Affirmative Action 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 affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

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

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

   a. Cluster GS-1 to GS-10 (PWD)   Answer   No

   b. Cluster GS-11 to SES (PWD)   Answer   Yes

> Cluster GS-1 to GS-10 (PWD) 26.0% Cluster GS-11 to SES (PWD) 10.6% FAS made significant gains for the cluster GS-11 to SES. In FY 2019, 10.6% of employees were identified as a PWD compared to 8.1% in FY 2018.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

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

   a. Cluster GS-1 to GS-10 (PWTD)   Answer   No

   b. Cluster GS-11 to SES (PWTD)   Answer   Yes

> Cluster GS-1 to GS-10 (PWTD) 5.5% Cluster GS-11 to SES (PWTD) 1.8% In FY 2019 FAS had 1.8% of employees were identified as a PWTD compared to 2.4% in FY 2018.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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.

<div align="right">Answer   Yes</div>

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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	3	0	David Walton RA Program Coordinator david.walton@usda.gov
Architectural Barriers Act Compliance	1	0	0	Managed by the Department
Answering questions from the public about hiring authorities that take disability into account	0	3	0	ilycia.a.achwartz@usda.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Linda Whitmore SEPM (Collateral Duty) linda.whitmore@usda.gov
Processing reasonable accommodation requests from applicants and employees	0	3	0	Tiffany Lott RA Specialist tiffany.d.lott@usda.gov
Section 508 Compliance	1	0	0	angela.williams@ocio.usda

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="right">Answer   Yes</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="right">Answer   Yes</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 meet their ergonomic needs in and around their workspace.

Section III: Program Deficiencies In The Disability Program

Section IV: 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 APPLICATIONS WITH DISABILITIES

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

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

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

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

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

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

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

<div align="center">Answer   Yes</div>

OCR Director presents "Teachable Moments" at Senior Staff meetings. Topics include Reasonable Accommodation; Disability and Religious Discrimination, the Reasonable Accommodation Process, etc. OCR Director also worked with the newly appointed SPPC

on action plans and setting a training plan as applicable on Schedule A hiring authority.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

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

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

        a. New Hires for Permanent Workforce (PWD)   Answer   No

        b. New Hires for Permanent Workforce (PWTD)   Answer   No

Permanent Workforce New Hires for PWD: 22.0% (9 / 41 Employees) Permanent Workforce New Hires for PWTD: 2.4% (1 / 41 Employees)

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

        a. New Hires for MCO (PWD)   Answer   N/A

        b. New Hires for MCO (PWTD)   Answer   N/A

Current Applicant Flow Data does not identify the Occupation for New Hires. IN FY 2020 Applicant Flow Data will identify occupations for New Hires.

New Hires to Mission-Critical Occupations	Total	Reportable Disability		Targetable Disability	
		Qualified Applicants	New Hires	Qualified Applicants	New Hires
	(#)	(%)	(%)	(%)	(%)
Numerical Goal	--	12%		2%	

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)   Answer   Yes

b. Qualified Applicants for MCO (PWTD)   Answer   Yes

0110 ECONOMIST: NO Trigger 0301 MISCELLANEOUS ADMINISTRATION & PROGRAM: NO Trigger 0303 MISCELLANEOUS CLERK & ASSISTANT: NO Trigger 0340 PROGRAM MANAGEMENT: Trigger for PWD & PWTD 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)   Answer   No

b. Promotions for MCO (PWTD)   Answer   No

Current Applicant Flow Data does not identify the relevant applicant pool for employees promoted to mission critical occupations. IN FY 2020 Applicant Flow Data will identify the relevant applicant pool.

Section V: 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.

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. FAS Foreign Service Trainees (FSTs) rotate through several different FAS program areas as part of their Foreign Service Officers training. During rotation, FSTs are assigned to work that gives them practical experience and insight into each work process, and better understand how it applies to their overseas work. Once hired, the Deputy Administrator for OFSO, along with his management team, evaluate the knowledge, skills, and abilities of each FST and creates a cross-training plan. The progress for each FST is continually reviewed and discussed with the FST temporary supervisor(s) to ensure goals are met for each section of their cross-training plan. FSTs are required to qualify in a commissioning foreign language (including in completing a language training course, if necessary) to prepare for post assignment. FAS periodically hosts "Meet the FAS Leadership" new employee orientation program. The program includes presentations by FAS Senior Leaders and support staff from each program, providing an overview about their program areas, services and show them where new employees can find resource and contact information on the FAS

Intranet. It is designed to give new employees an opportunity to meet FAS leadership and other support staff, learn more about FAS programs and services contributing to the overall FAS mission. This four-hour program is offered at least once a year but more often if needed. Master the FAS Mission program is an 8-week seminar series introducing the FAS mission and strategic objectives in a classroom setting. This program provides employees in-depth lessons information about FAS programs and how they align with the three pillars of the FAS Mission (Trade, Trade Policy, and Capacity Building and Development). The program increases knowledge and information about FAS programs and how this program help links the US agricultural industry to global markets. This program is offered once a year or more if needed. FAS Exchange Program is an informal yet organized networking platform to facilitate knowledge sharing across program areas. Every six months employees volunteer to "host" other FAS employees. A list of FAS program area divisions with along with the list of volunteer employees are published for other employees to sign-up as "guests." Employees meet with colleagues from other program areas and learn about the work. The program is offered twice a year to employees. It promotes employee engagement by providing more opportunities to learn about FAS program areas, FAS missions and foster bonds between colleagues.

B. CAREER DEVELOPMENT OPPORTUNITES

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						
Training Programs	1290	1290				
Fellowship Programs						
Detail Programs						
Mentoring Programs		13				
Other Career Development Programs						
Coaching Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

       a. Applicants (PWD)   Answer   N/A

       b. Selections (PWD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

4. Do triggers exist for PWTD 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)   Answer   N/A

b. Selections (PWTD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

C. AWARDS

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

    a. Awards, Bonuses, & Incentives (PWD)   Answer   No

    b. Awards, Bonuses, & Incentives (PWTD)   Answer   No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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)   Answer   No

    b. Pay Increases (PWTD)   Answer   No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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)   Answer   No

    b. Other Types of Recognition (PWTD)   Answer   No

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

    a. SES

        i. Qualified Internal Applicants (PWD)   Answer   N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. New Hires to SES (PWD)   Answer   N/A

      b. New Hires to GS-15 (PWD)   Answer   N/A

      c. New Hires to GS-14 (PWD)   Answer   N/A

      d. New Hires to GS-13 (PWD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. New Hires to SES (PWTD)   Answer   N/A

      b. New Hires to GS-15 (PWTD)   Answer   N/A

      c. New Hires to GS-14 (PWTD)   Answer   N/A

      d. New Hires to GS-13 (PWTD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

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5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory
positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. Executives

        i. Qualified Internal Applicants (PWD)   Answer   N/A

        ii. Internal Selections (PWD)   Answer   N/A

      b. Managers

        i. Qualified Internal Applicants (PWD)   Answer   N/A

        ii. Internal Selections (PWD)   Answer   N/A

      c. Supervisors

        i. Qualified Internal Applicants (PWD)   Answer   N/A

        ii. Internal Selections (PWD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

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6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

      a. Executives

          i. Qualified Internal Applicants (PWTD)   Answer   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

      b. Managers

          i. Qualified Internal Applicants (PWTD)   Answer   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

      c. Supervisors

          i. Qualified Internal Applicants (PWTD)   Answer   N/A

          ii. Internal Selections (PWTD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

          a. New Hires for Executives (PWD)   Answer   N/A

          b. New Hires for Managers (PWD)   Answer   N/A

          c. New Hires for Supervisors (PWD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

          a. New Hires for Executives (PWTD)   Answer   N/A

          b. New Hires for Managers (PWTD)   Answer   N/A

          c. New Hires for Supervisors (PWTD)   Answer   N/A

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY2020.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be 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 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.

<div align="right">Answer   N/A</div>

N/A FAS does not currently capture the information requested in this section. However, FAS will develop a mechanism for the FY20 reporting cycle.

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

     a.Voluntary Separations (PWD)   Answer   No

     b.Involuntary Separations (PWD)   Answer   No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

     a.Voluntary Separations (PWTD)   Answer   No

     b.Involuntary Separations (PWTD)   Answer   No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §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.

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

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

https://www.aphis.usda.gov/aphis/ourfocus/businessservices/Career_Opportunities/Reasonable_Accommodations/ https://www.ocio.usda.gov/sites/default/files/docs/2012/DM4300-002_0.pdf https://www.targetcenter.dm.usda.gov/content/reasonable-

accommodation

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

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

C. REASONABLE ACCOMMODATION PROGRAM

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

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

USDA APHIS/HR reports to OCR all requests for reasonable accommodation were granted in FY19.

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

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

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

Pursuant to 29 CFR §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 last fiscal year, no RA request Personal Assistance was made through the formal RA process.

Section VII: 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 governmentwide average?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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 – 19.7%

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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 – 13.5%

Section VIII: 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?

<div align="right">Answer   Yes</div>

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

<div align="right">Answer   N/A</div>

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

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Individuals with Disabilities are underrepresented within the Agency.			
STATEMENT OF BARRIER GROUPS:	*Barrier Group*			
	People with Disabilities			

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	N/A

Objective	To increase representation of Individuals with Disabilities within the agency.
Date Objective Initiated	Sep 30, 2019
Target Date For Completion Of Objective	Sep 30, 2021
Responsible Officials	TBD Special Emphasis Program Manager - Disability Program Manager

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. FAS to become a part of the OPM network and shared cadre network of individuals with disabilities lists specifying interested applicants of federal employment. FAS to join and become an active part of the Federal Disability Workforce Consortium, an interagency organization.	Yes	09/30/2020	

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).

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

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

N/A