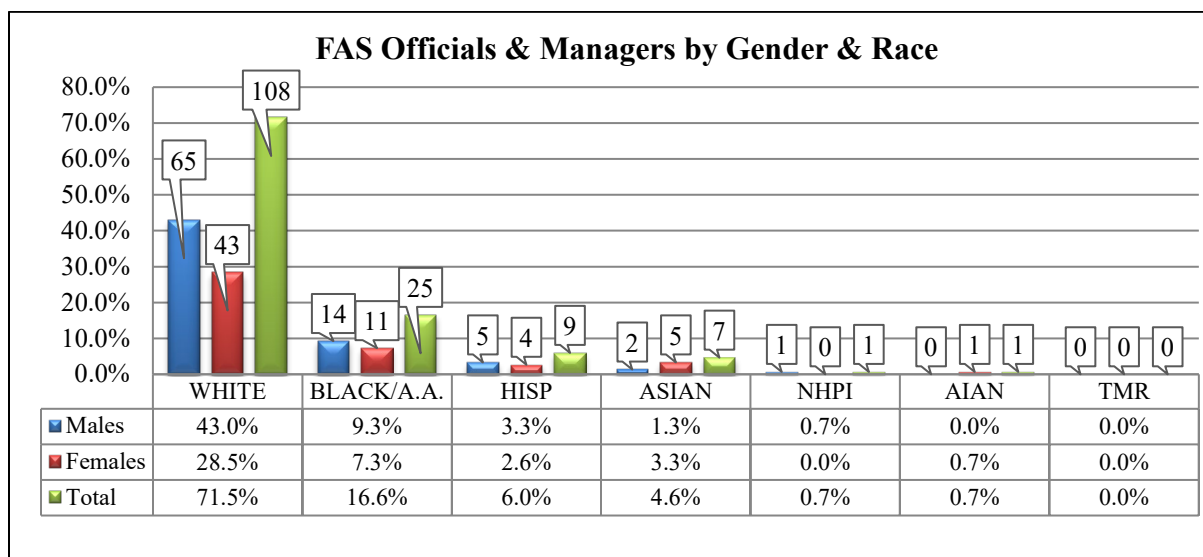
FY 2021 Management by Gender and Race

Males accounted for 57.62% (87 employees)

- WHITE males accounted for 43.05% (65 employees)
- BLACK/A.A. males accounted for 9.27% (14 employees)
- HISP males accounted for 3.31% (5 employees)
- ASIAN males accounted for 1.32% (2 employees)
- NHPI males accounted for 0.66% (1 employee)
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 42.38% (64 employees)

- WHITE females accounted for 28.48% (43 employees)
- BLACK/A.A. females accounted for 7.28% (11 employees)
- HISP females accounted for 2.65% (4 employees)
- ASIAN females accounted for 3.31% (5 employees)
- AIAN females accounted for 0.66% (1 employee)
- NHPI & TMR females were not represented in this category

FAS Officials & Managers by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	43.0%	9.3%	3.3%	1.3%	0.7%	0.0%	0.0%
Females	28.5%	7.3%	2.6%	3.3%	0.0%	0.7%	0.0%
Total	71.5%	16.6%	6.0%	4.6%	0.7%	0.7%	0.0%

(Chart data labels: WHITE Males 65, Females 43, Total 108; BLACK/A.A. Males 14, Females 11, Total 25; HISP Males 5, Females 4, Total 9; ASIAN Males 2, Females 5, Total 7; NHPI Males 1, Females 0, Total 1; AIAN Males 0, Females 1, Total 1; TMR Males 0, Females 0, Total 0)

Professionals (445 employee)

FY 2021 Professionals by Race

- WHITEs accounted for 57.53% (256 employees)
- BLACK/A.A.s accounted for 27.20% (121 employees)
- HISPs accounted for 8.95% (38 employees)
- ASIANs accounted for 6.52% (29 employees)
- AIANs accounted for 0.22% (1 employee)
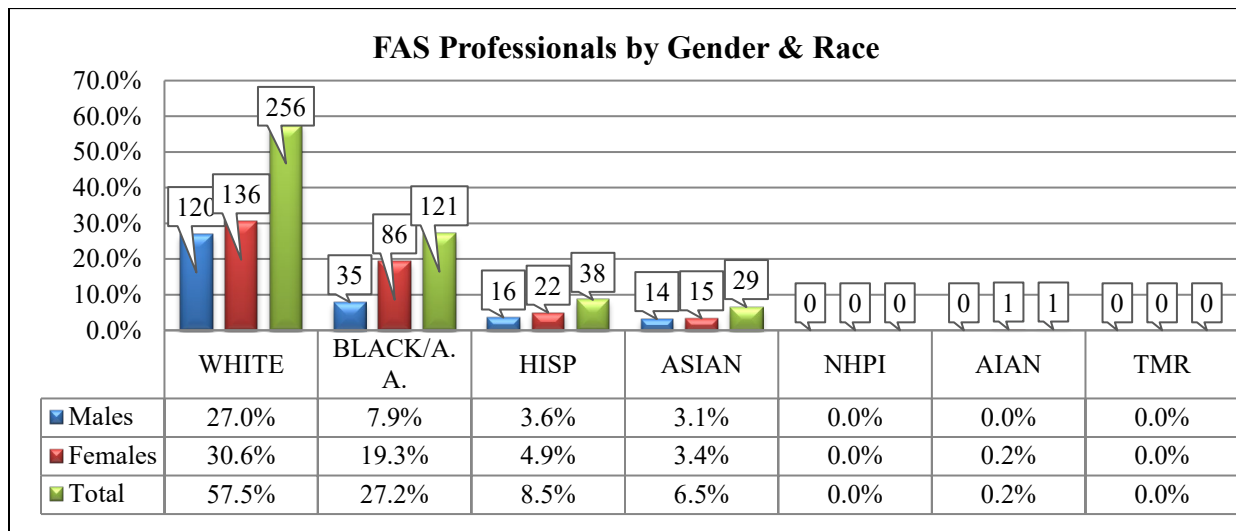- NHPI & TMRs were not present in this category

FY 2021 Professionals by Gender and Race

Males accounted for 41.57% (185 employees)

- WHITE males accounted for 26.97% (120 employees)
- BLACK/A.A. males accounted for 7.87% (35 employees)
- HISP males accounted for 3.60% (16 employees)
- ASIAN males accounted for 3.15% (14 employees)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 58.43% (260 employees)

- WHITE females accounted for 30.56% (136 employees)
- BLACK/A.A. females accounted for 19.33% (86 employees)
- HISP females accounted for 4.94% (22 employees)
- ASIAN females accounted for 3.37% (15 employees)
- AIAN females accounted for 0.22% (1 employee)
- NHPI & TMR females were not represented in this category

FAS Professionals by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	27.0%	7.9%	3.6%	3.1%	0.0%	0.0%	0.0%
Females	30.6%	19.3%	4.9%	3.4%	0.0%	0.2%	0.0%
Total	57.5%	27.2%	8.5%	6.5%	0.0%	0.2%	0.0%

Summary Analysis of the Top Six Series (Table A6)

Foreign Agricultural Affairs (0135 series - 168 employees)

FY 2021 Foreign Agricultural Affairs by Race

- WHITEs accounted for 73.20% (123 employees)
- BLACK/A.A.s accounted for 10.70% (18 employees)
- HISPs accounted for 7.70% (13 employees)
- ASIANs accounted for 7.70% (13 employees)
- NHPIs accounted for 0.60% (1 employee)
- AIANs were not represented in this category
- TMRs were not represented in this category

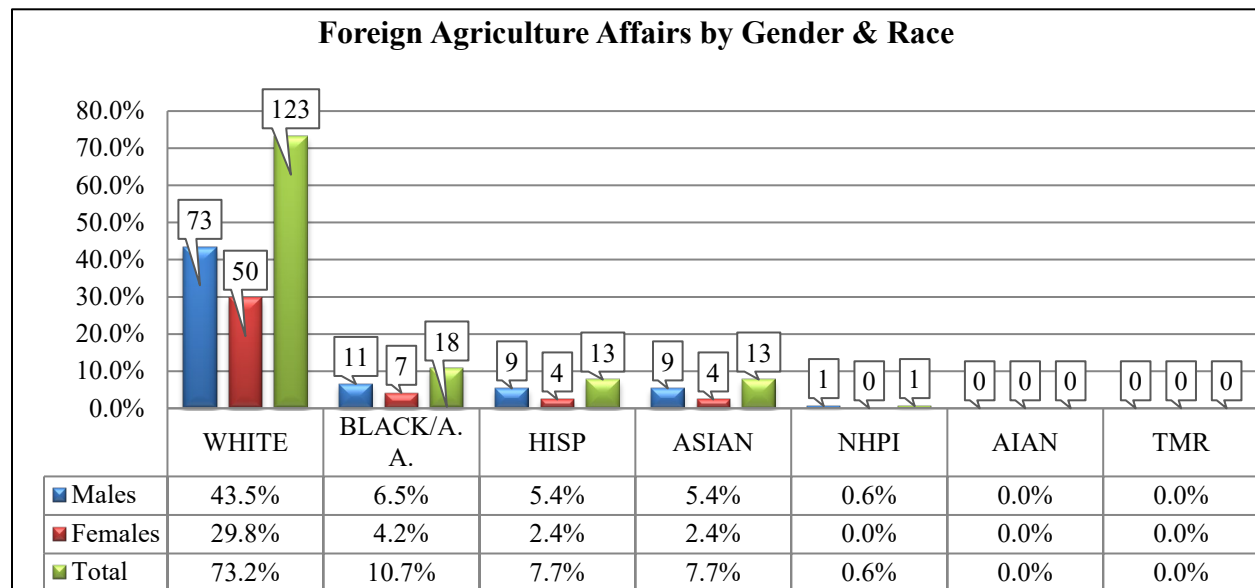**FY 2021 Foreign Agricultural Affairs by Gender and Race**

Males accounted for 61.30% (103 employees)

- WHITE males accounted for 43.45% (73 employees)

- BLACK/A.A. males accounted for 6.55% (11 employees)
- HISP males accounted for 5.35% (9 employees)
- ASIAN males accounted for 5.35% (9 employees)
- NHPI males accounted for 0.60% (1 employee)
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 38.70% (65 employees)
- WHITE females accounted for 29.80% (50 employees)
- BLACK/A.A. females accounted for 4.20% (7 employees)
- HISP females accounted for 2.40% (4 employees)
- ASIAN females accounted for 2.40% (4 employees)
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

Foreign Agriculture Affairs by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	43.5%	6.5%	5.4%	5.4%	0.6%	0.0%	0.0%
Females	29.8%	4.2%	2.4%	2.4%	0.0%	0.0%	0.0%
Total	73.2%	10.7%	7.7%	7.7%	0.6%	0.0%	0.0%

Miscellaneous Administration and Program (0301 series - 106 employees)

FY 2021 Misc. Administration and Program by Race
- WHITEs accounted for 57.55% (61 employees)
- BLACK/A.A.s accounted for 30.20% (32 employees)
- HISPs accounted for 4.70% (5 employees)
- ASIANs accounted for 4.70% (5 employees)
- TMRs accounted for 1.90% (2 employees)
- AIANs accounted for 0.90% (1 employee)
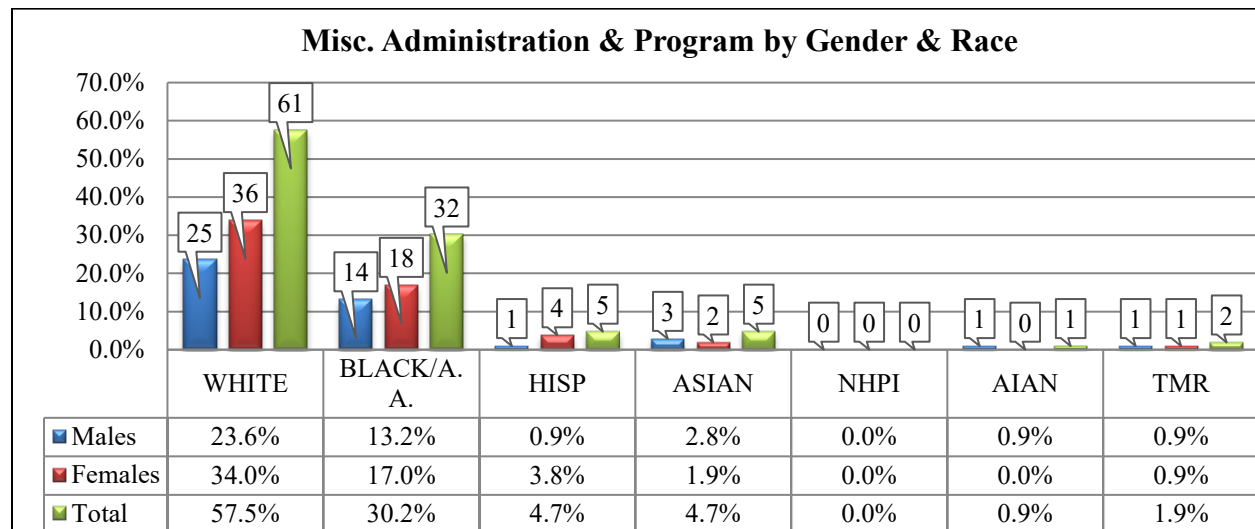- NHPIs were not represented in this category

FY 2021 Misc. Administration and Program by Gender and Race

Males accounted for 42.45% (45 employees)

- WHITE males accounted for 23.60% (25 employees)
- BLACK/A.A. males accounted for 13.20% (14 employees)
- HISP males accounted for 0.90% (1 employee)
- ASIAN males accounted for 2.80% (3 employees)
- AIAN males accounted for 0.90% (1 employee)
- TMR males accounted for 0.90% (1 employee)
- NHPI males were not represented in this category

Females accounted for 48.9% (22 employees)

- WHITE females accounted for 34.00% (36 employees)
- BLACK/A.A. females accounted for 17.00% (18 employees)
- HISP females accounted for 3.80% (4 employees)
- ASIAN females accounted for 1.87% (2 employees)
- TMR females accounted for 0.90% (1 employee)
- NHPI females were not represented in this category
- AIAN females were not represented in this category

Misc. Administration & Program by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	23.6%	13.2%	0.9%	2.8%	0.0%	0.9%	0.9%
Females	34.0%	17.0%	3.8%	1.9%	0.0%	0.0%	0.9%
Total	57.5%	30.2%	4.7%	4.7%	0.0%	0.9%	1.9%

Program Management (0340 series- 67 employees)

FY 2021 Program Management by Race

- WHITEs accounted for 73.10% (49 employees)
- BLACK/A.A.s accounted for 13.40% (9 employees)
- HISPs accounted for 4.50% (3 employees)
- ASIANs accounted for 6.00% (4 employees)
- AIANs accounted for 1.50% (1 employee)
- TMRs accounted for 1.50% (1 employee)
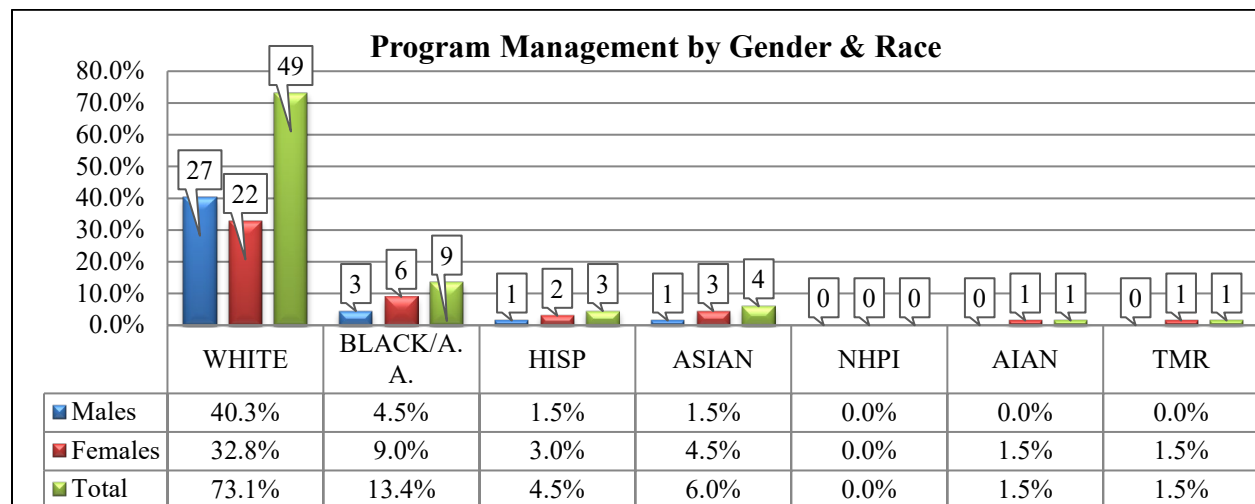- NHPIs were not represented in this category

FY 2021 Program Management by Gender and Race

Males accounted for 48.00% (32 employees)

- WHITE males accounted for 40.30% (27 employees)
- BLACK/A.A. males accounted for 4.50% (3 employees)
- HISP males accounted for 1.50% (1 employee)
- ASIAN males accounted for 1.50% (1 employee)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 52.00% (35 employees)

- WHITE females accounted for 32.90% (22 employees)
- BLACK/A.A. females accounted for 9.00% (6 employees)
- HISP females accounted for 3.00% (2 employees)
- ASIAN females accounted for 4.50% (3 employees)
- AIAN females accounted for 1.50% (1 employee)
- TMR females accounted for 1.50% (1 employee)
- NHPI females were not represented in this category

Program Management by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	40.3%	4.5%	1.5%	1.5%	0.0%	0.0%	0.0%
Females	32.8%	9.0%	3.0%	4.5%	0.0%	1.5%	1.5%
Total	73.1%	13.4%	4.5%	6.0%	0.0%	1.5%	1.5%

Trade Specialist (1140 series - 111 employees)

FY 2021 Trade Specialist by Race

- WHITEs accounted for 76.60% (85 employees)
- BLACK/A.A.s accounted for 9.90% (11 employees)
- HISPs accounted for 7.20% (8 employees)
- ASIANs accounted for 5.40% (6 employees)
- TMRs accounted for 0.90% (1 employee)
- NHPIs were not represented in this category
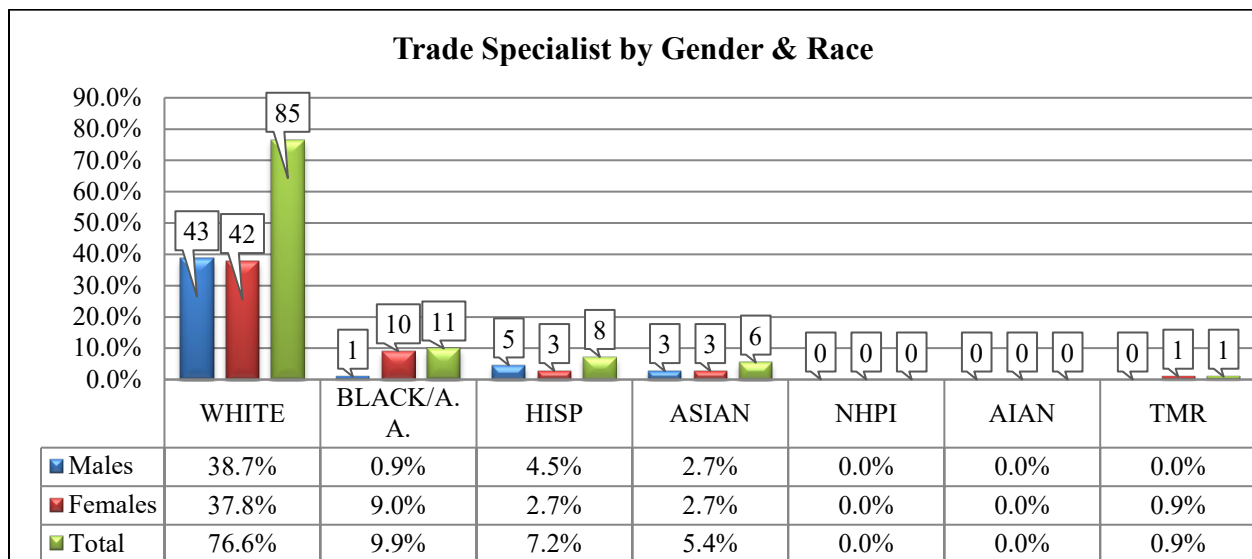- AIANs were not represented in this category

FY 2021 Trade Specialist by Gender and Race

Males accounted for 46.85% (52 employees)

- WHITE males accounted for 38.80% (43 employees)
- BLACK/A.A. males accounted for 0.90% (1 employee)
- HISP males accounted for 4.50% (5 employees)
- ASIAN males accounted for 2.70% (3 employees)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 53.15% (59 employees)

- WHITE females accounted for 37.90% (42 employees)
- BLACK/A.A. females accounted for 9.10% (10 employees)
- HISP females accounted for 2.70% (3 employees)
- ASIAN females accounted for 2.70% (3 employees)
- TMR females accounted for 0.90% (1 employee)
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

Trade Specialist by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	38.7%	0.9%	4.5%	2.7%	0.0%	0.0%	0.0%
Females	37.8%	9.0%	2.7%	2.7%	0.0%	0.0%	0.9%
Total	76.6%	9.9%	7.2%	5.4%	0.0%	0.0%	0.9%

Bar values: WHITE: 43, 42, 85; BLACK/A.A.: 1, 10, 11; HISP: 5, 3, 8; ASIAN: 3, 3, 6; NHPI: 0, 0, 0; AIAN: 0, 0, 0; TMR: 0, 1, 1

Management and Program Analysis (0343 series - 85 employees)

FY 2021 Management and Program Analysis by Race

- WHITEs accounted for 47.10% (40 employees)
- BLACK/A.A.s accounted for 34.10% (29 employees)
- HISPs accounted for 9.40% (8 employees)
- ASIANs accounted for 8.20% (7 employees)
- TMRs accounted for 1.20% (1 employee)
- NHPIs were not represented in this category
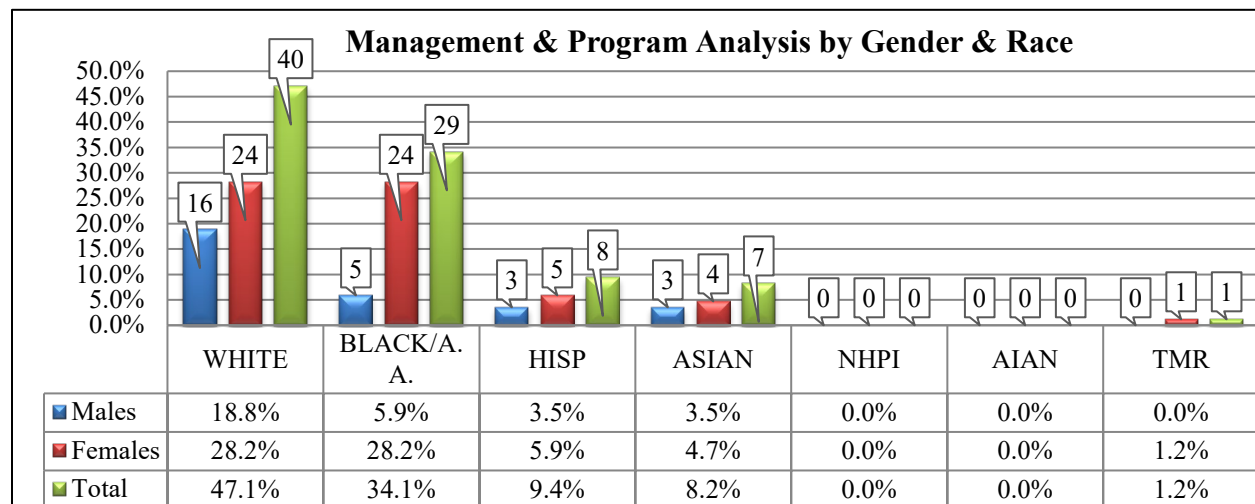- AIANs were not represented in this category

FY 2021 Management and Program Analysis by Gender and Race

Males accounted for 31.80% (27 employees)

- WHITE males accounted for 18.90% (16 employees)
- BLACK/A.A. males accounted for 5.90% (5 employees)
- HISP males accounted for 3.50% (3 employees)
- ASIAN males accounted for 3.50% (3 employees)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 68.20% (58 employees)

- WHITE females accounted for 28.20% (24 employees)
- BLACK/A.A. females accounted for 28.20% (24 employees)
- HISP females accounted for 5.90% (5 employees)
- ASIAN females accounted for 4.70% (4 employees)
- TMR females accounted for 1.20% (1 employee)
- NHPI females were not represented in this category
- AIAN females were not represented in this category

Management & Program Analysis by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	18.8%	5.9%	3.5%	3.5%	0.0%	0.0%	0.0%
Females	28.2%	28.2%	5.9%	4.7%	0.0%	0.0%	1.2%
Total	47.1%	34.1%	9.4%	8.2%	0.0%	0.0%	1.2%

Economist (0110 - 39 employees)

FY 2021 Economist by Race

- WHITEs accounted for 61.50% (24 employees)
- BLACK/A.A.s accounted for 7.70% (3 employees)
- HISPs accounted for 10.25% (4 employees)
- ASIANs accounted for 20.50% (8 employees)
- NHPIs were not represented in this category
- AIANs were not represented in this category
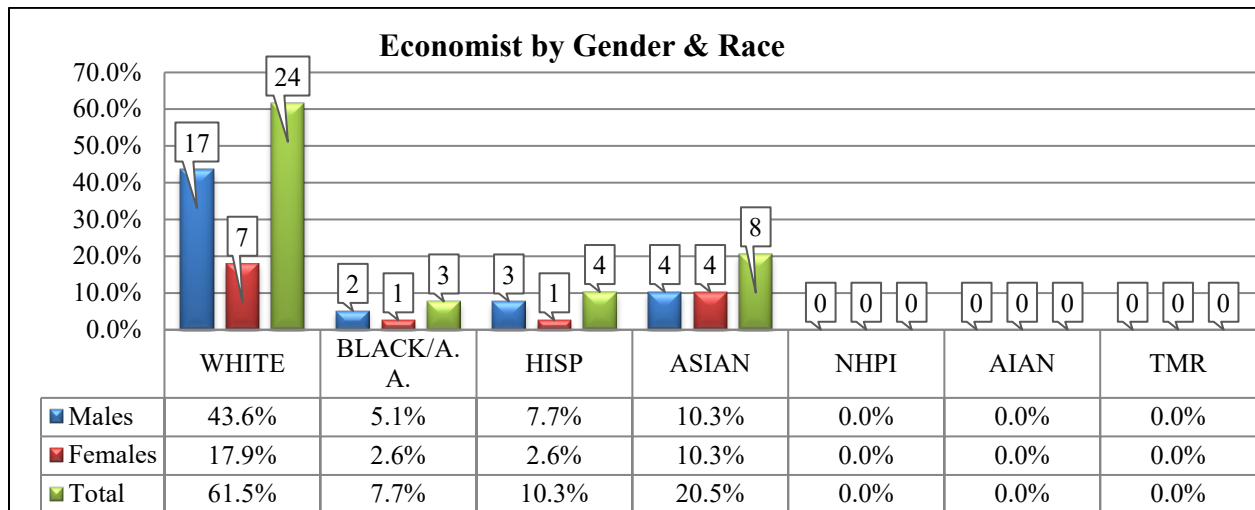- TMRs were not represented in this category

FY 2021 Economist by Gender and Race
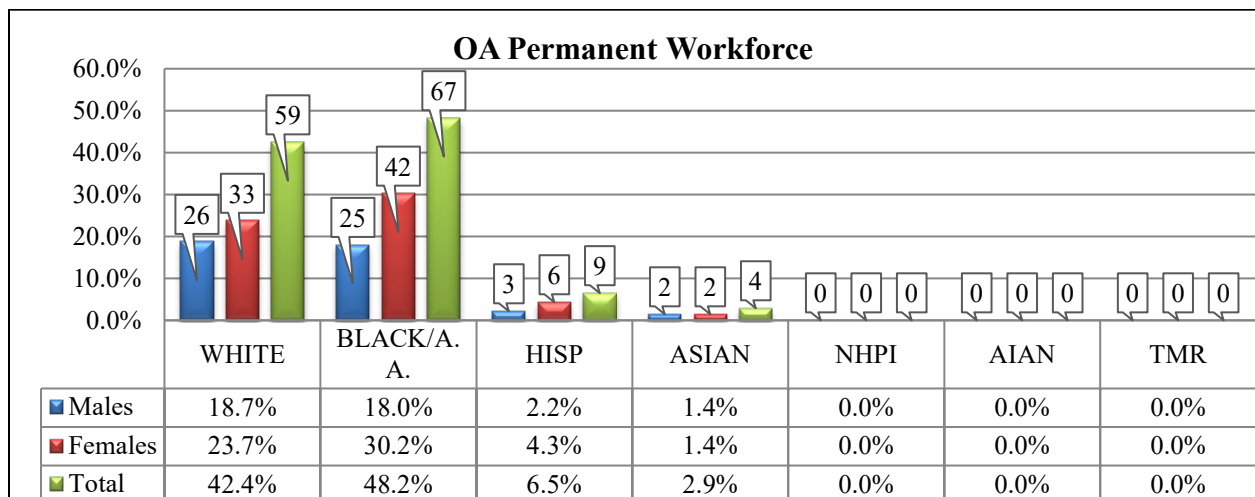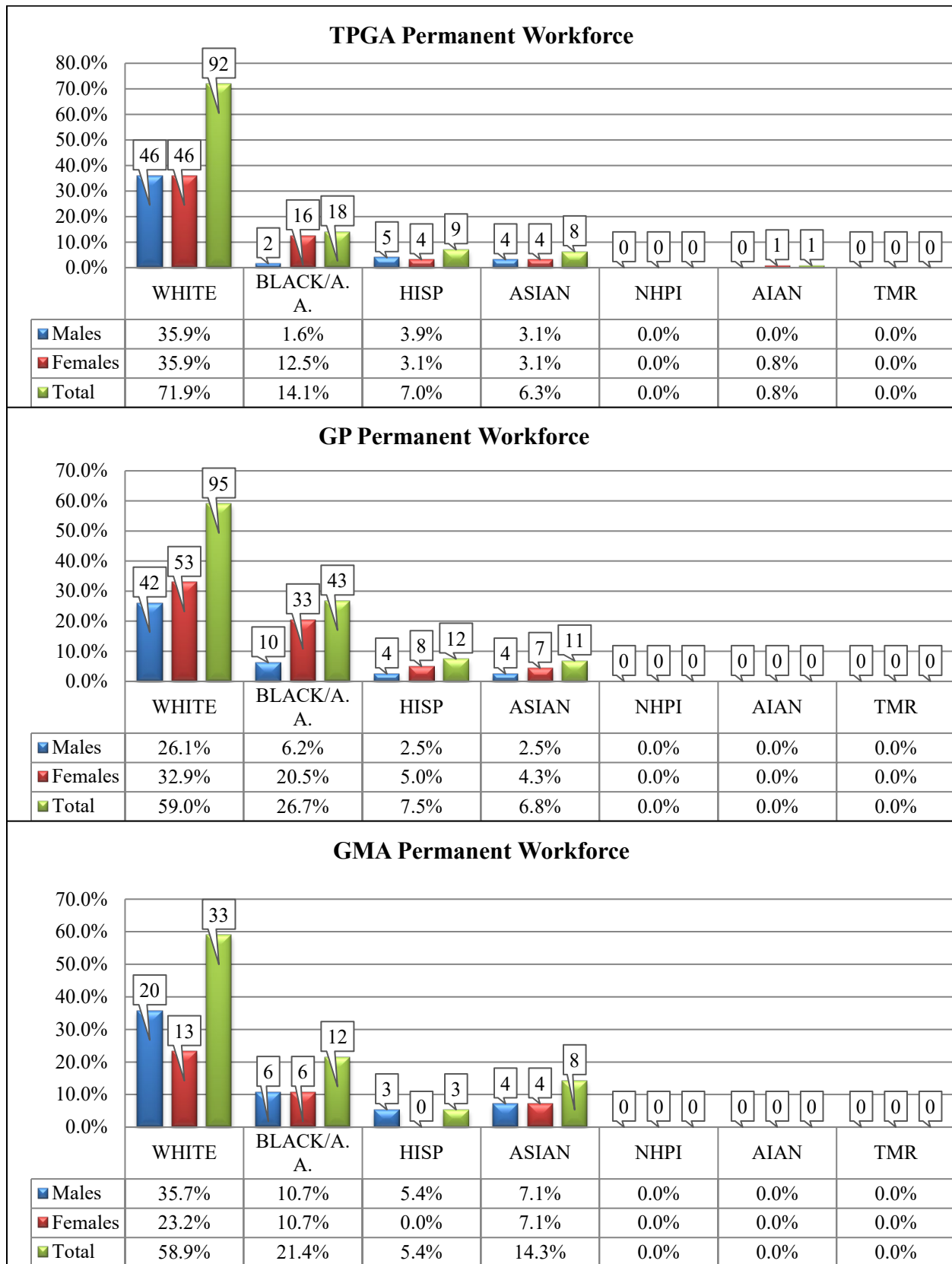
Males accounted for 66.70% (26 employees)

- WHITE males accounted for 43.60% (17 employees)
- BLACK/A.A. males accounted for 5.20% (2 employees)
- HISP males accounted for 7.70% (3 employees)
- ASIAN males accounted for 10.25% (4 employees)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

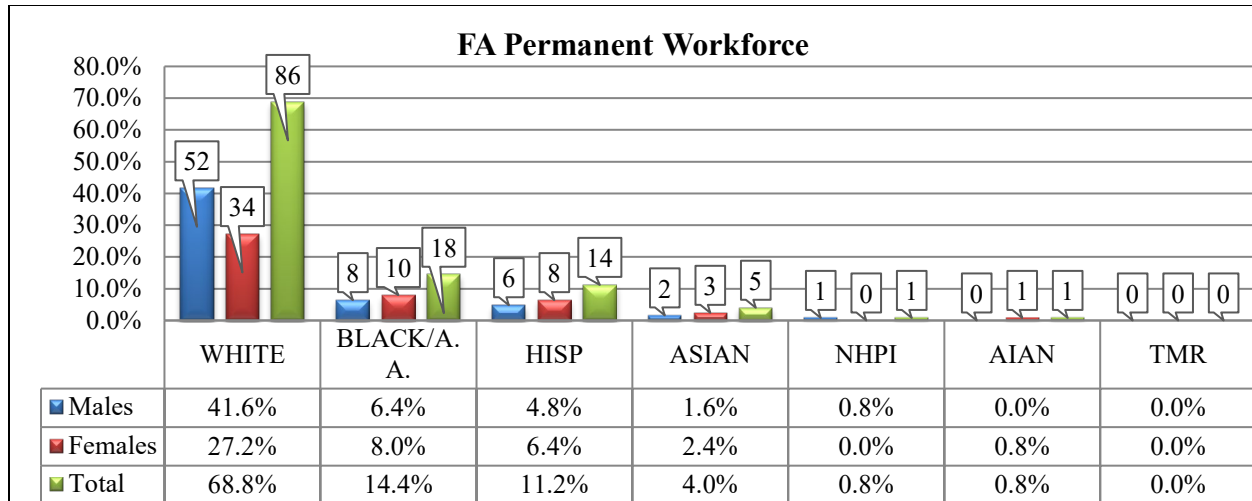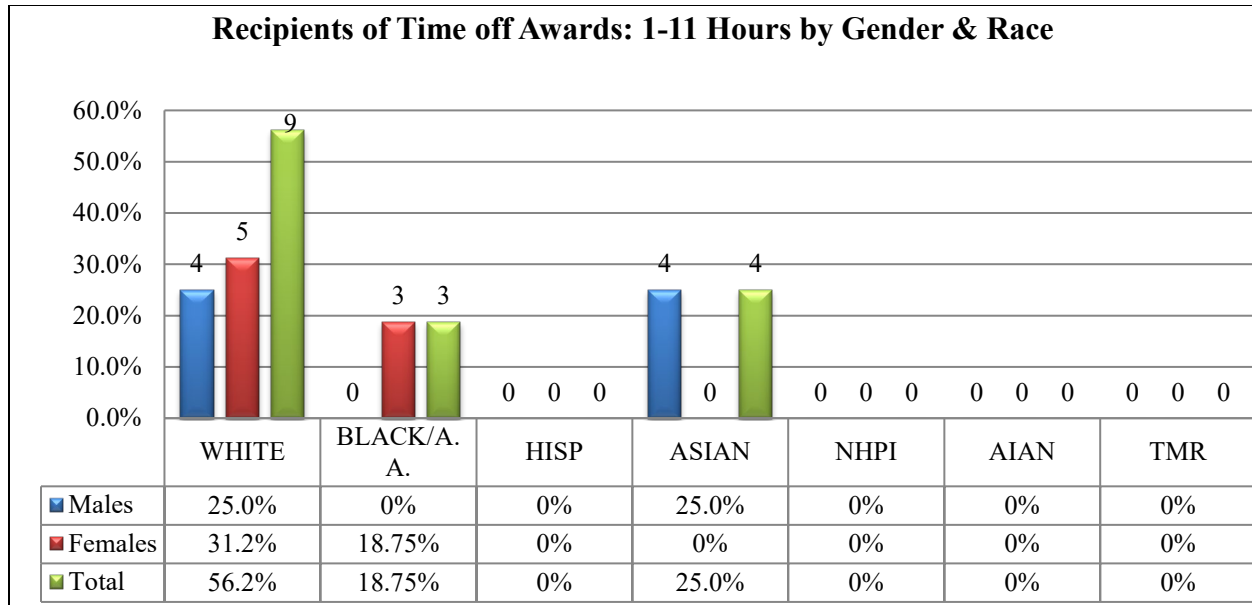Females accounted for 33.30% (13 employees)

- WHITE females accounted for 17.95% (7 employees)
- BLACK/A.A. females accounted for 2.60% (1 employee)
- HISP females accounted for 2.60% (1 employee)
- ASIAN females accounted for 10.25% (4 employees)
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

Economist by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	43.6%	5.1%	7.7%	10.3%	0.0%	0.0%	0.0%
Females	17.9%	2.6%	2.6%	10.3%	0.0%	0.0%	0.0%
Total	61.5%	7.7%	10.3%	20.5%	0.0%	0.0%	0.0%

Summary of Program Areas Permanent Workforce

OA Permanent Workforce

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	18.7%	18.0%	2.2%	1.4%	0.0%	0.0%	0.0%
Females	23.7%	30.2%	4.3%	1.4%	0.0%	0.0%	0.0%
Total	42.4%	48.2%	6.5%	2.9%	0.0%	0.0%	0.0%

TPGA Permanent Workforce

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	35.9%	1.6%	3.9%	3.1%	0.0%	0.0%	0.0%
Females	35.9%	12.5%	3.1%	3.1%	0.0%	0.8%	0.0%
Total	71.9%	14.1%	7.0%	6.3%	0.0%	0.8%	0.0%

GP Permanent Workforce

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	26.1%	6.2%	2.5%	2.5%	0.0%	0.0%	0.0%
Females	32.9%	20.5%	5.0%	4.3%	0.0%	0.0%	0.0%
Total	59.0%	26.7%	7.5%	6.8%	0.0%	0.0%	0.0%

GMA Permanent Workforce

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	35.7%	10.7%	5.4%	7.1%	0.0%	0.0%	0.0%
Females	23.2%	10.7%	0.0%	7.1%	0.0%	0.0%	0.0%
Total	58.9%	21.4%	5.4%	14.3%	0.0%	0.0%	0.0%

FA Permanent Workforce

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
▣ Males	41.6%	6.4%	4.8%	1.6%	0.8%	0.0%	0.0%
▣ Females	27.2%	8.0%	6.4%	2.4%	0.0%	0.8%	0.0%
▣ Total	68.8%	14.4%	11.2%	4.0%	0.8%	0.8%	0.0%

Bar chart values: WHITE Males 52, Females 34, Total 86; BLACK/A.A. Males 8, Females 10, Total 18; HISP Males 6, Females 8, Total 14; ASIAN Males 2, Females 3, Total 5; NHPI Males 1, Females 0, Total 1; AIAN Males 0, Females 1, Total 1; TMR Males 0, Females 0, Total 0.

Summary Analysis of Awards – Distribution by Gender and Race (Table A-13)
Time-Off Awards – (1-11 Hours)

FY 2021 recipients by Race
- WHITEs accounted for 56.25% (9 employees)
- BLACK/A.A.s accounted for 18.75% (3 employee)
- ASIANs accounted for 25.00% (4 employees)
- HISPs were not represented in this category
- NHPIs were not represented in this category
- AIANs were not represented in this category
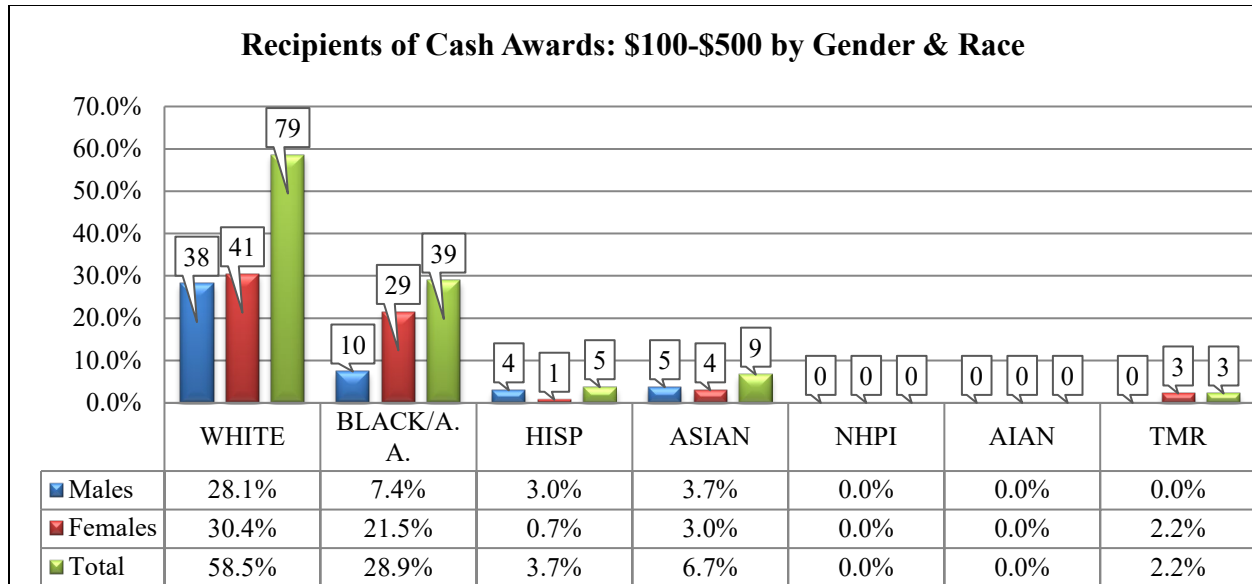- TMRs were not represented in this category

FY 2021 recipients by Gender and Race
Males accounted for 50.00% (8 employees)
- WHITE males accounted for 25.00% (4 employees)
- ASIAN males accounted for 25.00% (4 employees)
- BLACK/A.A. males were not represented in this category
- HISP males were not represented in this category
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category
Females accounted for 50.00% (8 employees)
- WHITE females accounted for 31.25% (5 employees)
- BLACK/A.A. females accounted for 18.75% (3 employee)
- HISP females were not represented in this category
- ASIAN females were not represented in this category
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

Recipients of Time off Awards: 1-11 Hours by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	25.0%	0%	0%	25.0%	0%	0%	0%
Females	31.2%	18.75%	0%	0%	0%	0%	0%
Total	56.2%	18.75%	0%	25.0%	0%	0%	0%

Time-Off Awards – (11+ Hours)

FY 2021 recipients by Race
- WHITEs accounted for 46.15% (12 employees)
- BLACK/A.A.s accounted for 50.00% (13 employees)
- HISPs accounted for 3.85% (1 employee)
- ASIANs were not represented in this category
- NHPIs were not represented in this category
- AIANs were not represented in this category
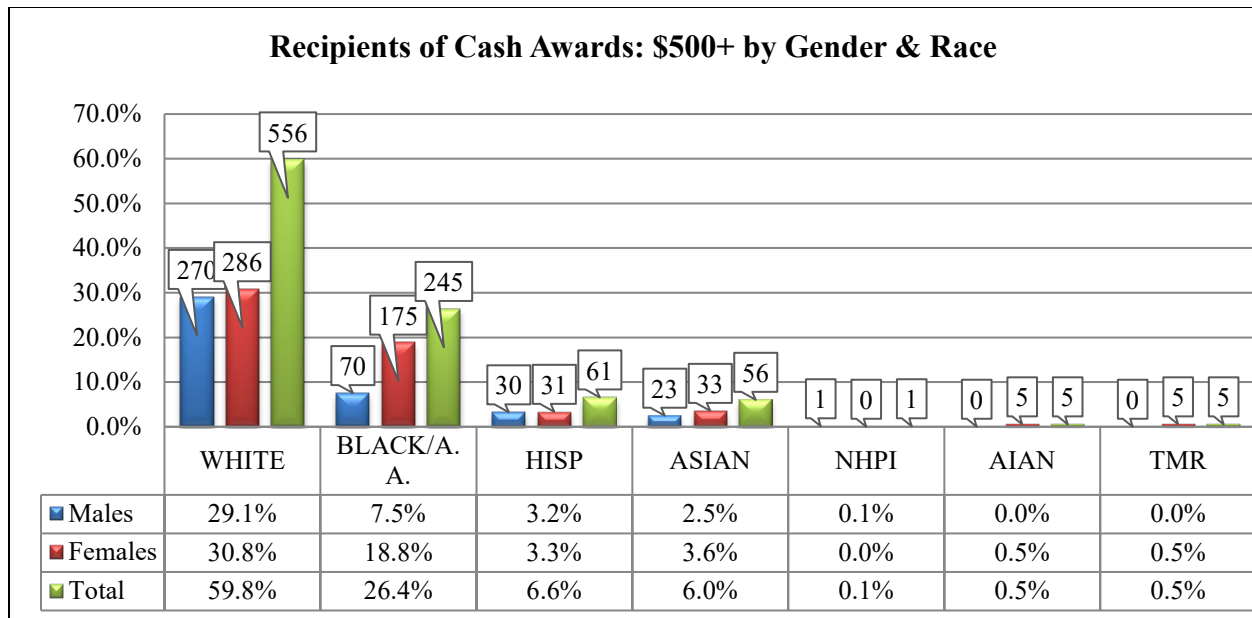- TMRs were not represented in this category

FY 2021 recipients by Gender and Race
Males accounted for 46.15% (12 employees)
- WHITE males accounted for 26.92% (7 employees)
- BLACK/A.A. males accounted for 19.23% (5 employees)
- HISP males were not represented in this category
- ASIAN males were not represented in this category
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 53.85% (14 employees)
- WHITE females accounted for 19.23% (5 employees)
- BLACK/A.A. females accounted for 30.77% (8 employees)
- HISP females accounted for 3.85% (1 employee)
- ASIAN females were not represented in this category
- NHPI females were not represented in this category
- AIAN females were not represented in this category
  TMR females were not represented in this category

Recipients of Time off Awards: 11+ Hours by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	26.9%	19.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Females	19.2%	30.8%	3.8%	0.0%	0.0%	0.0%	0.0%
Total	46.2%	50.0%	3.8%	0.0%	0.0%	0.0%	0.0%
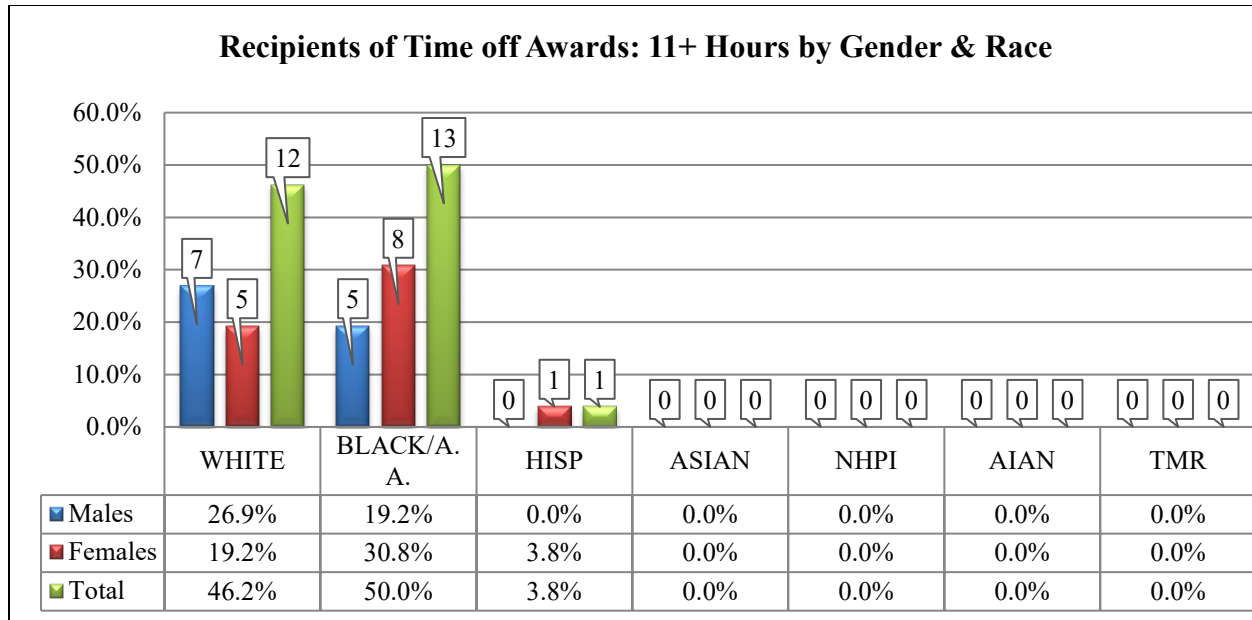
Cash Awards – ($100-$500)

FY 2021 recipients by Race

- WHITEs accounted for 58.52% (79 employees)
- BLACK/A.A.s accounted for 28.89% (39 employees)
- HISPs accounted for 3.70% (5 employees)
- ASIANs accounted for 6.66% (9 employees)
- TMRs accounted for 2.22% (3 employees)
- NHPIs were not represented in this category
- AIANs accounted for 1.6% (1 employees)

FY 2021 recipients by Gender and Race

Males accounted for 42.22% (57 employees)

- WHITE males accounted for 28.15% (38 employees)
- BLACK/A.A. males accounted for 7.41% (10 employees)
- HISP males accounted for 2.96% (4 employees)
- ASIAN males accounted for 3.70% (5 employee)
- NHPI males were not represented in this category
- AIAN males were not represented in this category
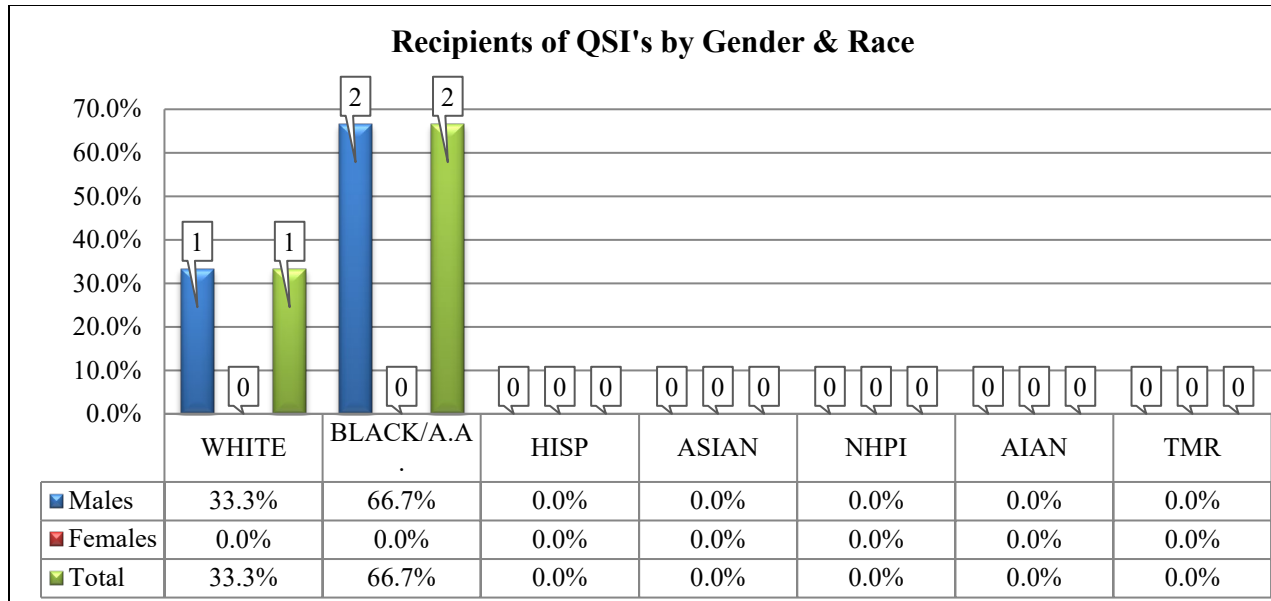- TMR males were not represented in this category

Females accounted for 57.78% (78 employees)

- WHITE females accounted for 30.37% (41 employees)
- BLACK/A.A. females accounted for 21.48% (29 employees)
- HISP females accounted for 0.74% (1 employee)
- ASIAN females accounted for 2.96% (4 employees)
- TMR females accounted for 2.22% (3 employees)
- AIAN females were not represented in this category
- NHPI females were not represented in this category

Recipients of Cash Awards: $100-$500 by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	28.1%	7.4%	3.0%	3.7%	0.0%	0.0%	0.0%
Females	30.4%	21.5%	0.7%	3.0%	0.0%	0.0%	2.2%
Total	58.5%	28.9%	3.7%	6.7%	0.0%	0.0%	2.2%

(Bar chart data labels: WHITE — Males 38, Females 41, Total 79; BLACK/A.A. — Males 10, Females 29, Total 39; HISP — Males 4, Females 1, Total 5; ASIAN — Males 5, Females 4, Total 9; NHPI — 0, 0, 0; AIAN — 0, 0, 0; TMR — 0, 3, 3)

Cash Awards – ($500+)

FY 2021 recipients by Race
- WHITEs accounted for 59.90% (556 employees)
- BLACK/A.A.s accounted for 26.37% (245 employees)
- HISPs accounted for 6.57% (61 employee)
- ASIANs accounted for 6.10% (56 employees)
- NHPIs accounted for 0.10% (1 employee)
- AIANs accounted for 0.54% (5 employees)
- TMRs accounted for 0.54% (5 employees)

FY 2021 recipients by Gender and Race
Males accounted for 42.41% (394 employees)
- WHITE males accounted for 29.10% (270 employees)
- BLACK/A.A. males accounted for 7.53% (70 employees)
- HISP males accounted for 3.23% (30 employees)
- ASIAN males accounted for 2.50% (23 employees)
- NHPI males accounted for 0.10% (1 employee)
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 57.59% (535 employees)
- WHITE females accounted for 30.80% (286 employees)
- BLACK/A.A. females accounted for 18.84% (175 employees)
- HISP females accounted for 3.34% (31 employees)
- ASIAN females accounted for 3.60% (33 employees)
- AIAN females accounted for 0.54% (5 employees)
- TMR females accounted for 0.54% (5 employees)
- NHPI females were not represented in this category

Recipients of Cash Awards: $500+ by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
■ Males	29.1%	7.5%	3.2%	2.5%	0.1%	0.0%	0.0%
■ Females	30.8%	18.8%	3.3%	3.6%	0.0%	0.5%	0.5%
■ Total	59.8%	26.4%	6.6%	6.0%	0.1%	0.5%	0.5%

Quality Step Increase (QSI)

FY 2021 recipients by Race
- WHITEs accounted for 33.33% (1 employee)
- BLACK/A.A.s accounted for 66.67% (2 employees)
- HISPs were not represented in this category
- ASIANs were not represented in this category
- NHPIs were not represented in this category
- AIANs were not represented in this category
- TMRs were not represented in this category

FY 2021 recipients by Gender and Race
Males accounted for 100.00% (3 employees)
- WHITE males accounted for 33.33% (1 employee)
- BLACK/A.A. males accounted for 66.67% (2 employees)
- HISP males were not represented in this category
- ASIAN males were not represented in this category
- NHPI males were not represented in this category
- AIAN males were not represented in this category
- TMR males were not represented in this category

Females accounted for 0.00% (0 employees)
- WHITE females were not represented in this category
- BLACK/A.A. females were not represented in this category
- HISP females were not represented in this category
- ASIAN females were not represented in this category
- NHPI females were not represented in this category
- AIAN females were not represented in this category
- TMR females were not represented in this category

Recipients of QSI's by Gender & Race

	WHITE	BLACK/A.A.	HISP	ASIAN	NHPI	AIAN	TMR
Males	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Females	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%

Permanent Workforce Comparison by Grade, Gender and Race (Table A4)

Gs Grade	Total Workforce			Hispanic Or Latino		White		Black Or African American		Asian		American Indian Or Alaska Native	
	All	M	F	M	F	M	F	M	F	M	F	M	F
GS-07	15	3	12	0	0	1	6	1	6	1	0	0	0
	100.00%	20.00%	80.00%	0.00%	0.00%	6.67%	40.00%	6.67%	40.00%	6.67%	0.00%	0.00%	0.00%
GS-08	7	2	5	0	0	1	1	1	4	0	0	0	0
	100.00%	28.57%	71.43%	0.00%	0.00%	14.29%	14.29%	14.29%	57.14%	0.00%	0.00%	0.00%	0.00%
GS-09	13	4	9	1	0	3	5	0	4	0	0	0	0
	100.00%	30.77%	69.23%	7.69%	0.00%	23.08%	38.46%	0.00%	30.77%	0.00%	0.00%	0.00%	0.00%
GS-10	1	0	1	0	0	0	0	0	1	0	0	0	0
	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
GS-11	26	9	17	0	1	7	9	1	7	1	0	0	0
	100.00%	34.62%	65.38%	0.00%	3.85%	26.92%	34.62%	3.85%	26.92%	3.85%	0.00%	0.00%	0.00%
GS-12	99	41	58	1	3	24	22	10	29	6	3	0	1
	100.00%	41.41%	58.59%	1.01%	3.03%	24.24%	22.22%	10.10%	29.29%	6.06%	3.03%	0.00%	1.01%
GS-13	166	66	100	5	9	38	48	20	35	3	8	0	0
	100.00%	39.76%	60.24%	3.01%	5.42%	22.89%	28.92%	12.05%	21.08%	1.81%	4.82%	0.00%	0.00%
GS-14	127	57	70	6	6	41	47	6	11	4	5	0	1
	100.00%	44.88%	55.12%	4.72%	4.72%	32.28%	37.01%	4.72%	8.66%	3.15%	3.94%	0.00%	0.79%
GS-15	20	11	9	1	2	9	6	1	1	0	0	0	0

	100.00%	55.00%	45.00%	5.00%	10.00%	45.00%	30.00%	5.00%	5.00%	0.00%	0.00%	0.00%	0.00%
SES	5	3	2	0	0	1	2	2	0	0	0	0	0
	100.00%	60.00%	40.00%	0.00%	0.00%	20.00%	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	479	196	283	14	21	125	146	42	98	15	16	0	2

Temporary and Permanent Veteran Workforce Summary

Veteran's Appointment	Number of Employees	HISP	WHITE	B/A.A.	ASIAN	NHPI	AIAN	TMR
5-Point	20	10.00%	60.00%	30.00%	0.00%	0.00%	0.00%	0.00%
10-Point Disability	1	0.00%	0.00%	0.00%	100.0%	0.00%	0.00%	0.00%
10-Point 10-30% Compensable	5	20.00%	40.00%	40.00%	0.0%	0.00%	0.00%	0.00%
10-Point +30% Compensable	25	8.00%	36.00%	48.00%	4.5%	0.00%	4.00%	4.00%
Total	51	10.00%	**45.00%**	**39.00%**	**2.00%**	**0.00%**	**2.00%**	**2.00%**

In FY 2021 there were 767 total employees, and veterans accounted for 6.65% (51 employees). Compared to FY 2020, veterans accounted for 6.47% (48 employees), a decrease of 0.18%.

The FAS has four categories for Veteran Appointment types: 5-Point, 10-Point, 10-Point (10-30% compensable), and 10-Point (+30% compensable).

Veteran (Temp & Perm) Workforce for FY 2021			
Categories	**Total**	**GS 12 & below**	**GS 13+**
Veterans	51	18	33
% Representation	6.65%	1.60%	4.30%

30% Compensable Disabled Veteran Workforce:

Compensable veterans (30%) accounted for 3.26% (25 employees) of the FAS total workforce.

Categories	**Total**	**30% DV:GS-12 & below**	**30% DV: GS-13+**
30% DV	25	11	14
% Representation	3.25%	1.43%	1.90%

Hiring of Veterans:

In FY 2021, of the 97 employees FAS hired, 11.34% (11 employees) of those hired were a veteran.

Total New Hires for FY 2020						
Categories	**Total**	**5 Pt Veteran**	**10 Pt Comp**	**10 Pt 10-30% + DV**	**10 Pt +30% + DV**	**Total Non-Veterans**
All New Hires	97	2	2	1	6	86
%Representation	100%	2.06%	2.06%	1.03%	6.19%	88.66%

Part E.4 – Accomplishments

- The OCR worked in collaboration with the Department for acknowledgement of Native American Heritage Month. The 'Together Towards Tomorrow" event included a roundtable discussion featuring General Counsel, Janie Hipp [Chickasaw Nation], Farm Service Agency Administrator, Zach Ducheneaux [Cheyenne River Sioux], and Office of Tribal Relations Director, Heather Dawn Thompson [Cheyenne River Sioux]. The roundtable discussion was focused on Federal trust responsibility with mission area highlights of our work throughout USDA to better serve Indian Country.

- The OCR worked in collaboration with the Department for acknowledgment of Women's Equality Day. The 'Reviving the Legacy' event included guest speakers, Barbara Rater [Director, Census and Survey NASS] and Patricia McMahon [Lead Outreach and Education Coordinator, EEOC] who provided dynamic presentations that highlighted the challenges and accomplishments of women who blazed the trail towards equality. The virtual recorded event was attended by over 100 guests and had over 7000 views on YouTube.

- The OCR conducted a Pride Month event to acknowledge the Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) community. The LGBTQI+ Reawakening Panel Discussion event was educational and produced great dialogue related to LGBTQI+ issues. The panel members consisted of former FAS Administrator, Philip Karsting [Senior Policy Advisor, Olsson Frank Weeda Terman Matz, PC] and Ms. Kellye Eversole [President, Eversole Associates]. The event was attended by over 30 guests.

- The OCR conducted an Asian American and Native Hawaiian/Pacific Islander (AANHPI) Heritage Month event. The keynote speaker was former FAS colleague and U.S. Ambassador (retired), Asif Chaudhry [Vice President, International Affairs, Washington State University]. Dr. Chaudhry provided insightful information on the contributions and accomplishments of AANHPI individuals and expressed the importance of showing dignity and respect for all racial/ethnic groups. The event was attended by over 30 guests.

- The OCR conducted a Holocaust Remembrance event to remember those lost and to acknowledge Holocaust survivors. The keynote speaker was Dr. France Pruitt [Survivor and Author]. Dr. Pruitt presented and enlightening chronology of her family's resilience and survival in Nazi Germany during the 1941-1945 timeframe, which she recounted in her book, Resilience and Compassion. The event was attended by over 50 guests.

- The FAS/Customer Engagement Center conducted a virtual dialogue series 'Spotlight on Morocco: Building Markets on the African Continent" webinar on agricultural production and trade that was attended by more than 120 companies, cooperators and land-grant organizations. The event generated several inquiries for the Morocco post to follow-up.

- The OCR conducted a Women's History Month event hosted by an all women panel. The keynote speaker was Ms. Cinnamon Dornsife, Senior Advisor of the International Development Program and Senior Fellow at the Foreign Policy Institute at Johns Hopkins School of Advanced International Studies. Ms. Dornsife's provided an educational and insightful presentation on the importance of women in leadership positions and their trailblazing accomplishments in agriculture and international finance. The event was attended by over 90 guests.

- The OCR conducted a Black/African American History Month observance. The keynote speaker was Reverend, Dr. Thomas Bowen, Director, Major's Office of Religious Affairs and Interim Director of African American Affairs. Dr. Bowen delivered a vibrant and illuminating discussion titled "The Black Family-Representation, Identity & Diversity" regarding the disruption, endurance, survival, triumph and evolution of the Black family. The event was attended by over 120 guests.

- The OCR Director conducted Listening Sessions with minority and special emphasis groups to identify employee concerns regarding civil rights, diversity, and inclusion efforts across the agency, and communicated on-going diversity efforts during agency townhalls.

- The FAS remains committed to establishing initiatives to recruit, develop, engage, reward, and retain a qualified, diverse workforce. These initiatives are implemented through a range of work experiences as well as formal and informal developmental programs (i.e., mentoring, on-the-job training, rotational assignments,

and details.)

- The OCR Director conducted updates and briefings with program area managers on Mondays and Wednesdays to increase awareness. These briefings included discussions on civil rights policy statements, trends in civil rights complaints, and staff demographics (hiring, separation, retirement, retention, performance management, and related topics).

- The OCR Director communicated numerical goals at Senior leadership and other management meetings to inform the agency of hiring trends and action plans that may need implementation. Moreover, OCR is strengthening communications with hiring managers and recruiters by releasing an annual report summarizing the results of the FAS Disability Employment Program.

- The OCR Director conducted Listening Sessions with minority and special emphasis groups to identify employee concerns regarding civil rights, diversity, and inclusion efforts across the agency, and communicated on-going diversity efforts during agency townhalls.

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- OCR conducted "Teachable Moment" sessions to Senior Staff (SESs and GS-15s) on Wednesdays during Senior Staff meetings ranging in areas such as:
    - EEO Complaint Process
    - Reasonable Accommodation Procecss
    - Training on the pitfalls of Reasonable Accommodation process
    - Disability and Religious Discrimination
    - Retaliation/Reprisal for engaging in EEO activities
    - Workplace Harassment (Sexual Orientation and Sexual Harassment Prevention Training)
    - Prevention of Sexual Harassment (POSH)
    - Whistleblower Protection
    - The Hatch Act
    - Theories of Discrimination (i.e., Adverse Impact, Disparate Treatment and Hostile Work Environment).

- The FAS managers and supervisors also received training in the following areas:
    - Surfing the Swamp - A Conflict Management Course for Supervisors & Managers
    - EEO for Supervisors and Managers
    - Fundamentals of Human Resources Management (FHRM)
    - Crucial Accountability
    - Overcoming Unconscious Bias in the Workplace
    - Staffing Essentials for Supervisors
    - Strategic Leadership
    - Kinds of Conversations: The Right Conversation for the Right Results
    - Crucial Conversations - Tools for Talking When the Stakes are High

EEO Program Strengths:

- In accordance with 29 CFR § 1614, MD-110, and DR 4701-001, employees received periodic information about traditional counseling and the ADR process. This information includes guidance on the EEO or ADR process and the applicable time limits. In addition, employees were provided with written guidance on EEO-ADR, which outlines the ADR process and applicable timeframes for activating the EEO complaint procedures.

- Communication and issuance of materials to the workforce about the variety of EEO policies and programs kept the workforce informed. In December 2020, then Acting Administrator, Daniel Whitley issued a memorandum reaffirming policy statements on the Agency's commitment to equal employment opportunity and in maintaining a workplace free of discriminatory harassment, along with Civil Rights, Diversity and Inclusion, Reasonable Accommodations, and Anti-Harassment policy procedures.

- The OCR Director is a prominent member of OA Staff meetings, Senior Staff, Management Council, and other critical involvement. The OCR review in deliberations prior to decisions on management or personnel policies, procedures and practices further strengthen the agency.

- The OCR drafted a Memorandum of Agreement (MOA) to establish a Foreign Agricultural Service Diversity Fellowship Program (FDFP) with Howard University to recruit and develop new talent for the Foreign Service international affairs careers to advance the USDA's goals of promoting excellence, diversity, equity and inclusion to further the interests and values of the United States abroad.

- The Junior Professional Advisory Committee (JPAC) is an internal employee development committee comprised of junior professionals (Grades 7–12). JPAC's mission is to promote junior professional development by expanding critical skillsets, increasing knowledge of U.S. agriculture in the international market, and increase employee knowledge of FAS programs. JPAC's Executive Board ensures coordination of professional, educational, social, and service-oriented activities enhancing the workplace for junior professionals. The primary focus of JPAC is to enhance upward mobility for junior professionals.

- The Mid-Professionals Advancing Careers Together (MPACT) is an internal employee development group comprised of non-supervisory junior professionals (Grades 13–15) employees. The MPACT is a cadre of highly-skilled and dedicated, technical experts, managers and leaders. The MPACT is designed to develop the next generation of leaders through professional development, collaboration, and representation, who are well-positioned to be mentored and to mentor others.

- The International Career Advancement Program (ICAP) is a professional development and leadership program for highly promising mid-career professionals (Grades 13–14) in international affairs. The ICAP that provides a support network, career advising, mentors, policy and research background and other assistance in order to help professionals from underrepresented groups and those who are strong advocates of diversity and inclusion have a more effective voice, achieve their potential and assume leadership positions in international affairs in the United States, in both the public and the private sectors.

- Foreign Service Trainees (FSTs) rotated through several different FAS program areas during Foreign Service Officer training. During rotation, FSTs are assigned work to obtain practical experience and insight into each program area and how it applies to their overseas work. The Deputy Administrator for OFSO, along with the management team, evaluates the knowledge, skills, and abilities of each FST to create a cross-training plan. Cross-training plans are continually reviewed with the FST and relevant supervisors to ensure FSTs are prepared for upcoming post assignments. FSTs were required to qualify in a country specific language to prepare for their overseas post assignment upon completion of on-the-job training.

- Detail opportunities are typically 120 days in duration. The FAS leadership team supports detail opportunities to improve employee skillsets with the goal of offsetting higher than expected attrition rates resulting from retirement. During this reporting period FAS provided approximately 25 detail opportunities throughout the agency.

- A charter was drafted to establish an FAS Impact Council as a community to assess challenges, identify barriers and implement outreach measures to increase the participation rates of minorities in the Foreign Service.

- The FAS continued its internship programs to recruit 15–20 students annually from the Wallace Carvers Fellowship, Thurgood Marshall College Fund (TMCF), OneUSDA Internship, USDA Pathways, and FAS International Agricultural Internship programs.

- The FAS continued its Partnership Agreement with the Hispanic Association of Colleges & Universities (HACU) to recruit qualified students from Hispanic Serving Institutions (HIS) to promote diversity, student success in higher education and professional development in the agriculture career field.

- The FAS reestablished its Cooperative Agreement with the Conference on Asian Pacific American Leadership (CAPAL) to support the CAPAL Summer Public Service Internship Program and build a strong public service pipeline for Asian American, Native Hawaiian, and Pacific Islander (AANHPI) students through education and professional development.

- The FAS continued its 1890 National Scholars Program Joint Venture Agreement with the Association of 1890 Research Directors to increase the number of qualified students recruited from Historically Black Colleges and Universities (HBCU) to work on international agriculture related matters.

- The FAS established a 1994 Tribal Scholars Program Joint Venture Agreement with the 1994 Land-Grant Institutions to increase the number of American Indian and Alaskan Native students studying agriculture, food, natural resource sciences, and related disciplines.

Barrier Analysis in FY 2021 – Hispanic/Latino Employment

In FY 2021, FAS conducted Barrier Analysis of Hispanic/Latino employment within the workforce. Analysis was conducted of population percentages and participation rates in occupational categories, senior grades, promotions and awards to determine if there are triggers/barriers to parity, and to devise plans to remove any identified barriers. Participation rates of the Hispanic/Latino population was compared to their participation rates in the workforce and expected Civilian Labor Force (CLF) percentages.

Hispanic/Latino Population Participation Rates

Hispanic/Latino Population Percentages – Table A-1

HISPANIC/LATINO - POPULATION PERCENTAGES					
	2018 CLF %	% of Total WF	Perm Workforce	Temp Workforce	New Hires
Male	8.44%	3.39%	3.42%	3.27%	1.03%
Female	6.34%	3.52%	4.23%	0.65%	3.09%

In FY 2021, Hispanic/Latino male representation in the workforce was 3.39% (26 employees), 2.81% below their expected CLF, while females were 2.82% below their expected CLF at 3.52% (27 employees). There were a total of 4 new hires in FY 2021 (1 male, 3 females), and 2 female separations. The population experienced a slight increase from the male representation of 3.37% (25 employees) and females representation of 3.50% (26 employees) in FY 2020. The participation rate for the Hispanic/Latino population at 6.91% is 8.37% below their expected 14.78% CLF population percentage. The Hispanic/Latino population have consistently been between 6.00% and 7.00% of the total population for the past five fiscal years: FY 2019 (males – 3.35%, females – 2.66%); FY 2018 (males – 3.57%, females – 3.23%); FY 2017 (males – 3.58%, females – 2.52%).

Hispanic/Latino Occupational Categories – Table A3-1

	Executives	Managers	Supervisors	Total Management	Professionals
Male	2.38%	4.55%	3.08%	3.31%	3.60%
Female	2.38%	4.55%	1.54%	2.65%	4.94%

Occupational Categories comprised:
- Executives – 4.76% (1 male, 1 female)

- Managers – 9.10% (2 males, 2 females)
- Supervisors – 4.62% (2 males, 1 female)
- Professionals – 8.54% (16 males, 22 females)

The representation of Hispanic/Latino employees exceeded their participation rate of 6.91% in the total population in the Managers (9.10%) and Professional (8.54%) categories, but fell below CLF expectations in the Executives (4.76%) and Supervisors (4.62%) categories.

Hispanic/Latino GS-12 through SES Representation
Hispanic/Latino males represented 1.01% (1 employee) at the GS-12 grade, 3.01% (5 employees) at the GS-13 grade, 4.72% (6 employees) at the GS-14 grade, 5.00% (1 employee) at the GS-15 grade. Hispanic/Latino females represented 3.03% (3 employees) at the GS-12 grade, 5.42% (9 employees) at the GS-13 grade, 4.72% (6 employee) at the GS-14 grade, 10.00% (2 employees) at the GS-15 grade. At the Other Senior Pay level, the Hispanic/Latino population represented 4.76% (2 employees); however, they were not represented among the five (5) SES grade level positions.

Hispanic/Latino Employee Recognition and Awards – Table A9-1

	HISPANIC/LATINO - CASH AWARDS						
	$500 and Under	**$501-$999**	**$1000-$1999**	**$2000-$2999**	**$3000-$3999**	**$4000-$4999**	**$5000 or More**
Male	2.96%	3.73%	3.18%	2.48%	3.66%	0.00%	0.00%
Female	0.74%	2.49%	3.81%	4.13%	2.44%	0.00%	0.00%

Among Cash Award distributions, Hispanic/Latino males received 2.96% of $500 and Under awards, 3.13% of $501-$999 awards, 3.18% of $1000-$1999 awards, 2.48% of $2000-$2999 awards, and 3.66% of $3000-$3999 awards. Hispanic/Latino females received 0.74% of $500 and Under awards, 2.49% of $501-$999 awards, 3.81% of $1000-$1999 awards, 4.13% of $2000-$2999 awards, and 2.44% of $3000-$3999 awards.

Analysis of Time-Off Award distribution data revealed that Hispanic/Latino females received 5.26% of Time-Off Awards (11-20 hours), but were not among awardees for 21-30 hours or 31-40 hours. Hispanic/Latino males were absent from Time-Off Awards distributions.

Among the eleven Performance-Based Awards issued during the FY, one Hispanic/Latino female received $3130 (9.54%) of the $32,810 disbursed in the category. Of the three Quality Step Increases in FY 2021, the Hispanic/Latino population was not among employees receiving a pay raise.

Barrier Analysis Summary
- Participation Percentages – The Hispanic/Latino population has consistently been under-represented in the FAS workforce. Focused recruitment efforts [other than HACU internships] will need to be employed to potentially increase Hispanic/Latino representation levels.

- Occupational Categories – The representation of Hispanic/Latino employees were below participation rates in the Executives and Supervisors categories but exceeded expectations in the Managers and Professionals categories.

- Senior Grades - The representation of Hispanic/Latino employees in GS-12 through Senior grades exceeded or fell slightly below expectations when compared to their participation rates among the FAS population.

- Recognition & Awards – The Hispanic/Latino population received awards at percentages that either met or were slightly below their participation rates in the workforce. Further analysis will be conducted in this area.

- Overall data analysis did not reveal a trigger or specific barrier for the under-representation of the Hispanic/Latino population or disparity in their participation rates in occupational categories, senior grades, promotions and awards. Continual analysis will be conducted to monitor and document trends in participation rates and RCLF expectations.

Part E.5 – Planned Activities

- Work to gain access to applicant flow data in the USA Staffing system to collect and assess demographic data of applicants, referrals and selection of candidates.

- Establish a quarterly timetable for review of 10 percent of Agency policies, practices, and processes to determine whether systemic barriers exist that impact participation rates of under-represented racial/ethnic groups in the workforce population.

- Establish an employee recognition committee consisting of employees and manager to identify, develop and implement an Awards Program. The committee will: identify recognition program objectives, award selection criteria, award frequency, the nomination and selection process, establish a plan to market the award program, finalize the program and create a plan for monitoring program goals.

- Meet with Agency leadership and budget officials to define the process for separating the OCR budget from the Office of the Administrator budget.

- Meet with HR officials to discuss procedures and availability of systems for accurate collection, monitoring and analyzing complaints processed by the Agency Anti-Harassment Program, and establish procedures for dissemination of information on EEO counseling activity alleging harassment.

- Establish procedures for collection and analyzing applicant flow data to determine whether systemic barriers exist that impact hiring rates of under-represented racial/ethnic groups, persons with disabilities and veterans.

- Develop measurement tools and schedules to conduct quarterly review of promotion tables to assess impact (positive or negative) on FAS workforce.

- Develop an appropriate evaluation methodology and analysis plan for the Alternative Dispute Resolution (ADR) program; establish a data collection mechanism, identify key performance indicators to measure success, and prepare a plan for presenting, dissemination and use of data driven results.

- Implement a 'Consideration of Others' discussion forum on civil rights related issues and employee concerns to foster greater collaboration between agency employees and develop actionable plans to address/resolve identified issues of concern.

- Conduct barrier analysis regarding under-representation of persons with the disabilities within the workforce, to develop action plans for solicitation and recruitment efforts.

- Conduct barrier analysis regarding under-representation of Hispanics within the workforce, in accordance with Executive Order mandates to develop strategic initiatives to increase population percentages.

- Conduct barrier analysis regarding participation rates of minorities in senior grades (GS-13 through GS-15, SES) and the Foreign Service in mission critical job series, awards, promotions and hiring actions.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 - Part G
Agency Self-Assessment Checklist

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

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

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

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

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

MD-715 - Part G
Agency Self-Assessment Checklist

Part G: Agency Self-Assessment				
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP **This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.**				
➡️ **Compliance Indicator** ⬇️ **Measures**	**A.1 – The agency issues an effective, up-to-date EEO policy statement.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comment's column. [see MD-715, II(A)]	YES	FAS re-issued the policy statements that were signed on April 9, 2021. The statements were sent to employees via email and posted on the FAS public website. SharePoint Link: https://usdagcc.sharepoint.com/sites/fas/oa/oalegacy/cr/Policy/Forms/AllItems.aspx Public Web Site: https://www.usda.gov/oascr/civil-rights-statements	A.1.a.2
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	YES	FAS complies with this requirement annually. This requirement is the policy of the U.S. government for creating a model EEO program.	New
➡️ **Compliance Indicator** ⬇️ **Measures**	**A.2 – The agency has communicated EEO policies and procedures to all employees.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
A.2.a	Does the agency disseminate the following policies and procedures to all employees:			

A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	YES	The FAS anti-harassment policy was sent via email and is posted on the FAS OCR public website. SharePoint Public Link: https://usdagcc.sharepoint.com/sites/fas/oa/oalegacy/cr/Policy/Forms/AllItems.aspx Public Web Site: https://www.usda.gov/oascr/civil-rights-statements	New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	YES	Reasonable accommodation information is available on the FAS intranet for employees, and on the FAS public website. Link:https://www.fas.usda.gov/about-fas/civil-rights/fas-and-usda-policy-statements SharePoint Public Link: https://usdagcc.sharepoint.com/sites/fas/oa/oalegacy/cr/Policy/Forms/AllItems.aspx	New
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:			
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	YES	EEO contact information is distributed via email, the OCR newsletters, on the FAS intranet, and on the public website. Link: https://www.fas.usda.gov/about-fas/civil-rights	New
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	YES	This information is posted on the FAS intranet for employees & on the FAS public website. Link: https://www.fas.usda.gov/about-fas/civil-rights	A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)]. If so, please provide the internet address in the comments column.	YES	Link: https://www.usda.gov/ra & https://www.usda.gov/accessibility-statement	A.3.c
A.2.c	Does the agency inform its employees about the following topics:			

A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	YES	Annually, During the Informal Complaint Process, and Training *See six essential elements*	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	YES	Annually, During the Informal Complaint Process, and Training *See six essential elements*	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	YES	Annually, During the Informal Complaint Process, and Training *See six essential elements*	New
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	YES	Annually, During the Informal Complaint Process, and Training *See six essential elements*	New
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	YES	Annually, During the Informal Complaint Process, and Training *See six essential elements*	A.3.b
Compliance Indicator ⬇ **Measures**	**A.3 – The agency assesses and ensures EEO principles are part of its culture.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	NO	FAS will focus on this measure for FY2022.	New
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	YES	FAS participated in the FY 2021 FEVS. The FY 2021 FEVS employee participation rate was 57.3 percent.	New
Essential Element B: Integration of EEO into the agency's Strategic Mission **This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.**				

Compliance Indicator ⇨ ⇩ Measures	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	YES	The OCR Director is supervised by the FAS Administrator. With second level being the TFAA Undersecretary. The TFAA mission area encompasses FAS and CODEX.	B.1.a
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	N/A		New
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	YES	See supporting documents: FAS Organizational Chart	B.1.d
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	YES	The OCR Director has planned monthly meetings which includes the head of the agency and other senior management officials. Moreover, the OCR Director meets with these individuals on an as needed bases which may include weekly, monthly, & quarterly meetings.	B.2.a
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comment's column.	YES	The State of the Agency briefing was held on January 14, 2022.	B.2.b

B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	YES	The OCR Director is a regular participant in the management council & HREB meetings.	New

Compliance Indicator ⬇ Measures	**B.2 – The EEO Director controls all aspects of the EEO program.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	YES	OCR oversees the implementation of a continuing affirmative employment program to promote EEO.	B.3.a
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	YES	The FAS OCR Director is responsible for overseeing the counseling of aggrieved individual and class complaints for informal complaints. Additionally, the OCR Director acts as a liaison between the Department and Agency Attorney, working with the Department contracted Investigators, and as counsel to senior leadership on recommended courses of action.	New
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	USDA at the Department level is responsible for the formal process which includes acceptance, dismissal, investigation of EEO complaints and issuance of final agency decisions.	New
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	USDA at the Department level is responsible for issuing final agency decisions.	New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	YES		F.3.b

B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	YES	The FAS OCR Director briefs Senior Leadership on EEO related matters and recommends improvements in the workplace. The Directors briefings and recommendations are derived from periodic evaluations of complaint activity, the training employees are taking, changes in agency size (monthly, and quarterly), and any feedback from the agency's EEO committee.	New
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	N/A		New
➡️ **Compliance Indicator** ⬇️ **Measures**	**B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	YES		B.2.c & B.2.d
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comment's column.	YES	FAS Strategic Plan for FY2019 – 2022, Goal 4: Operate FAS efficiently and effectively - Objective 4.3: Recruit, retain and develop a highly talented, motivated and diverse workforce. *See OCR Strategic Action Plan*	New
➡️ **Compliance Indicator** ⬇️ **Measures**	**B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**

B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	YES	OCR plans to complete a follow-up climate survey in FY2022.	B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	YES	In FY 2021 OCR conducted Listening Sessions by employee demographics & special groups (racial/ethnic groups and PWDs) with the goal of identifying deficiencies in D&I.	B.4.a
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	YES	Yes, for the Informal Stage. The Formal Stage of the complaint process is administered by OASCR.	E.5.b
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	YES	Training is mainly completed on AgLearn. (No FEAR Act training) *Targeted for improvement in FY2022*	B.4.f & B.4.g
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	N/A		E.1.c
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	YES		B.4.c

B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	YES	FAS uses many systems to collect a variety of data types including: iComplaints, NFC, Insight, FEDSEP, and SurveyMonkey.	New
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	YES	The FAS SEPM program has been reconstituted to what is now called the EEO Committee. The EEO Committee includes members from each of the sanctioned special emphasis program areas.	B.3.c, B.3.c.1, B.3.c.2, & B.3c3
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I]; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES	FAS anti-harassment program is effectively communicated to employees. When harassment is reported, FAS takes prompt action by conducting an inquiry or investigation. FAS has a "zero tolerance" policy for harassment.	New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	YES	FAS HR manages the reasonable accommodation program.	B.4.d
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	YES		New
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	NO	The Office of the Administrator includes the OCR budget. FAS will focus on was on target to complete this objective in FY2021.

Objective delayed to FY2022. | New |
| **B.4.c** | Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)] | YES | EEO officials have clearly defined duties and responsibilities. Duties and responsibilities are listed in EEO officials position descriptions and certified by an HR classifier. | B.1.b |
| **B.4.d** | Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110? | YES | | E.2.d |

		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	YES	OCR in-house counselors complete the required annual 8-hour refresher course annually. This is captured in their IDPs. Investigators are contracted by the USDA Department.	E.2.e
Compliance Indicator ⬆⬇ **Measures**	**B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	YES	The EEO complaint process is explained during the bi-annual No FEAR Act training. The No FEAR Act training is a requirement all FAS employees must complete.	New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	YES	Reasonable Accommodation program policies and procedures are communicated to employees through webinars and trainings throughout the year. In addition, employees have access to the Reasonable Accommodations directive and Department guidance via the FAS intranet and FAS public website. Moreover, further training was implemented in FY2021.	A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	YES	FAS issues its Anti-Harassment Policy to employees via email and posts it on the FAS intranet and FAS public website.	New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	YES	The OCR Director promotes open communications between supervisors, managers and non-supervisory employees. When disputes arise, the OCR Director attempts to open dialogue through EEO or Non-EEO mediation.	New

		Measure Met? (Yes/No/NA)		
B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	YES	The OCR Director is committed to providing FAS employees with as many tools as possible to resolve disputes. As such, OCR Director ensures ADR is offered for EEO and Non-EEO mediation.	E.4.b

Compliance Indicator ⬇ Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	YES	Senior management approve the participation of SEPMs who work with OCR. FAS has reconstituted the SEPM program as the EEO Committee.	New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	YES	Varies by office and availability of senior management.	D.1.a
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	YES	HR, legal, and OCR work in tandem to eliminate barriers when they are identified.	D.1.b
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	YES	FAS has completed an EEO action plan and will implement it in FY2022.	D.1.c

Essential Element C: Management and Program Accountability
This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.

Compliance Indicator ⬇ Measures	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A		New

		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A		New
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	N/A		New
Compliance Indicator Measures	**C.2 – The agency has established procedures to prevent all forms of EEO discrimination.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	YES	FAS issued its anti-harassment policy to employees for FY 2021 which includes procedures that comply with EEOC's enforcement guidance. In Progress Review (IPR): The creation of an Anti-harassment program manager position.	New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES	FAS Anti-harassment Policy defines what is harassment and who to contact when the employee believes he/she has been harassed. When employees bring this to OCR or a Senior Leader (including managers), FAS conducts an inquiry. The results of the inquiry are addressed with HR Employee Relations and other personnel to provide interim relief as appropriate.	New
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006]	YES	FAS has established a firewall between the Anti-Harassment Coordinator and the EEO Director to address allegations of harassment.	New

C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	YES	In Progress Review (IPR): Reviewing the current procedures FAS has set in place to address harassment allegations (outside the EEO complaint process).	New
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	NO	There are no internal controls between OCR and HR that inform the anti-harassment program coordinator of all EEO counseling activity alleging harassment.

IPR: Consequently, FAS will need to review the Policy Statement. | New |
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	YES	When harassment allegations are raised in the EEO complaint process a prompt inquiry of all harassment allegations are conducted.	New
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	YES	OCR will revise its physical material and the FAS anti-harassment policy to include information on disability-based harassment. OCR currently includes examples of disability-based harassment during training sessions.	New
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	YES	All requests for reasonable accommodations are forwarded to the Reasonable Accommodations POC for review and processing in accordance with applicable laws and departmental regulations. The Reasonable Accommodations POC and the USDA TARGET Center often work together to coordinate accommodations & solutions.	New

C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	YES		E.1.d
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	YES	USDA/APHIS is responsible for managing the reasonable accommodation process for FAS. Allegations of discrimination based on disability are forwarded to the EEO office for processing.	New
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	YES	Applicants are provided with information on how to request and receive reasonable accommodations.	New
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	YES	The FAS Reasonable Accommodation procedures notify the FAS manager that a reasonable accommodation has been requested by a "qualified individual" with a disability and require them respond within 30 calendar days.	New
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	YES		E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	YES	The accommodation process is handled through FAS HCM, including requests for personal assistance services.	New
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	YES	Link: https://www.usda.gov/ra	New

Compliance Indicator ➡ Measures ⬇	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	YES	ELEMENT NO. 2: GENERAL SUPERVISION AND LEADERSHIP - d) Supervision-related EEO and civil rights IPR: Expanding the language in each manager/supervisors performance appraisal.	New
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.1
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.5
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.6
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.8

C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	YES	Included in Managers and Supervisors performance standards and elements.	A.3.a.2
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	YES	Included in Managers and Supervisors performance standards and elements.	New
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	YES	OCR Director briefs the Administrator periodically on the "Civil Rights State of the Agency" which includes recommending improvements /corrections for managers and supervisors who fail in their EEO responsibilities.	New
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	YES	Recommendations are a collaboration between the EEO Director, Associate Administrators, and the Administrator.	New
Compliance Indicator ↓ **Measures**	**C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	YES		New

C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	NO	OCR continues to monitor employee advancement and recognition programs to ensure they comply with EEO laws and regulations. FAS underwent a re-alignment and due to unforeseen events, the completion timeline for this project is delayed. FAS is on target to complete this objective for FY 2022.	C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	YES		New
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	YES	HR office is responsible for employee workforce data; however, OCR conducts its own Civil Rights Exit Interview and Climate Assessment Surveys. The EEO office has direct access to employee data through National Finance Center (NFC) and Insight.	New
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	YES	OCR coordinates with HR to establish a plan for Persons with Disabilities.	New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	YES	FAS conducts numerous outreach and recruitment initiatives through HACU, TMCF, and the EEO Committee.	New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	YES		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	YES		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	YES	OCR prepares the MD-715 report and HR supplies the needed information, when requested.	New

Compliance Indicator → Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)	YES	FAS follows the USDA Table of Penalties, Section 11 describing the disciplinary for actions related to discrimination.	C.3.a.
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	YES	In FY2021, OCR reported no findings of discrimination at FAS.	C.3.c
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	N/A	In FY2021, OCR reported no findings of discrimination at FAS.	New

Compliance Indicator → Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comment's column.	YES	MD-715 Report – posted annually on FAS Intranet.

This information is included in the OCR Climate Survey Report, 1890s Report, and No FEAR Act Report. In addition, EEO Director presents an overview of this information at Management Council meetings on a regular basis. | C.1.a |

C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	YES	OCR officials have an "open door" policy and make time to meet with managers and supervisor as soon as possible.	New

Essential Element D: Proactive Prevention **This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.**				
➡️ **Compliance Indicator** ⬇️ **Measures**	**D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	YES	The FAS Office of Chief Operating Officer (OCOO) prepares periodic workforce analytic data listing trends, succession planning data and grade dispersal by various demographic characteristics. Information is shared and used by OCR to analyze triggers in the FAS workforce and recommend improvements.	New
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	YES	Workforce data, complaint / grievance data, exit surveys, employee climate surveys, and special emphasis programs.	New
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	YES	OCR conducts exit interviews and climate surveys. Additionally, during training sessions OCR collects feedback on how to improve its programs for individuals with disabilities.	New

Compliance Indicator ↓ Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	YES	Climate survey, CLF data, Exit Interviews, and the FEVS. OCR also conducts periodic listening sessions where employees come to discuss their experiences at FAS.	New
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	YES	OCR conducts Civil Rights Impact Analysis. The OCR Director attends weekly Senior Staff Meetings and other managements meetings held to discuss personnel, organizational planning and management decisions.	B.2.c.2
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	YES	OCR considers these negative impacts during the Civil Rights Impact Analysis for any/all proposed agency actions.	B.2.c.1
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	YES	OCR Climate Survey, CLF data and FEVS. OCR conducts periodic listening sessions.	New
Compliance Indicator ↓ Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions

D.3.a	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	YES	OCR conducts training, listening sessions, and one-on-one meetings with impacted employees by changes in policies procedures or practices. OCR works with leadership to ensure action plans are implemented as intended. IPR: To evaluate the effectiveness of the Agency action plans.	New
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	YES		New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	YES		New
Compliance Indicator ⬇️ **Measures**	**D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	YES	Link: https://www.fas.usda.gov/about-fas/civil-rights	New
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	YES		New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	YES		New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	YES		New

Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.				
Compliance Indicator **Measures**	**E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	YES		E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	YES	EEO counselors provided those entering the complaint process written notification of their rights and responsibilities.	E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	N/A	USDA Department is responsible for issuing acknowledgment letters.	New
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	N/A	USDA Department is responsible for issuing acceptance letters.	New
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	YES	FAS employees received written notice of their roles and responsibilities when engaging in the EEO process.	New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	N/A	USDA Department is responsible for managing investigations.	E.3.a.3
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	N/A	USDA Department is responsible for managing investigations; 63% of investigations were timely.	New

E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	N/A	USDA Department is responsible for issuing final agency decisions; 100% were timely.	E.3.a.4
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	N/A	USDA Department is responsible for issuing final actions following receipt of the hearing file and the administrative judge's decision; 100% were timely.	E.3.a.7
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	N/A	USDA Department uses contractors and oversees their performance.	E.2.c
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	YES	OCR handles the informal process of the EEO complaint process and employees are rated on their performance.	New
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FEDSEP)? [See 29 CFR § 1614.403(g)]	YES	USDA Department level manages the submission of files to EEOC; however, FAS will respond to EEOC when additional information or clarification is requested.	New
➡ **Compliance Indicator** ⬇ **Measures**	**E.2 – The agency has a neutral EEO process.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	YES	USDA/OGC acts as the Agency Representative and is separate from the EEO complaint program.	New

		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	N/A		E.6.a
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	YES		New
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	YES	USDA/OGC acts as the Agency Representative and is separate from EEO counseling, investigations, and final agency decisions.	E.6.b
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, *Attaining a Model Agency Program: Efficiency* (Dec. 1, 2004)	YES		E.6.c
Compliance Indicator ⬇ Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	YES	OCR uses a Shared Neutral ADR program and is reviewing its efficiency and benefits.	E.4.a
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	YES		E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	YES	OCR encouraged widespread use of ADR to attempt resolution of conflict at the lowest level when ADR is appropriate.	D.2.a

E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	YES	OCR ensures all parties involved in the dispute, especially with authority to resolve a complaint are accessible during the resolution process.	New
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	YES	The Administrator or Associate Administrators (2 individuals) have settlement authority.	E.4.d
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	NO	In FY2021 the ADR Manager Position was filled. OCR is in the process of evaluating the effectiveness of its ADR program.	New
Compliance Indicator ⬇ **Measures**	**E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	YES	OCR used iComplaints	E.5.a
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	YES	OCR used NFC and FAS HCM data to collect and reconcile information on FAS demographics to ensure accuracy and consistency.	E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	YES	OCR collects contact information from students at job fairs, FAS internship programs and other events, when possible.	E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	YES	FAS HCM manages this information and provides it OCR upon request.	New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	YES	FAS HCM processes requests for reasonable accommodations. FAS HCM then sends OCR a summary of their activities annually.	New

E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	NO	OCR and HR/Anti-Harassment Program manager are working to improve reporting requirements for its anti-harassment program	New
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	YES	OCR utilizes survey software applications and continued communication with FAS employees to maintain awareness about the FAS work environment.	New

	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
Compliance Indicator ⬇ **Measures**				
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	YES	OCR monitored and reported the trends in its EEO program through the No FEAR Act report. Additionally, the Agency monitors and documents conversations with employees (managers, supervisors and non-managers) and analyzes data in iComplaints, NFC, FEVS, and SurveyMonkey.	E.5.e
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	YES	OCR maintains relations with other USDA agencies as well as other federal agencies to collaborate and share best practices and, if applicable, adopt into its operations.	E.5.g
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	YES	When data is available from other federal agencies and the data is compatible, OCR evaluates the information, and where applicable, adjust operations.	E.3.a

	Essential Element F: Responsiveness and Legal Compliance **This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**			
Compliance Indicator ⬇ **Measures**	**F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**

		Measure Met? (Yes/No/NA)	Comments	
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	YES	OCR manages the request for information to ensure information is submitted USDA Department and the EEOC within established timelines. OCR sends email reminders, conducts meetings and monitors deadlines to ensure timely compliance with established deadlines.	F.1.a
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	YES	OCR ensures all agreed items are met and in accordance with the agreement.	F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	YES	OCR monitors orders to ensure compliance by FAS. If poor work products or there are delays, the EEO Director acts to ensure work quality is acceptable and submitted within established deadlines.	F.3.a.
Compliance Indicator ⬇ **Measures**	**F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	YES	OCR ensures EEOC orders are responded to within established timelines and in compliance with EEOC orders.	C.3.d
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	YES	OCR ensures all information is promptly uploaded in FEDSEP and USDA Department manages the transfer of investigative files to EEOC.	E.3.a.5

F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	YES	OCR ensures EEOC orders are responded to within established timelines and in compliance with EEOC orders. Moreover, there have been no findings of discrimination for FY 2021.	E.3.a.7
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	YES	OCR ensures all information is promptly uploaded in FEDSEP and USDA Department manages the transfer of investigative files to EEOC.	New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	YES	OCR ensures all information is promptly uploaded in FEDSEP and iComplaints.	F.3.d (1 to 9)

Compliance Indicator ⬇ Measures	**F.3 - The agency reports to EEOC its program efforts and accomplishments.**	**Measure Met? (Yes/No/NA)**	**Comments**	**Current Part G Questions**
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	YES	OCR is required to submit the FAS No FEAR Act report to USDA Department. USDA Department manages the submission of the No FEAR Act report to EEOC.	New
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	YES	USDA Department manages the No FEAR act data on its public webpage. A link is included on the FAS public page that redirects to the No FEAR reports for all USDA, including FAS.	New

MD-715 – Part H

Part H.1

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

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

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2019	Focus on initiating an Awards program in accordance with the MD-715	11/01/2019		11/01/2019
10/01/2019	Establish an employee recognition committee – The role of the committee is to identify, develop and implement. The committee should consist of employees, managers	06/30/2021	06/30/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
Budget and Financial Management Division	Deniz Alpsar	YES
Associate Chief Operating Officer	Ronald L. Croushorn	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
03/31/2021	Meeting to discuss establishing an employee recognition committee.	YES	06/30/2022	
06/30/2021	Recruit employees to join the employee recognition awards committee	YES	09/30/2022	

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
06/30/2021	Identify Recognition Program objectives – Factors to consider when identifying these objectives	YES	09/30/2022	
10/31/2021	Identify Award Selection Criteria – The recognition committee will need to identify selection criteria.		10/31/2022	
10/31/2021	Identify award eligibility criteria, award frequency and award selection – Identify funding, determined ward eligibility and award frequency and awards selection processes		10/31/2022	
10/31/2021	Establish Award Nomination and Selection Process		10/31/2022	
10/31/2021	Establish a plan to Market the Award Program to Agency employees		10/31/2022	
10/31/2021	Finalize and create a plan to monitor the Award Program		10/31/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

Part H.2
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program
Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
B.4.b	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2018	To establish a separate budget for the Office of Civil Rights to carry out its mission related activities.	01/31/2020	09/30/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Administrator	Daniel Whitley	YES
OCR Director	Adriano Vasquez	YES
Budget and Financial Management Division	Deniz Alpsar	YES
Chief Operating Officer	Alecia Davis	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
08/31/2019	Meeting to discuss separating the OCR budget from other agency offices with Ken Isley.	YES		09/2019
09/30/2019	Meeting to discuss separating the OCR budget from other agency offices with Denis Martin.	YES	11/30/2019	11/2019
10/31/2021	Meeting to discuss separating the OCR budget from other agency offices.		10/31/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

Part H.3

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

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

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2019	Review the current FAS Anti-Harassment Policy Statement.	11/30/2019		11/30/2019
11/30/2019	Establish internal communication protocols for sharing information on Anti-harassment complaints between OCR and HR, ER and Anti-harassment Program Manager.	03/31/2021	03/31/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director	Adriano Vasquez	YES
Chief, Human Capital Officer	Felecia Officer	YES
Anti-harassment Program Manager	Currently Vacant	

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
11/30/2019	Review the FAS Anti-harassment policy statement.	YES		11/30/2019
11/30/2019	Contact HR, ER and the Anti-harassment Program Manager for the agency to discuss creating internal communication protocols.		06/30/2022	
06/30/2021	Establish timeline for execution and implementation of communication protocols.		06/30/2022	

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
09/30/2021	Prepare a Memorandum of Understanding for communication of EEO complaints alleging harassment with HR, ER and the Anti-harassment Program Manager.		09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

Part H.4

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

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

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

Statement of Model Program Essential Element Deficiency

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

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
04/30/2017	Review current FAS merit promotion policy to determine impact employees based on protected characteristic, as defined in the Civil Rights Act of 1964, as amended.	04/30/2020	09/30/2022	
10/01/2019	Develop timetables/schedules for quarterly review of merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures.	09/30/2021	10/31/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OCR Director	Adriano Vasquez	YES
Chief, Human Capital Officer	Felecia Newman	YES
Associate Chief Operating Officer	Ronald L. Croushorn	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
04/30/2021	Develop measurement tools and schedules to conduct quarterly review of promotion tables to access impact (positive or negative) on FAS	YES	06/30/2022	

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
	workforce.			
04/30/2021	Develop measurement tools and schedules to conduct regular review of employee recognition awards program and employee development/training programs, and management/personnel policies, procedures.	YES	06/30/2022	
09/30/2021	Review merit promotion data tables.	YES	09/30/2022	
09/30/2021	Review employee recognition awards program and employee development/training programs.	YES	09/30/2022	
09/30/2021	Review Anti-harassment program policy, practices, and procedures for efficacy and efficiency.	YES	09/30/2022	
09/30/2021	Review the personnel policy requiring employees to maintain a "Secret" security clearance.	YES	09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments
2019	Participated in the Barrier Analysis Workshop on Retention held on 10/30/2019.
2019	Participated in the Barrier Analysis Workshop for employee awards held on 09/23/2019.
2018	Sent 2 EEO Specialists to barrier analysis training held on May 2019.

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

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

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)] The in-house FAS ADR program was established in FY 2018.

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2019	Identification and Clarification of ADR Program Goals	05/31/2022		
09/30/2020	Develop an evaluation methodology and schedule for regular review of the effectiveness of the ADR program.	06/30/2022		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OCR Director	Adriano Vasquez	YES
Alternative Dispute Resolution Manager	Cheryl Harris	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
6/30/2021	Develop an Appropriate Evaluation Methodology, Analysis plan and Research Methodologies	YES	06/30/2022	
9/30/2021	Identify the Key Performance Indicators for the ADR Program to determine the Measures of Success	YES	09/30/2022	
9/30/2021	Establish Collection Data Mechanisms.	YES	09/30/2022	
9/30/2021	Prepare a plan for presenting , dissemination and use of data driven results.	YES	09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

Part H.6

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

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

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed
10/01/2019	Establish mechanisms to collect, monitor and analyze the processing of complaints in the anti-harassment program.	05/31/2022		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OCR Director	Adriano Vasquez	YES
Chief, Human Capital Officer	Felecia Newman	YES

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Completion Date
10/01/2019	Meet with the HR/Anti-harassment program manager to discuss implementation of a system to track Anti-harassment complaints.	NO	05/31/2022	
10/01/2019	Meet with vendors to determine the most appropriate system to track Anti-harassment complaints.	NO	09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part I

Part I.1

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger

EEO Group

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Date Initiated	Objective	Target Date	Modified Date	Date Completed

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

Note: Plan will be developed after the committee meeting scheduled for completion by June 30, 2021, is held.

Part I.2

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger

EEO Group

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

Part I.3

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger

EEO Group

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

Part I.4

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

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

EEO Group(s) Affected by Trigger

EEO Group
All Men
All Women

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
OCR will review impact on employees of Agency decisions by conducting civil rights impact and workforce analysis prior to final approval of organizational changes, policies and practices	03/01/2019	09/30/2020	YES	09/30/2022	

Responsible Official(s)

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

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
11/30/2019	Coordinate working group with responsible individuals	11/30/2020	11/30/2020
04/30/2021	Review merit promotion to identify systems and processes to capture Key Performance Indicators.	04/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

Part I.5

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger

EEO Group

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

Part I.6

Agency EEO Plan to Eliminate Identified Barrier

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

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

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger

EEO Group

Barrier Analysis Process

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

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part J
Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving <u>PWD</u> by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

    o   Cluster GS-1 to GS-10 (PWD)   Yes   No X
    o   Cluster GS-11 to SES (PWD)   Yes   No X

    > Cluster GS-1 to GS-10 (PWD) 1.30%
    > Cluster GS-11 to SES (PWD) 6.91%
    >
    > In FY 2021, 7.95% of employees reported as PWD, compared to 7.77% in FY 2020 and 10.6% in FY 2019. Employees that elected not to identify their specific disability were 4.95% in FY 2021, compared to 3.37% in FY 2020, and 3.34% in FY 2019.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving <u>PWTD</u> by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

    a.   Cluster GS-1 to GS-10 (PWTD)   Yes   No X
    b.   Cluster GS-11 to SES (PWTD)   Yes   No X

    > Cluster GS-1 to GS-10 (PWTD) 0.26%
    > Cluster GS-11 to SES (PWTD) 1.69%
    > In FY 2021, 1.96% of employees identified as PWTD, compared to 2.2% in FY 2020 and 1.8% in FY 2019.

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

    > The OCR Director communicates numerical goals at Senior leadership and other management meetings to inform the agency of hiring trends and action plans that may need to be implemented. Moreover, OCR is strengthening communications to hiring managers and recruiters by releasing an annual report summarizing the results of the FAS Disability Employment Program.

Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A.   PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

                        Yes X   No

FAS/HR has designated qualified personnel to implement its disability program.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Angela Ubrey, RA Program Manager: Angela.Ubrey@usda.gov
Answering questions from the public about hiring authorities that take disability into account	0	3	0	Ilycia Schwartz, RA Specialist, APHIS, HRD, WRWB: Ilycia.A.Schwartz@usda.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Angela Ubrey, RA Program Manager: Angela.Ubrey@usda.gov
Section 508 Compliance	1	0	0	Angela Williams, USDA Section 508 Coordinator Angela.Williams@ocio.usda.gov
Architectural Barriers Act Compliance	1	0	0	Managed by the Department
Special Emphasis Program for PWD and PWTD	0	0	1	Linda Whitmore, FAS Linda.Whitmore@.usda.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

<div align="center">Yes X   No</div>

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

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

<div align="center">Yes X   No</div>

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

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

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

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

> FAS utilized Schedule A hiring authority and participated in events and conferences whose audience targets individuals with disabilities. At these public forums, FAS provides information and informs participants about career and internship opportunities.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

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

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

<div align="center">Yes X   No   N/A</div>

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

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

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

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

   a. New Hires for Permanent Workforce (PWD)   Yes _____   No X
   b. New Hires for Permanent Workforce (PWTD)   Yes _____   No X

   Permanent Workforce New Hires for PWD: 11.67% (7 / 60 Employees)
   Permanent Workforce New Hires for PWTD: 1.67% (1 / 60 Employees)

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

   a. New Hires for MCO (PWD)   Yes _____   No _____   N/A X
   b. New Hires for MCO (PWTD)   Yes _____   No _____   N/A X

   Current Applicant Flow Data does not identify the Occupation for New Hires.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

   a. Qualified Applicants for MCO (PWD)   Yes _____   No X
   b. Qualified Applicants for MCO (PWTD)   Yes _____   No X

   0110 ECONOMIST: No Trigger
   0301 MISCELLANEOUS ADMINISTRATION & PROGRAM: No Trigger
   0303 MISCELLANEOUS CLERK & ASSISTANT: No Trigger
   0340 PROGRAM MANAGEMENT: No Trigger
   0343 MANAGEMENT PROGRAM ANALYSIS: No Trigger
   1101 GENERAL BUSINESS & INDUSTRY: No Trigger
   1140 TRADE SPECIALIST: No Trigger
   1146 AGRICULTURAL MARKETING: No Trigger
   2210 INFORMATION TECHNOLOGY MANAGEMENT: No Trigger

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

   a. Promotions for MCO (PWD)   Yes _____   No X
   b. Promotions for MCO (PWTD)   Yes _____   No X

Current Applicant Flow Data does not identify the relevant applicant pool for employees promoted to mission critical occupations.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

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

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

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

Overseas Experiential Rotation (OER) program offers full-time, career, civil service employee's opportunities to support FAS missions abroad while learning more about the FAS overseas. OER is a 24 - 30 days detail at an overseas post. Additionally, FAS supports details within its divisions, and at other federal agencies, so employees get the opportunity to experience and learn about other programs areas within FAS. These details last between 14 – 20 days.

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

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

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

The FAS Exchange Program is an informal yet organized networking platform to facilitate knowledge sharing across program areas. Every six months employees volunteer to "host" other FAS employees. A list of FAS program

area divisions with along with the list of volunteer employees are published for other employees to sign-up as "guests." Employees meet with colleagues from other program areas and learn about the work. The program is offered twice a year to employees. It promotes employee engagement by providing more opportunities to learn about FAS program areas, FAS missions and foster bonds between colleagues.

B. **CAREER DEVELOPMENT OPPORTUNITIES**

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

In addition to some of the training and development initiatives listed above, FAS employees can utilize USDA's OHRM Virtual University; and some courses offered include:
1. Aspiring Leader Program (ALP) Detail
2. Opportunity Registry Diversity and Inclusion
3. Training Hiring Manager Training Individual
4. Development Plans
5. Leadership Essentials Certificate Program (LECP)
6. Team Leader Program
7. USDA Mentoring Program
8. FAS Washington Area Assignment Plan (WAP)

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees(%)
Internship Programs	UNK	UNK	UNK	UNK	UNK	UNK
Fellowship Programs	UNK	UNK	UNK	UNK	UNK	UNK
Mentoring Programs	UNK	UNK	UNK	UNK	UNK	UNK
Coaching Programs	UNK	UNK	UNK	UNK	UNK	UNK
Training Programs	UNK	UNK	N/A	N/A	N/A	N/A
Detail Programs	UNK	UNK	UNK	UNK	UNK	UNK
Other Career Development Programs	UNK	UNK	UNK	UNK	UNK	UNK

3. Do triggers exist for <u>PWD</u> among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Applicants (PWD)   Yes   No X
    b. Selections (PWD)   Yes   No X

N/A
FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture the information in FY2022.

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

    a.   Applicants (PWTD)   Yes   No X
    b.   Selections (PWTD)   Yes   No X

N/A FAS does not currently capture the information requested in this section.

C. <u>AWARDS</u>

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

    a.   Awards, Bonuses, & Incentives (PWD)   Yes   No X
    b.   Awards, Bonuses, & Incentives (PWTD)   Yes   No X

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

    a.   Pay Increases (PWD)   Yes   No X
    b.   Pay Increases (PWTD)   Yes   No X

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

    a.   Other Types of Recognition (PWD)   Yes   No X   N/A
    b.   Other Types of Recognition (PWTD)   Yes   No X   N/A

D. PROMOTIONS

1. Does your agency have a trigger involving <u>PWD</u> among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a. SES

i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X

    b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X

    c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X

    d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X

> N/A
> FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

2. Does your agency have a trigger involving <u>PWTD</u> among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a. SES

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

    b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

    c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

    d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

> N/A

FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a.   New Hires to SES (PWD)   Yes   No   N/A X

    b.   New Hires to GS-15   (PWD)   Yes   No   N/A X

    c.   New Hires to GS-14   (PWD)   Yes   No   N/A X

    d.   New Hires to GS-13   (PWD)   Yes   No   N/A X

N/A
FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a.   New Hires to SES (PWTD)   Yes   No   N/A X

    b.   New Hires to GS-15 (PWTD)   Yes   No   N/A X

    c.   New Hires to GS-14   (PWTD)   Yes   No   N/A X

    d.   New Hires to GS-13 (PWTD)   Yes   No   N/A X

N/A
FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

5. Does your agency have a trigger involving <u>PWD</u> among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a.   Executives

        i.   Qualified Internal Applicants (PWD)   Yes   No   N/A X

        ii.   Internal Selections (PWD)   Yes   No   N/A X

    b.   Managers

        i.   Qualified Internal Applicants (PWD)   Yes   No   N/A X

        ii.   Internal Selections (PWD)   Yes   No   N/A X

    c.   Supervisors

        i.   Qualified Internal Applicants (PWD)   Yes   No   N/A X

        ii.   Internal Selections (PWD)   Yes   No   N/A X

N/A
FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

6. Does your agency have a trigger involving <u>PWTD</u> among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a.   Executives

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

    b.   Managers

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

    c.   Supervisors

i. Qualified Internal Applicants (PWTD)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X

> N/A
> FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD)	Yes	No	N/A X
b. New Hires for Managers (PWD)	Yes	No	N/A X
c. New Hires for Supervisors (PWD)	Yes	No	N/A X

> N/A
> FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD)	Yes	No	N/A X
b. New Hires for Managers (PWTD)	Yes	No	N/A X
c. New Hires for Supervisors (PWTD)	Yes	No	N/A X

> N/A
> FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

    Yes   No   N/A X

    > N/A
    > FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism to capture data in FY2022.

2. Using the inclusion rate as the benchmark, did the percentage of <u>PWD</u> among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

    a. Voluntary Separations (PWD)   Yes   No X

    b. Involuntary Separations (PWD)   Yes   No X

    > N/A

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

    a. Voluntary Separations (PWTD)   Yes   No X

    b. Involuntary Separations (PWTD)   Yes   No X

    > N/A

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

    > N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

https://www.usda.gov/accessibility-statement

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

https://www.usda.gov/ra
https://www.usda.gov/oascr/civil-right-laws-authorities
https://www.usda.gov/ocio/guidelines-and-compliance-resources/section-508-accessibility-compliance
https://www.targetcenter.dm.usda.gov/content/reasonable-accommodation

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

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

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

FAS/HR reported to OCR that the average processing time for reasonable accommodation was 25 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

All requests for reasonable accommodations are forwarded to the RA Program Manager for review and processing in accordance with applicable laws and departmental regulations. The RA Program Manager and the TARGET Center often work together to coordinate accommodations solutions. During the fiscal year all the reasonable accommodation requests within FAS were fully processed within 30 calendar days, which is consistent with the guidance in the USDA Reasonable Accommodation Directive.

D. **PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

APHIS has revised Directive MRP 4300.2, Reasonable Accommodations Program, and developed a new HR Desk Guide subchapter, to include PAS information. Requests for PAS will following reasonable accommodations procedures and the funding process can be discussed with the Reasonable Accommodations Specialist. The draft directive and HR desk guide subchapter are currently being reviewed by the agency's EEOC representative to ensure compliance prior to finalizing the documents. In addition, APHIS has developed a new Reasonable Accommodations Brochure to include PAS information that is posted on the external and internal websites. During the fiscal year, no RA request for Personal Assistance was made through the formal RA process. Departmental Regulation 4300-008, Reasonable Accommodations and Personal Assistance Services for Employees and Applicants with Disabilities was published in October 2020.

Section VI: EEO Complaint and Findings Data

A. **EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

    Yes   No X   N/A

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

    Yes   No X   N/A

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

Government-wide EEO complaints alleging Harassment – 22.10%

B. **EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

    Yes   No X   N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

    Yes   No X   N/A

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Government-wide EEO complaints alleging failure to provide a reasonable accommodation – 14.33%

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

    Yes X   No

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

    Yes   No   N/A X

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	Persons with Disabilities are underrepresented within the Agency.
Barrier(s)	Recruitment and Hiring of Persons with Disabilities.
Objective(s)	To increase representation of Persons with Disabilities within the agency.

Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)
N/A	Yes

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

Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Representation levels of PWDs
Complaint Data (Trends)	Yes	Number of complaints filed by PWDs
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	Yes	Responses from persons that identified as PWDs
Exit Interview Data	Yes	Responses from persons that identified as PWDs
Focus Groups	Yes	Responses from persons that identified as PWDs
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	FAS to join the Department of Labor Workforce Recruitment Program.	Yes	09/30/2022	

09/30/2019	FAS to become a part of the OPM network and shared cadre network of individuals with disabilities lists specifying interested applicants of federal employment.	Yes	09/30/2022	
09/30/2019	FAS to join and become an active part of the Federal Disability Workforce Consortium, an interagency organization.	Yes	09/30/2022	N/A

Fiscal Year	Accomplishments
2018	The agency appointed an experienced civil rights staff member with previous Disability Program Management experience to simultaneously serve this role within the FAS Civil Rights Office.

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

New Measures required additional coordination with APHIS and IT.

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A