

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

In FY 2019, the percentage of PWD in the GS-1 to GS-10 cluster was 8.72%, and the percentage of PWD in the GS-11 to SES cluster was 11.15%, both of which fall below the goal of 12%.

\*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 No

In FY 2019, the percentage of PWTD in the GS-1 to GS-10 cluster was 2.84%, and the percentage of PWTD in the GS-11 to SES cluster was 3.96%, both of which fall above the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical 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 numerical goals for the employment of PWTD have been communicated during the CRS annual briefing of the MD-715 report. This briefing is provided to Agency leadership (the Agency Head, Deputy Administrator, Assistant Administrators, and District Managers), as well as EEOAC members and SEPMs. The numerical goals are also identified in the Agency's MD-715 report which is posted on the Agency's website. In addition, these numerical goals are identified in bi-annual reports that the CRS issues to all Program Areas, Districts, EEOACs and SEPMs. Within these reports, the Agency identifies the employment goals for PWTD and

PWD and provides the actual representation of PWTD and PWD within each Program Area and District. The reports also include recommendations for the Program Areas and Districts to implement that will assist them in addressing any underrepresentation of PWD and PWTD.

## 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

- 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.

Answer Yes

- 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	
Section 508 Compliance	1	0	0	Kyna Fernandez, Management Analyst, Governance and Quality Assurance Division, kyna.fernandez@usda.gov
Answering questions from the public about hiring authorities that take disability into account	29	0	0	Laura Frantes, Assistant Director, OHR, HR Operations Division, laura.frantes@usda.gov
Processing applications from PWD and PWTD	29	0	0	Laura Frantes, Assistant Director, OHR, HR Operations Division, laura.frantes@usda.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Robinson Rodgers, Special Emphasis Program Manager, robinson.rodgers@usda.gov
Architectural Barriers Act Compliance	1	0	0	Paul DeOca, Branch Chief Property Management Branch (PMB) paul.deoca@usda.gov

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	2	0	0	1. Benjamin Tate, Reasonable Accommodations Advisor, HR Business Systems Division, benjamin.tate@usda.gov 2. Julaine McCabe, Reasonable Accommodation Advisor, HR Business Systems Division, Julaine.McCabe@usda.gov ReasonableAccommodatior

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.

Answer Yes

All Human Resources Specialists processing applications from PWD and PWTD are required to take the online Veteran Employment Training. This training covers the use of special hiring authorities for veterans including 30% or more disabled veterans and Schedule A. In FY 2019, the RA Program provided training at 12 meetings for supervisors and employees. In addition, the RA Program promoted the availability of RA resources in Agency publications throughout the year. The RA Advisors and their supervisor participated in trainings led by USDA’s Office of General Counsel and the National Employment Law Institute.

**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.

Answer Yes

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
<b>Objective</b>	Disseminate approved RA procedures to the workforce and post on public website.		
<b>Target Date</b>	Sep 30, 2021		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Once RA procedures are approved by EEOC, finalize procedures and train employees.
	Sep 30, 2020		Disseminate approved RA procedures to workforce, post RA procedures on public website, and continue to train employees on RA procedures.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Submitted draft of RA procedures to the EEOC on January 30, 2019. Implemented and marketed the availability of newly developed RA brochure, RA request form, and RA accommodations menu to the workforce. Updated RA guidance and posted it on the Office of Human Resources (OHR) portal and advertised it in the Wednesday Newslines. The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times.	

<b>Objective</b>	Receive final approval from EEOC on Agency RA procedures.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Once RA procedures are approved by EEOC, finalize procedures and train employees.
	Sep 30, 2020		Disseminate approved RA procedures to workforce, post RA procedures on public website, and continue to train employees on RA procedures.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	<p>Submitted draft of RA procedures to the EEOC on January 30, 2019. Implemented and marketed the availability of newly developed RA brochure, RA request form, and RA accommodations menu to the workforce. Updated RA guidance and posted it on the Office of Human Resources (OHR) portal and advertised it in the Wednesday Newsline. The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times. On the following dates RA training was provided to management and the FSIS workforce during Frontline Supervisors meetings, all-hands meetings, and New Supervisory Trainings (NST). Participant survey data indicated 4.8 out of 5 for professionalism, communicating clearly and addressing issues and questions. Additionally, multiple district management teams provided kudos on the training to OM and OHR senior leadership. 4/11/2019 – Des Moines District FLS Meeting (27 attendees) 4/16/2019 – Denver District FLS Meeting (24 attendees) 4/24/2019 – Alameda District FLS Meeting (26 attendees) 4/25/2019 – OPHS WL Supervisors (3 attendees) 5/7/2019 – Jackson District FLS Meeting (30 attendees) 5/9/2019 – Raleigh District FLS Meeting (27 attendees) 5/15/2019 – OPPD All-Hands Meeting (44 attendees) 6/25/2019 – Civil Rights Employee Engagement Meeting (15 attendees) 8/17/2019 – NST Program (25 attendees) 8/28/2019 – FSIS Gateway RA Webinar (40 attendees) 9/12/2019 – Chicago District FLS Meeting (25 attendees) 9/17/2019 – NST Program (25 attendees)</p>	

<b>Brief Description of Program Deficiency</b>	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		
<b>Objective</b>	Disseminate approved RA procedures to the workforce and post on public website		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Once RA procedures are approved by EEOC, finalize procedures and train employees. Disseminate approved RA procedures to workforce, post RA procedures on public website, and continue to train employees on RA procedures.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Submitted draft of RA procedures to the EEOC on January 30, 2019. Implemented and marketed the availability of newly developed RA brochure, RA request form, and RA accommodations menu to the workforce. Updated RA guidance and posted it on the Office of Human Resources (OHR) portal and advertised it in the Wednesday Newslines. The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times. On the following dates RA training was provided to management and the FSIS workforce during Frontline Supervisors meetings, all-hands meetings, and New Supervisory Trainings (NST). Participant survey data indicated 4.8 out of 5 for professionalism, communicating clearly and addressing issues and questions. Additionally, multiple district management teams provided kudos on the training to OM and OHR senior leadership. 4/11/2019 – Des Moines District FLS Meeting (27 attendees) 4/16/2019 – Denver District FLS Meeting (24 attendees) 4/24/2019 – Alameda District FLS Meeting (26 attendees) 4/25/2019 – OPHS WL Supervisors (3 attendees) 5/7/2019 – Jackson District FLS Meeting (30 attendees) 5/9/2019 – Raleigh District FLS Meeting (27 attendees) 5/15/2019 – OPPD All-Hands Meeting (44 attendees) 6/25/2019 – Civil Rights Employee Engagement Meeting (15 attendees) 8/17/2019 – NST Program (25 attendees) 8/28/2019 – FSIS Gateway RA Webinar (40 attendees) 9/12/2019 – Chicago District FLS Meeting (25 attendees) 9/17/2019 – NST Program (25 attendees)	

<b>Brief Description of Program Deficiency</b>	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)]		
<b>Objective</b>	Receive final approval from EEOC on Agency RA procedures		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Once RA procedures are approved by EEOC, finalize procedures and train employees. Disseminate approved RA procedures to workforce, post RA procedures on public website, and continue to train employees on RA procedures.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Submitted draft of RA procedures to the EEOC on January 30, 2019. Implemented and marketed the availability of newly developed RA brochure, RA request form, and RA accommodations menu to the workforce. Updated RA guidance and posted it on the Office of Human Resources (OHR) portal and advertised it in the Wednesday Newslines. The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times. On the following dates RA training was provided to management and the FSIS workforce during Frontline Supervisors meetings, all-hands meetings, and New Supervisory Trainings (NST). Participant survey data indicated 4.8 out of 5 for professionalism, communicating clearly and addressing issues and questions. Additionally, multiple district management teams provided kudos on the training to OM and OHR senior leadership. 4/11/2019 – Des Moines District FLS Meeting (27 attendees) 4/16/2019 – Denver District FLS Meeting (24 attendees) 4/24/2019 – Alameda District FLS Meeting (26 attendees) 4/25/2019 – OPHS WL Supervisors (3 attendees) 5/7/2019 – Jackson District FLS Meeting (30 attendees) 5/9/2019 – Raleigh District FLS Meeting (27 attendees) 5/15/2019 – OPPD All-Hands Meeting (44 attendees) 6/25/2019 – Civil Rights Employee Engagement Meeting (15 attendees) 8/17/2019 – NST Program (25 attendees) 8/28/2019 – FSIS Gateway RA Webinar (40 attendees) 9/12/2019 – Chicago District FLS Meeting (25 attendees) 9/17/2019 – NST Program (25 attendees)	

<b>Brief Description of Program Deficiency</b>	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, 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, excluding ongoing interpretative services, in the comments column.		
<b>Objective</b>	All (100%) of accommodation requests will be processed within established RA timeframes.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Continue to enforce due dates for employee submission of completed documentation supporting the RA request and issue close out letters in cases where employees are untimely. Disseminate approved RA procedures to workforce, post RA procedures on public website, and continue to train employees on RA procedures. Continue educating supervisors and managers on their responsibilities in the RA process.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Submitted draft of RA procedures to the EEOC on January 30, 2019. Implemented and marketed the availability of newly developed RA brochure, RA request form, and an RA accommodations menu to the workforce. Updated RA guidance and posted it on the Office of Human Resources (OHR) portal and advertised it in the Wednesday Newslines. The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process as well as establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times. On the following dates RA training was provided to management and the FSIS workforce during Frontline Supervisors meetings, all-hands meetings, and New Supervisory Trainings (NST). Participant survey data indicated 4.8 out of 5 for professionalism, communicating clearly and addressing issues and questions. Additionally, multiple district management teams provided kudos on the training to OM and OHR senior leadership. 4/11/2019 – Des Moines District FLS Meeting (27 attendees) 4/16/2019 – Denver District FLS Meeting (24 attendees) 4/24/2019 – Alameda District FLS Meeting (26 attendees) 4/25/2019 – OPHS WL Supervisors (3 attendees) 5/7/2019 – Jackson District FLS Meeting (30 attendees) 5/9/2019 – Raleigh District FLS Meeting (27 attendees) 5/15/2019 – OPPD All-Hands Meeting (44 attendees) 6/25/2019 – Civil Rights Employee Engagement Meeting (15 attendees) 8/17/2019 – NST Program (25 attendees) 8/28/2019 – FSIS Gateway RA Webinar (40 attendees) 9/12/2019 – Chicago District FLS Meeting (25 attendees) 9/17/2019 – NST Program (25 attendees)	



<b>Brief Description of Program Deficiency</b>	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)]		
<b>Objective</b>	Submit draft PAS procedures to the EEOC for approval.		
<b>Target Date</b>	Oct 30, 2018		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019 Sep 30, 2019	January 30, 2019	Submit PAS procedures to the EEOC for review and approval. Once PAS procedures are approved by EEOC, post procedures on website and train employees.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The draft PAS procedures were sent to EEOC for review on January 30, 2019. The Agency worked with USDA's OHRM and other agencies to establish service providers and contracts for PAS.	
<b>Objective</b>	Post approved PAS procedures on public website.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019 Sep 30, 2019	January 30, 2019	Submit PAS procedures to the EEOC for review and approval. Once PAS procedures are approved by EEOC, post procedures on website and train employees.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The draft PAS procedures were sent to EEOC for review on January 30, 2019. The Agency worked with USDA's OHRM and other agencies to establish service providers and contracts for PAS.	

<b>Brief Description of Program Deficiency</b>	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.		
<b>Objective</b>	Submit draft PAS procedures to the EEOC for approval.		
<b>Target Date</b>	Oct 30, 2018		
<b>Completion Date</b>	Jan 30, 2019		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019	January 30, 2019	Submit PAS procedures to the EEOC for review and approval.
	Sep 30, 2019		Once PAS procedures are approved by EEOC, post procedures on website and train employees.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The draft PAS procedures were sent to EEOC for review on January 30, 2019. The Agency worked with USDA’s OHRM and other agencies to establish service providers and contracts for PAS.	
<b>Objective</b>	Post approved PAS procedures on public website.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Once PAS procedures are approved by EEOC, post procedures on website and train employees.
	Sep 30, 2019	January 30, 2019	Submit PAS procedures to the EEOC for review and approval.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The draft PAS procedures were sent to EEOC for review on January 30, 2019. The Agency worked with USDA’s OHRM and other agencies to establish service providers and contracts for PAS.	

## 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.

During FY 2019, FSIS shared vacancy announcements and career information with USDA’s Veterans and Disability Employment Program Managers; Department of Veterans Affairs’ regional employment coordinators; Soldier for Life Transition Assistance Programs; national and state vocational rehabilitation offices; Student Veterans of America; LinkedIn professional groups for veterans and professionals with disabilities; and centers for college students with disabilities located across the country to inform potential applicants about FSIS’ career opportunities. In addition, FSIS’s Veterans and Disability Recruitment Program Coordinator assisted candidates with disabilities and disabled veterans in the recruitment process, provided resume guidance and answered questions regarding veterans’ preference, non-competitive hiring and the application process. The Coordinator used the Workforce Recruitment Program and USAJobs Resume Mining to find and refer qualified candidates eligible for non-competitive hiring for FSIS positions. Also, a resume repository was created to keep unsolicited applications of qualified applicants with disabilities. This recruitment tool is used by HR during strategic recruitment discussions with Districts and Program Areas, and potential applicants were referred for consideration to hiring managers. To inform students with disabilities about FSIS student employment opportunities, the Coordinator shared student vacancies with students listed in the Workforce Recruitment Program database and students who are disabled veterans.

- 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

During FY 2019, FSIS continued to recruit candidates with disabilities under Schedule A and disabled veterans under the Veterans Recruitment Authority or 30% or more Disabled Veteran Authority. In addition, the Agency’s vacancy announcements on USAJobs were open to status candidates, veterans and Schedule A applicants concurrently.

- 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.

When applicants apply for positions on USAJobs, they answer a question that identifies whether they are eligible/applying for Schedule A. HR Staffing Specialists look for this in the application review process for all announcements accepting applications from Schedule A applicants and disabled veterans. In addition, applications are reviewed to determine qualifications and eligibility. Applicants with a disability who are qualified and eligible are referred to the hiring manager on non-competitive referral lists for consideration.

- 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.

Answer Yes

All hiring managers are required to take the online Veteran Employment Training annually. This training covers the use of special hiring authorities for veterans including the 30% or more disabled veteran and Schedule A. In addition to formal training, FSIS’ Veterans and Disability Recruitment Program Coordinator educated hiring managers about special hiring authorities used to recruit disabled veterans and professionals with disabilities. As part of this training, HR Specialists promoted the use of hiring flexibilities and consideration of disabled veterans, professionals with disabilities and targeted disabilities to hiring managers within their assigned Program Areas. Training on the use of special hiring authorities is also provided at each FSIS’ new supervisors training session.

**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.

The Agency has continued business relationships with the Department of Veterans Affairs’ regional employment coordinators, Soldier for Life Transition Assistance Programs, national and state vocational rehabilitation offices, Student Veterans of America, the Viscardi Center, and centers for college students with disabilities located across the country, to inform potential applicants about FSIS’ career opportunities or to request referrals of qualified non-competitive applicants. FSIS continued to promote job announcements on LinkedIn professional groups for veterans and professionals 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 Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

Among the new hires in the permanent workforce, triggers exist for PWD (3.82%) and PWTD (0.64%), both of which fall below

the respective benchmark of 12% for PWD and 2% for PWTD.

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

During the preparation of this report, the Agency did not have access to external applicant flow data for new hires to mission-critical occupations.

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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

During the preparation of this report, the Agency did not have access to external applicant flow data for new hires to mission-critical occupations.

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 N/A
- b. Promotions for MCO (PWTD) Answer N/A

During the preparation of this report, the Agency did not have access to external applicant flow data for new hires to mission-critical occupations.

## 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.

FSIS’ competitive leadership development programs are open to all Agency employees that meet the criterion (GS or Commissioned Corps Officers rank, a minimum performance rating of “Fully Successful,” and supervisory acknowledgement of the candidate’s intention to compete for program selection and participation). To ensure objectivity, applications are void of names and demographic data, and reviewed and rated by an external contractor. Top scoring applications are selected for competitive leadership development programs based on funding.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

The Agency provides the following career development opportunities: FSIS Experienced Supervisor Training Program: One-week classroom training and on-line training modules are options provided for supervisors to meet training requirements, increase knowledge about the latest practices, and to maintain skills already developed. (Target Audience: Permanent FSIS Supervisors with One or More Years Supervisory Experience) FSIS Gateway Program: A Supervisors’ Path to Continual Learning: Webinars provide FSIS supervisors with ongoing training and resources to support successful management, mentoring and coaching of employees. (Target Audience: All FSIS Supervisors) FSIS Learning Trove Program: Provides facilitator-led, daytime and evening webinars and traditional classroom instruction that may include assessment tools, books, and videos. (Target Audience: All FSIS Employees) FSIS Mentoring Program: 3-pronged FSIS Mentoring Program that includes: 1) Formal Mentoring (6-month matched); 2) Situational Mentoring (self-matched); and 3) New Supervisor Sponsorship (self-matched). (Target Audience: All FSIS Employees) FSIS New Supervisor Training Program: Through an experiential training process, participants increase their self-awareness and develop new knowledge, perspectives, behaviors, and skills to manage employees within the context of supervision. (Target Audience: Permanent FSIS Supervisors in their first or second year in the supervisory role) Federal Executive Institute (FEI) - Leadership for a Democratic Society (LDS): Designed to prepare senior-level government executives for the complex challenges of leadership through expert instruction and experiential learning, the program develops the capacity for visionary leaders who can transform their organizations and government. (Target Audience: GS-15 or equivalent/military officer rank of O-6 or above, and GS-14 employees who have executive-level duties and are granted an OPM waiver to participate.) These programs are publicized through the Agency’s Wednesday Newslines, EEOACs, and SEPMs for optimal marketing visibility to employees with disabilities.

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 (%)
Fellowship Programs						
Other Career Development Programs	155	48	0	0	0	0
Mentoring Programs	54	54	2.7	2.7	.54	.54
Coaching Programs						
Training Programs	139	83	.72	.72	0	0
Internship Programs						

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail 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 No
- b. Selections (PWD) Answer No

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 No
- b. Selections (PWTD) Answer No

**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 Yes
- b. Pay Increases (PWTD) Answer Yes

During FY 2019, a trigger was identified when comparing the Quality Step Increase (QSI) inclusion rate of PWD (0.72%) and PWTD (1.08%) to the QSI inclusion rate for individuals that identify as having no disability (1.50%). The PWD and PWTD QSI inclusion rates are below parity in comparison to the identified QSI inclusion rate benchmark of 1.50%.

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 N/A
- b. Other Types of Recognition (PWTD) Answer N/A

**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 No
  - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

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 No
  - ii. Internal Selections (PWTD) Answer No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

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	No
b. New Hires to GS-15 (PWD)	Answer	No
c. New Hires to GS-14 (PWD)	Answer	No
d. New Hires to GS-13 (PWD)	Answer	No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

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	No
b. New Hires to GS-15 (PWTD)	Answer	No
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

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		
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- i. Qualified Internal Applicants (PWD) Answer No
- ii. Internal Selections (PWD) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer No
  - ii. Internal Selections (PWTB) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWTB) Answer No
  - ii. Internal Selections (PWTB) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWTB) Answer No
  - ii. Internal Selections (PWTB) Answer No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

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 No
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions..

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 No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer No

During the preparation of this report, the Agency did not have access to the applicant flow data specifically needed to answer this questions.

## 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.

Answer Yes

There were seven employees hired under Schedule A that were due for conversion. Of those seven, three were converted on time, one was not converted due to his/her below fully successful performance level, and three individuals separated from FSIS

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 Yes
- b. Involuntary Separations (PWD) Answer Yes

Based on the 80% rule, PWD (100%) met the condition for adverse impact regarding total separations. Also, the total separation rate for PWD (13.09%) was disproportionately higher than the permanent workforce range (9.30%).

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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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 Yes
- b. Involuntary Separations (PWTD) Answer Yes

Based on the 80% rule PWTD (90.34%) met the condition for adverse impact regarding total separations. Also, the total separation rate for PWTD (3.98%) was disproportionately higher than the permanent workforce range (3.13%).

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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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.

Currently, the Agency does not track Agency-wide exit interview data. However, FEVS data indicated that employees, to include PWD and PWTD, may be leaving due a sense of low employee empowerment.

## 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.

<https://www.fsis.usda.gov/wps/portal/footer/policies-and-links>

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.

FSIS Internet page: <https://www.fsis.usda.gov/wps/portal/informational/aboutfsis/structure-and-organization/om/om> FSIS Intranet page: <https://inside.fsis.usda.gov/fsis/emp/static/centerContent/fsisPage.jsp?keyword=propertyBranch>

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.

The Agency has incorporated Section 508 language in all Information Technology contracting for hardware, software, and support services to include the development of applications and systems.

## 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.)

The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher of this range typically involved multi-faceted requests which resulted in a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The RA Program also began including several managerial levels on requests rather than just the first line supervisor, which has improved processing times.

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.

The focus in FY 2019 was to continually improve the revamped program that was rolled out in FY 2018. This included creating email templates for the RA office to use in communications, tracking timelines each quarter and increasing training and awareness to employees and supervisors.

**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.

PAS procedures were drafted and sent to EEOC on January 30, 2019 for approval. The Agency is actively working with the OHRM and other USDA agencies to establish service provider(s) and required contracts.

**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?

Answer Yes

- 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?

Answer No

- 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.

In FY 2019, there were no findings of discrimination alleging harassment based on disability.

**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?

Answer Yes

- 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?

Answer No

- 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.

In FY 2019, there were no findings of discrimination involving the failure to provide a reasonable accommodation.

## 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?

Answer Yes

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

Answer Yes

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Triggers were identified when measuring for disparate and adverse impact using a 10% variance and the 80% rule, respectively. Hires: Disproportionate Impact: The permanent selection rate for PWD (3.82%) was disproportionately lower than the participation rate of PWD in the permanent FSIS workforce (9.30%). Additionally, the participation rate of PWD in the permanent FSIS workforce and the selection rate for PWD in permanent positions was below the Federal Target (12%). The permanent selection rate for PWTD (0.64%) was disproportionately lower than the participation rate for PWTD in the permanent workforce (3.13%) and below the Federal Target (2%). Adverse Impact: Using the 80% rule, PWD (19.53%) and PWTD (9.72%) met the condition for adverse impact regarding permanent hires. Total Separations: Disproportionate Impact: The total separation rate (to include voluntary and involuntary separations) for PWD (13.09%) was disproportionality higher than their respective permanent workforce range. Similarly, the total separation rate for PWTD (3.98%) was disproportionality higher than their respective permanent workforce range. Adverse Impact: PWD (100%) and PWTD (90.34%) met the condition for adverse impact with regard to total separations.</p>				
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>				
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>					
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Triggers were identified within the hiring and separation of PWD and PWTD; as a result, a low entry/high exit rate barrier was identified.</p>				
<p><b>Objective</b></p>	<p>Mitigate the identified barrier by enhancing the Agency's RA program to help educate selecting officials, managers, and supervisors on their responsibility to employ and advance PWD and PWTD and provide them with effective RA to excel in the FSIS workforce.</p> <p>Mitigate the identified barrier by enhancing the Agency's recruitment program, to increase the number of PWD and PWTD selected for vacant positions therefore, creating opportunities for employees to gain education and experience needed to at</p> <table border="1" data-bbox="487 1239 1502 1386"> <tr> <td><b>Date Objective Initiated</b></td> <td>Sep 30, 2019</td> </tr> <tr> <td><b>Target Date For Completion Of Objective</b></td> <td>Sep 30, 2020</td> </tr> </table>	<b>Date Objective Initiated</b>	Sep 30, 2019	<b>Target Date For Completion Of Objective</b>	Sep 30, 2020
<b>Date Objective Initiated</b>	Sep 30, 2019				
<b>Target Date For Completion Of Objective</b>	Sep 30, 2020				
<p><b>Responsible Officials</b></p>	<p>Joseph Abbott, Corinne Calhoun HR Director, RA Program Manager, Chief Training Officer, Hiring Officials, Supervisors and Managers</p>				

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	<p>Post the Agency's approved RA and PAS procedures on the public website.</p> <p>Continue with efforts to train workforce on RA and PAS procedures.</p> <p>Collect applicant flow data for career development programs.</p> <p>Conduct a climate assessment survey or a focus group of current employees with disabilities to ascertain whether they plan to leave the Agency and why.</p> <p>Conduct outreach activities with colleges and universities, agencies, organizations, and groups who work with and provide services to disabled veterans and professionals.</p> <p>Utilize Agency-wide Mentoring Program that will provide mentor-protégé experience that will assist in strengthening employees' core leadership competencies.</p> <p>Update and disseminate to the workforce RA guidance that provides clear distinctions of roles and responsibilities; identifies timeframes for processing requests.</p> <p>Continue to implement the Agency's new Reasonable Accommodation training program.</p>	Yes	09/30/2020	

Fiscal Year	Accomplishments
2019	<p>On January 30, 2019, a draft of RA procedures was submitted to the EEOC.</p> <p>The Agency utilized an effective tracking and recordkeeping system. The average timeframe for processing requests for FY 2019 was 17 days. A total of 72 cases were processed with a range of processing time from 1 to 198 days. The cases on the higher end of days to process typically involved multi-faceted requests which have a lengthy interactive period (between the Agency and the employee) to identify effective accommodations. The RA Program has implemented several tools to assist with reducing the timeframe for intaking and processing requests, to include better educating supervisor/managers on the process, as well as, establishing due dates for employees to provide complete documentation once an initial request has been received. The program also began including several managerial levels on requests rather than just the first line supervisor, which is improving processing times.</p> <p>The Agency collected applicant flow data for employees that applied for the career development programs. The applicant flow data was analyzed to identify potential triggers impacting PWD and PWTD.</p> <p>On the following dates RA training was provided to management and the FSIS workforce during Frontline Supervisors meetings, all-hands meetings, and New Supervisory Trainings (NST). Participant survey data indicated 4.8 out of 5 for professionalism, communicating clearly and addressing issues and questions. Additionally, multiple district management teams provided kudos on the training to OM and OHR senior leadership.</p> <p>4/11/2019 – Des Moines District FLS Meeting (27 attendees)                      4/16/2019 – Denver District FLS Meeting (24 attendees)                      4/24/2019 – Alameda District FLS Meeting (26 attendees)                      4/25/2019 – OPHS WL Supervisors (3 attendees)                      5/7/2019 – Jackson District FLS Meeting (30 attendees)                      5/9/2019 – Raleigh District FLS Meeting (27 attendees)                      5/15/2019 – OPPD All-Hands Meeting (44 attendees)                      6/25/2019 – Civil Rights Employee Engagement Meeting (15 attendees)                      8/17/2019 – NST Program (25 attendees)                      8/28/2019 – FSIS Gateway RA Webinar (40 attendees)                      9/12/2019 – Chicago District FLS Meeting (25 attendees)                      9/17/2019 – NST Program (25 attendees)</p> <p>FSIS updated the Agency's RA guidance and posted it on the OHR portal and advertised it in the Wednesday Newsline. Instructions were built into the updated FSIS RA directive, which was cleared through OM but is now in a holding phase. The Agency contoured to utilize its Agency-wide Mentoring Program to provide a mentor-protégé experience and "on-line/off-line" job shadowing with web-based systems that assisted in strengthening employees' core leadership competencies. In FY 2019, the Agency facilitated a 3-pronged mentoring program, supported by on-line resources, that used formal mentoring, situational mentoring, and new supervisor sponsorship. The formal mentoring program established a total of 54 participants that included 27 matched pairs of Mentors / Protégés.</p> <p>The Agency also hosted 6 Resume Writing Course workshops at central sites within the Districts to provide guidance on resume writing and applying to jobs through USAJobs. These voluntary workshops were announced in the Wednesday Newsline and Beacon and publicized by the EEOACs and SEPMs.</p>

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

Most of the planned activities have been completed or are in an ongoing status. It is noted that some planned activities are newly developed strategies for employing PWD and PWTD, and more time is needed to see greater change.

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

In FY 2019, the Agency conducted numerous outreach activities with colleges and universities, agencies, organizations, and groups who work with and provide services to disabled veterans and professionals. FSIS attended a total of five events focused on the recruitment of veterans and disabled veterans. During these events, the Agency provided guidance to disabled veterans and professionals with disabilities about FSIS' recruitment process, including resume feedback. The Veterans and Disability Recruitment Coordinator also worked with agencies and organizations in finding qualified non-competitive applicants to fill vacancies in the Philadelphia and Raleigh Districts, and OFO Resource Management and Financial Planning Staff. Additionally, the Coordinator met with the Food Safety Veterinary Team at Joint Base Lewis-McChord to provide FSIS career information to transitioning service members, including those with disabilities. FSIS conducted outreach during the National Frontline Supervisors meeting to hiring managers on the Food Inspector Apprenticeship Program, which targets veterans and disabled veterans for Food Inspector positions. The Agency also provided position descriptions and announcements to the Department's Military Veterans Agricultural Liaison to search for qualified applicants to refer for employment with FSIS utilizing special hiring authorities. Lastly, FSIS continued to provide veterans' resumes to HR specialists to share with programs or Districts with vacancies.

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.

The planned activities resulted in improvements in the employment rate of PWTD; however, more time is needed to see greater change. The Agency will continue to implement and monitor these activities and additional strategies to further improve the representation of PWD and PWTD.