

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

- | | |
|--------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (PWD) | Answer No |
| b. Cluster GS-11 to SES (PWD) | Answer No |

a. PWDs are participating at a rate of 10% (or 44 out of 441) in the permanent workforce, 1.81% (or 8) of whom are in the GS-1 to GS-10 grade cluster, which is significantly below the 12% benchmark. b. PWDs are participating at a rate of 8.16% (or 36 out of 441) in the permanent workforce at the GS11-SES grade cluster. Although this rate is below the 12% benchmark, the difference does not necessarily constitute a trigger, due to the 26.85% of GS-1811 Investigators in the permanent workforce. The associated Bona Fide Occupational Qualification (BFOQ) and the mission-specific physical and mental health requirements substantially reduce the number of positions suitable to PWD participation.

*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 |

a. PWTDs are participating at a rate of 2.72% (or 12 out of 441) in the permanent workforce, (3) of whom are in the GS-1 to GS-10 grade cluster, which is above the 2% benchmark. b. PWTDs are participating at a rate of 2.04% (or 9 out of 441) in the permanent workforce at the GS11-SES grade cluster, which is slightly above the 2% benchmark. The difference does not necessarily constitute a trigger, due to the 26.85% of GS 1811 Investigators in the permanent workforce. The associated BFOQ and the mission-specific physical and mental health requirements for GS-1811 Investigators substantially reduced the number of positions suitable to PWTD participation.

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

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

OIG has communicated the overall disability goals with the leadership and hiring officials. HR works closely with HRMD to identify reasonable and attainable numerical goals for the agency, as well as collaborate on effective communication and training strategies to raise awareness of these goals.

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

N/A

- 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	2	0	0	Ericka.johnson@oig.usda.g
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Ericka.johnson@oig.usda.g
Processing reasonable accommodation requests from applicants and employees	1	0	0	Ericka.johnson@oig.usda.g
Section 508 Compliance	1	0	0	john.trifiletti@oig.usda.gov
Architectural Barriers Act Compliance	1	0	0	edward.hogberg@oig.usda.
Special Emphasis Program for PWD and PWTD	1	0	0	katrice.jackson@oig.usda.g

- 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

OIG’s Disability Program Staff have received training through the USDA Agricultural Learning System (AgLearn), workshops, webinars, lunch and learn sessions, and refresher training on topics such as use of special hiring authorities, reasonable accommodation, and Americans with Disabilities Act update. When needed, OIG coordinated training with and/or through external sources.

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

N/A

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

OIG continues to utilize departmental policies, programs, and resources to identify job applicants with disabilities, such as USDA’s Operation War Fighter Program, the Disability Hiring Program, and the Regional Coordinator in the Office of the Assistant Secretary for Defense.

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

Schedule A is available for use along with the Veteran Appointment Authorities to non-competitively appoint PWDs and PWTDs and veterans with service-connected disability rating of 30% or more. DCR and HRMD work directly with USDA’s Office of Human Resources Management to assist in finding qualified candidates for non- competitive special hiring authorities. Additionally, through the Operation Warfighter Program, OIG’s HRMD has established a relationship with the organization to identify resumes of qualified candidates who can be non-competitively hired.

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 individuals apply utilizing the Schedule A Hiring Authority, HRMD reviews the applications to confirm and/or verify that the applicants meet the qualification requirements of the announced position and have provided required proof of disability. Applicants applying under the Schedule A Hiring Authority who are deemed qualified are referred to the hiring manager on a Schedule A certificate of eligibility with guidance on selection procedures including the application of veterans’ preference, when applicable. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, VRA, etc.).

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

OIG included the supervisors within authorities (e.g. Schedule A, VRA, 30% supervisor, etc.) in its mandatory training for new

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.

• OIG uses every opportunity to partner with, lecture, and attend on-site presentations and classroom visits in order to develop a strong relationship with college students and professors and with campus groups focusing on students with disabilities on college campuses. • OIG plans to hold periodic meetings with professional and inter-agency organizations (such as FEED) to exchange information on processes for providing vacancy announcements and information about OIG opportunities. • OIG attends conferences and career/job fairs to share information about OIG’s mission, work environment, and job opportunities. • OIG continues to participate in the Workforce Recruitment Program – a recruitment resource that targets students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. This will be used to target lower-grade occupations and part- time employment needs. • OIG continues to use the OPM Shared Register, which provides a list of applicants from entry level to the professional level with disabilities who are pre- screened, ready, and available to work. The registry is updated twice a month and lists applicants by more than ten different job occupations and geographic employment preferences. Schedule A Hiring Authority can be used to hire a candidate from the OPM Shared Register without competition. These appointments may be made on a temporary, time-limited (more than 1 year), or permanent basis in the excepted service. • OIG regularly engages with the Coming Home to Work Program, which is under the U.S. Department of Veterans Affairs’ Vocational Rehabilitation and Employment (VR&E) Program. VR&E’s primary function is to help veterans who have service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living. This program is at no cost to the agency and can augment the workforce with qualified talent. • OIG maintains a networking relationship with Employer Assistance and Resource Network (EARN). EARN is a service of the National Employer Technical Assistance Center (NETAC) based at Cornell University’s Employment and Disability Institute. NETAC is funded by the Office of Disability Employment Policy, U.S. Department of Labor. EARN supports employers in recruiting, hiring, retaining, and advancing qualified individuals with disabilities through offering employers technical assistance, including providing links to various organizations who serve job seekers with disabilities, as well as providing regular updates on disability employment news.

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

In FY 2019, OIG hired 30 new employees into the permanent workforce. The hiring rate for PWD was 1 (3.33 %) and PTWDs was 0 of the new hires. While this is an increase since FY 2018, the agency established a 1% PWTD goal for new hires in FY 2019 and will maintain that goal in 2020.

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 Yes
- b. New Hires for MCO (PWTD) Answer Yes

The data in Table B8 shows that OIG hired 1 PWD/PWTD in FY 2019. We note that triggers exist for PWD and PWTD among the new hires of the mission-critical occupations. Office of Personnel Management (OPM)-established medical requirements for the 1811 Criminal Investigators series limit the employment opportunities available for PWD and PWTD. Because this series constitutes about one-third of the total permanent workforce, the hire rate is not likely to increase much, if at all, in future reporting cycles.

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

The self-identification is voluntary, as a result, the data for this question could not be extracted in a meaningful way.

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

The self-identification is voluntary, as a result, the data for this question could not be extracted in a meaningful way.

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.

• OIG continues to offer career development opportunities to all employees via noncompetitive details and promotions (e.g. career-

ladder positions), competitive details, and merit promotions. In addition, leadership development opportunities exist through such programs as the USDA Aspiring Leadership Development Program and Leadership Essentials Certificate Program Course. • OIG will increase efforts to raise the participation of PWTs in the OIG permanent workforce by utilizing Schedule A hiring authority. Additionally, managers will be reminded to consider permanently assigned PWD/PWTD for developmental opportunities as part of their Individual Development planning process. All vacancy announcements also will be distributed through OIG News (an all-staff email distribution mechanism).

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The general actions OIG has taken related to career development opportunities are as follows: 1. OIG’s 9-month annual mentoring program is available to all employees. 2. Agency training and development courses are available to all employees, in the classroom, online, virtually, and through self-study. 3. Temporary developmental details and short-term work assignments are advertised to all employees through OIG News. 4. OIG is evaluating ways to increase the percentage of employees with current Individual Development Plans (IDP).

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	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	18	15	N/A	N/A	N/A	N/A
Coaching Programs	N/A	23	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

There is no data available to answer this question.

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

There is no data available to answer this question.

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

N/A

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

The inclusion rate for PWD (0%) and PWTD (0%) was below the inclusion rate for employees with no disability (100%) for QSI awards.

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

OIG does not have other types of employee recognition programs that are responsive to this question.

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

The self-identification of disability status is voluntary, as a result, the data for this question could not be extracted in a meaningful way. Additionally, SES vacancy announcements are not posted internally to OIG because they are required to be posted externally. Moreover, OIG’s system does not have the capability to distinguish internal applicants from external applicants on external vacancy announcements.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

The self-identification of disability status is voluntary, as a result, the data for this question could not be extracted in a meaningful way. Additionally, SES vacancy announcements are not posted internally to OIG because they are required to be posted externally. Moreover, OIG’s system does not have the capability to distinguish internal applicants from external applicants on external vacancy announcements.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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

This is not a FY 2019 reporting requirement. OIG will be taking appropriate steps to report the information as part of the FY 2020 reporting period.

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 N/A

In FY 2019, OIG did not have any Schedule A employees who were eligible for conversion to competitive service appointments.

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 No

The inclusion rate for PWD (10.87%) exceeded the rate of persons with no disability (6.8%) for voluntary separations. Involuntary separations should be reflected as N/A, as OIG did not have any involuntary separations in FY 2019.

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 No

b. Involuntary Separations (PWTD) Answer No

The inclusion rate for PWTD (3.23%) did not exceed the inclusion rate for persons with no disability (6.8%) for voluntary separations. There were no involuntary separations in FY 2019, therefore N/A is applicable.

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.

OIG does not have any data for this reporting cycle.

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.

The Accessibility page on the OIG Internet public website may be accessed here: <https://www.usda.gov/oig/accessibilitystatement.htm>. <http://www.oig.usda.gov/writing/writingpercent20websitepercent20usda-oig/>

508/508percent20Mainpercent20Page.htm <https://www.dm.usda.gov/OBP/resources.htm>

- 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.

There is no USDA public web address explaining employees and applicants' rights under the Architectural Barriers Act, nor is there a description of how to file a complaint.

- 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.

In FY 2019, OIG worked with the Department to install a strobe light tied to the Headquarters building fire alarm system, to ensure a deaf employee was aware of the alarm. OIG also added the employee to the Department's Hearing Impaired Paging System, which is connected to the fire alarm system and will send notifications via text to evacuate or return to the building. Additionally, all OIG employees in Headquarters have AG-AWaIRS, the Agriculture Automated Warning and Information Response System, on their computers, which sends visual and audio alerts to employees for all emergencies (weather, fire, active shooter, etc.).

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.

- 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 average timeframe for processing request for reasonable accommodations is 30 days.

- 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.

Overall, OIG has an effective disability program, supported by various policies, procedures, and practices, as evidenced by timely processing requests for accommodations. Mandatory new managers and supervisors training includes responsibilities on providing reasonable accommodations. DCR, in conjunction with HRMD, is responsible for monitoring reasonable accommodation data for trends relating to the workforce.

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.

OPM established the requirement for Personal Assistance Services to be implemented in January 2018. In FY 2018, OIG awarded a contract for agency-wide Personal Assistance Services (PAS) on an as-needed basis. In FY 2019, OIG began updating its Reasonable Accommodation policy and procedure guide which includes a section on PAS. This policy is currently under review and being prepared for finalization. Once finalized all information will be made available on the OIG's Intranet. OIG has an interim

process in place to provide such services at this time.

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 No

- 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.

N/A

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 No

- 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.

N/A

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 No

- 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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>N/A</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p>

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

N/A. As noted in response to question 1 of this section, OIG did not identify any barriers (or triggers) so we did not have any 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. As noted in response to question 1 of this section, OIG did not identify any barriers (or triggers) so we did not have any planned activities.

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. As noted in response to question 1 of this section, OIG did not identify any barriers (or triggers) so we did not have any planned activities.