

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 |

The percentage of PWD in the GS-1 to GS-10 cluster was 3.71% in FY 2019, which falls below the goal of 12%. The percentage of PWD in the GS-11 to SES cluster was 11.47% in FY 2019, which falls 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 | Yes |
| b. Cluster GS-11 to SES (PWTD) | Answer | No |

The percentage of PWTD in the GS-1 to GS-10 cluster was 1.39% in FY 2019, which falls below the goal of 2%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	517	117	22.63	42	8.12
Grades GS-11 to SES	2610	364	13.95	96	3.68

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

The Office of the Assistant Secretary for Civil Rights (OASCR) will take steps to communicate numerical goals to the Assistant Secretary for Administration and Staff Offices advising them to communicate the goals to their hiring managers and/or recruiters.

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.

Answer No

OASCR anticipates designating key Special Emphasis Program Manager (SEPM) positions in FY 21.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Mary Pletcher-Rice Director, OHRM
Processing reasonable accommodation requests from applicants and employees	1	0	1	Mary Pletcher-Rice Director, OHRM
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Mary Pletcher-Rice Director, OHRM
Architectural Barriers Act Compliance	0	0	0	Duane Williams Director, Office of Operations, DA
Special Emphasis Program for PWD and PWTD	0	0	0	Denise A. Banks Executive Director, CCRO, OASCR
Section 508 Compliance	0	0	0	Angela.Williams@usda.go

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 No

OHRM advertised for an additional GS-13 RAC to assist the Reasonable Accommodation (RA) Designee and anticipates filling the position in the second quarter of FY21. Additionally, funds were allocated for a contractor to assist RA Designee and OHRM anticipates onboarding the contractor in the second quarter of FY21.

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 No

Resources will be allocated to implement the Program and develop a plan of actions when a Disability Employment Program

Manager (DEPM) is identified.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	*Staff the SEP with qualified and trained employees to serve as SEPMS in order to successfully administer the Program.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020 Sep 30, 2021	September 30, 2020	Prepare business plan to realign function from OHRM to OASCR. Recruit and fill 1-2 EEO Specialists GS-13.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	In spite of HQs not having the three required designated SEPMS, OASCR designed and implemented the inaugural American Diversity Month Celebration in July 2019. The Inaugural Ceremony was held July 8, 2019, with opening remarks from the Deputy Secretary. The month-long celebration featured the following events/activities: Wednesday, July 10th: Speed Mentoring; Thursday, July 11th: Got Diversity; Wednesday, July 17th: American Indian Influence on American Agriculture; Wednesday, July 24th: NextGen Symposium; and Monday, July 29th: Women in Fire. The closing ceremony was held July 31, 2019, with remarks from the OASCR Chief of Staff.	
	2020	*The Objective was revised to provide a clear description to correct the deficiency. OASCR hosted the USDA American Diversity Month (ADM) programs. Due to the COVID-19 pandemic, the ADM programs were 100% virtual. The Opening Ceremony was held July 8, 2020, with opening remarks from the Deputy Secretary. The month-long celebration featured the following events/activities: Monday, July 13th: Minority Contributions in Agriculture; there were approximately 673 registrants/participants representing 25 agencies/staff offices. Wednesday, July 15th: Speed Mentoring; there were approximately 890 registrants/participants representing 28 agencies/staff offices. Monday, July 20th: Unconscious Bias Training; there were approximately 1,339 registrants/participants representing 28 agencies/staff offices. Wednesday, July 24th: First Generation Professionals Symposium; this was a live event via Microsoft Teams and there were approximately 398 registrants/participants representing 25 agencies/staff offices. Monday, July 29th: Next Generation Symposium; this was a live event via Microsoft Teams and there were approximately 324 registrants/participants representing 24 agencies/staff offices. The closing ceremony was held July 29, 2020, with remarks from the USDA’s Associate Assistant Secretary for Civil Rights who recognized USDA’s Shining Star employees. These employees were nominated by their peers across the Department because of their work involving diversity or agriculture in or outside of USDA.	

Brief Description of Program Deficiency	C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		
Objective	Revise the training material to ensure it’s compliant with EEOC regulations and guidance.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 25, 2019		Establish and implement a CR Training Committee to review training requirements.
	Oct 10, 2019		Collect relevant training data from MA.
	Jan 30, 2020		Determine Civil Rights training subjects (mandatory and non-mandatory).
	Apr 1, 2020		Initiate 2022 Civil Rights training cycle and issue call for MA training plans.
	Aug 15, 2020		Receive, review and approve MA/Agency training plans.
	Sep 30, 2020		Complete year-end report to include lessons learned and best practices.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	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.		
Objective	Increase the percentage of RA requests that are processed timely.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The draft DR on RAP and PAS was vetted through OHRM and the CRDs and submitted into USDA’s clearance in the 4th quarter of FY 2019.	
Objective	Ensure enough RA Designee staff members to address the volume of RA requests.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jul 1, 2019	September 29, 2019	Hire a GS-13 RA Designee.
	Sep 30, 2020		Hire additional RA Designees.
	Sep 30, 2021		Revise DM 4300-002 Reasonable Accommodation Procedures
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	OHRM processed 72% of RA requests timely, an increase from 25% in FY 2019. OHRM advertised for an additional GS-13 RA Coordinator to assist the RA Designee. OHRM anticipates filling the position in the 2nd quarter of FY 2021. Additionally, funds were allocated for a contractor to assist the RA Designee and they anticipate the contractor to start in the 2nd quarter of FY 2021.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Strengthen communication with OHRM and OASCR to support their roles in implementing, evaluating and reporting on initiatives impacting protected classes.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Leadership Team will meet to discuss best practices and plan of actions.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
Objective	Develop standardized exit surveys.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		OASCR will partner with OHRM, the Office Customer Experience and the OCIO and dialogue on leveraging technology to conduct standardized exit surveys for the Department.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	OHRM conducted several exploratory sessions with Gartner to learn about exit survey best practices, request usable research, draft possible questions, and evaluate Gartner’s own exit survey platform. This work was suspended due to other priorities.	

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.

HQ continued working with Operation War Fighter to identify and recruit qualified PWD and PWTD.

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

HQ uses the Schedule A hiring authority to recruit and appoint PWD and PWTD.
--

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.

HR specialist (1) reviews applications and supporting documentation to determine eligibility and (2) prepares and issues a certificate of qualified applicants eligible for a Schedule A appointment and forwards to the hiring manager for review and possible selection.

- 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 No

Training will be provided when a DEPM is identified.

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.

Once OASCR identifies the DEPM, they will work with the Office of Partnerships and Public Engagement (OPPE) to establish and maintain relationships with organizations that assist with identifying and recruiting PWD and PWTD. Currently, OPPE collaborates with Operation War Fighter.

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

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

OASCR will work with Office of Human Resources Management (OHRM) to ensure the relevant data will be available in FY 2021 to assess the workforce..

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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.

Resources will be allocated to implement the Program and develop a plan of actions when a DEPM is identified.

B. CAREER DEVELOPMENT OPPORTUNITES

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

OHRM manages the Senior Executive Service Candidate Development Program (SES CDP). The SES CDP is designed to provide leadership development training for high potential employees with interest in moving into the executive ranks. The SES CDP is a one-year program. The Program is open to Federal employees with career or career-type appointments with at least one year of experience or equivalent to the GS-14 level.

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

OASCR did not have the relevant data to assess the SES CDP applicant participation.

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

OASCR did not have the relevant data to assess the SES CDP applicant participation.

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 Yes

b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

The following triggers were identified for awards received: For Time-Off Awards 1 – 10 Hours, the inclusion rate for PWD was 1.5% and the inclusion rate for PWTD was 0.4%. The inclusion rate for PWND was 6,1%. For Time-Off Awards 11-20 Hours: inclusion rate for PWD was 0.2% and for PWTD was 0.09%. The inclusion rate for PWND was 1.7%. For Time-Off Awards 21-30 Hours, the inclusion rate for PWD is 0.47% and for PWTD was 0.12%. The inclusion rate for PWND was 2.5%. For Time-Off Awards 31-40 Hours, the inclusion rates for PWD was 0.12% and for PWTD was 0.06%. The inclusion rate for PWND was 1.1%. There were no inclusion rates for PWD, PWTD, and PWND for Time-Off Awards 41 or more hours. For Cash Awards - \$500 and under, the inclusion rate for PWD was 2.8% and for PWTD was 0.6%. The inclusion rate for PWND was 14%. For Cash Awards \$501-\$999, the inclusion rate for PWD is 0.3% and for PWTD was 1.1%. The inclusion rate for PWND was 20.7%. For Cash Awards \$1000-\$1999, the inclusion rate for PWD was 4.7% and for PWTD was 1.4%. The inclusion rate for PWND was 34.3%. For Cash Awards - \$2000-\$2999, the inclusion rate for PWD was 0.03%. The inclusion rate for PWND was 4%. For Cash Awards -

\$3000 to \$3999, the inclusion rate for PWD was 0.03% and no inclusion rate for PWTD. The inclusion rate for PWND was 1.3%. For Cash Awards \$4000-\$4999, the inclusion rate for PWD was 0.03% and no inclusion rate for PWTD. The inclusion rate for PWND was 0.2%. For Cash Awards \$5000 or more, there were no inclusion rates for PWD and PWTD. The inclusion rate for PWND was 0.5%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	248	9.50	7.69	9.29	9.59
Time-Off Awards 1 - 10 Hours: Total Hours	1153	43.39	36.47	35.00	46.80
Time-Off Awards 1 - 10 Hours: Average Hours	4.65	0.94	0.19	2.69	0.23
Time-Off Awards 11 - 20 hours: Awards Given	64	1.45	2.15	2.14	1.16
Time-Off Awards 11 - 20 Hours: Total Hours	996	22.31	33.64	40.00	15.12
Time-Off Awards 11 - 20 Hours: Average Hours	15.56	3.19	0.62	13.34	-0.94
Time-Off Awards 21 - 30 hours: Awards Given	102	3.10	3.19	2.86	3.20
Time-Off Awards 21 - 30 Hours: Total Hours	2454	74.38	76.76	68.57	76.74
Time-Off Awards 21 - 30 Hours: Average Hours	24.06	4.96	0.96	17.14	0.00
Time-Off Awards 31 - 40 hours: Awards Given	43	0.83	1.43	1.43	0.58
Time-Off Awards 31 - 40 Hours: Total Hours	1656	33.06	54.84	57.14	23.26
Time-Off Awards 31 - 40 Hours: Average Hours	38.51	8.26	1.52	28.57	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	800	19.63	26.03	25.00	17.44
Cash Awards: \$501 - \$999: Total Amount	601737	14762.40	19598.53	19007.14	13034.88
Cash Awards: \$501 - \$999: Average Amount	752.17	155.39	30.01	543.06	-2.38
Cash Awards: \$1000 - \$1999: Awards Given	1278	31.20	43.12	32.86	30.52
Cash Awards: \$1000 - \$1999: Total Amount	1625316	39180.99	55099.80	41237.86	38343.90
Cash Awards: \$1000 - \$1999: Average Amount	1271.77	259.48	50.92	896.48	0.23
Cash Awards: \$2000 - \$2999: Awards Given	147	2.48	5.14	0.71	3.20
Cash Awards: \$2000 - \$2999: Total Amount	348946	5707.44	12263.41	1550.00	7399.42

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Average Amount	2373.78	475.62	95.07	1550.00	38.37
Cash Awards: \$3000 - \$3999: Awards Given	46	0.21	1.75	0.00	0.29
Cash Awards: \$3000 - \$3999: Total Amount	158348	723.14	6037.86	0.00	1017.44
Cash Awards: \$3000 - \$3999: Average Amount	3442.35	723.14	137.22	0.00	1017.44
Cash Awards: \$4000 - \$4999: Awards Given	9	0.21	0.32	0.00	0.29
Cash Awards: \$4000 - \$4999: Total Amount	39735	967.36	1397.09	0.00	1361.05
Cash Awards: \$4000 - \$4999: Average Amount	4415	967.36	174.64	0.00	1361.05
Cash Awards: \$5000 or more: Awards Given	18	0.00	0.72	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	105210	0.00	4193.30	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	5845	0.00	232.96	0.00	0.00

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 No

There were no QSI’s awarded. The following triggers were identified in performance-based pay increases received: The inclusion rate for PWD was 0.84% and Disability Not Identified was 8.86% The inclusion rate for PWTD was 0.71% and PWD was 0.84%

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	33	1.03	1.08	1.43	0.87

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 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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

2. Does your agency have a trigger involving PWTB 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 (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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

OASCR will work with OHRM to ensure the relevant data will be available in FY 2021 to assess the workforce.

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 No

Some employees may not have been converted due to decreased funding for full-time equivalent (FTE) positions.

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

There were no separations of PWD.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.04
Permanent Workforce: Resignation	25	0.61	0.81
Permanent Workforce: Retirement	142	3.04	4.65
Permanent Workforce: Other Separations	80	2.63	2.46
Permanent Workforce: Total Separations	248	6.28	7.95

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

There were no separations of PWTD.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.03
Permanent Workforce: Resignation	25	0.70	0.78
Permanent Workforce: Retirement	142	4.90	4.38
Permanent Workforce: Other Separations	80	0.70	2.56
Permanent Workforce: Total Separations	248	6.29	7.76

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.

HQ does not conduct exit interviews. OHRM conducted several exploratory sessions with Gartner to learn about exit survey best practices, request usable research, draft possible questions, and evaluate Gartner’s own exit survey platform. This work was suspended due to other priorities.

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.usda.gov/accessibility-statement> <https://www.ascr.usda.gov/> <https://www.usda.gov/non-discrimination-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.

HQ does not have a website explaining employees' and applicants' rights under the Architectural Barriers Act. However, the following public websites describe how to file a complaint: <https://www.ascr.usda.gov/> and <https://www.usda.gov/non-discrimination-statement>

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.

OASCR will designate the required SEPMs in FY 21.

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.)

OHRM processed 72% of RA requests timely, an increase from 25% in FY 2019. OHRM advertised for an additional GS-13 RA Coordinator to assist the RA Designee. OHRM anticipates filling the position in the 2nd quarter of FY 2021. Additionally, funds were allocated for a contractor to assist the RA Designee and they anticipate the contractor to start in the 2nd quarter of FY 2021.

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.

DR 4300-008, RA and PAS for employees and applicants with disabilities dated October 27, 2020, was distributed via a mass e-mail October 30, 2020, to all USDA employees. The e-mail featured a message from the DASCRC and the following 3 topics were highlighted: 1. USDA's new RA website and toolkit; 2. Mission Area RA Coordinators listing; and 3. Upcoming RA Training Webinar for employees and managers.

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.

DR 4300-008, RA and PAS for employees and applicants with disabilities dated October 27, 2020, was distributed via a mass e-mail October 30, 2020, to all USDA employees. The e-mail featured a message from the DASCRC and the following 3 topics were highlighted: 1. USDA's new RA website and toolkit; 2. Mission Area RA Coordinators listing; and 3. Upcoming RA Training Webinar for employees and managers.

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 N/A

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

Answer N/A

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

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 N/A

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

Answer N/A

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

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 N/A

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

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
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?	USDA HQ does not meet the 12% goal for PWD in the permanent workforce for either grade clusters; and does not meet the 2% goal for PWTD in the GS-1 to GS-10 grade cluster.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
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.	Barrier Name		Description of Policy, Procedure, or Practice			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Director, OHRM		Mary Pletcher-Rice, Director, OHRM		No		
DASCR		Monica Armster Rainge		No		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a committee with the goal of implementing a OneUSDA approach to managing Special Emphasis Programs.			Yes	09/30/2021	
12/16/2019	Forward the revised Reasonable Accommodation Procedures to EEOC.			Yes	12/26/2021	
Report of Accomplishments						
Fiscal Year	Accomplishment					

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
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?	USDA HQ does not meet the 12% goal for PWD in the permanent workforce for either grade clusters; and does not meet the 2% goal for PWTD in the GS-1 to GS-10 grade cluster.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
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.	Barrier Name		Description of Policy, Procedure, or Practice			
	OASCR did not implement the SEP nor designate a DEPM for FY20.		Not compliant with 29 CFR 1614.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2018	09/30/2022	Yes			Complete the barrier analysis process to determine the root cause of triggers.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
DASCR		Monica Armster Rainge		Yes		
Director, OHRM		Mary Pletcher-Rice		No		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a committee with the goal of implementing a OneUSDA approach to managing Special Emphasis Programs.			Yes	09/30/2021	
12/16/2019	Forward the revised Reasonable Accommodation Procedures to EEOC.			Yes	12/26/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Provide Reasonable Accommodation training to managers.	No	09/30/2022	
09/30/2020	Designate a DEPM within OASCR.	Yes	09/30/2022	
09/30/2020	Provide training on the special hiring authorities to managers.	Yes	09/30/2022	
06/30/2020	Once approved, disseminate the new Reasonable Accommodation Policy.	Yes	06/30/2022	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	Reasonable accommodation timeliness increased from 25 percent in FY 2019 to 72 percent in FY 2020. OHRM advertised for an additional GS-13 RAC to assist the RA Designee. OHRM anticipates filling the position in the second quarter of FY 2021. Additionally, funds were allocated for a contractor to assist the RA Designee and OHRM anticipates onboarding the contractor in the second quarter of FY 2021.			

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

The absence of a RAPM and DEPM impeded USDA’s ability to successfully implement planned activities.

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

N/A

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

N/A