

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

*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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	505	110	21.78	40	7.92
Grades GS-11 to SES	2819	439	15.57	111	3.94

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

- 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 hired key Special Emphasis Program Manager (SEPM) positions in FY21. Additional hired SEPMS served on a collateral duty in FY21.

- 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	
Special Emphasis Program for PWD and PWTD	0	0	0	Denise A. Banks Executive Director, CCRO, OASCR
Processing applications from PWD and PWTD	1	0	0	Anita R. Adkins Acting Director, OHRM
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Anita R. Adkins Acting Director, OHRM
Processing reasonable accommodation requests from applicants and employees	1	0	1	Anita R. Adkins Acting Director, OHRM
Architectural Barriers Act Compliance	0	0	0	Duane Williams Director, Office of Operations, DA
Section 508 Compliance	0	0	0	Angela.Williams@usda.gov

- 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 hired an additional GS-13 RAC to assist the Reasonable Accommodation (RA) Designee. Additionally, funds were allocated for a contractor to assist RA Designee and collateral duties have been assigned to OASCR for DEPM.

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

Headquarters is reviewing its resources to fully implement the Program and develop a plan of action. Additional hired SEPM served on a collateral duty in FY21.

Section III: Program Deficiencies In The Disability Program

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><i>Target Date</i></u>	<u><i>Completion Date</i></u>	<u><i>Planned Activity</i></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.
Sep 30, 2022		Revise AgLearn Training to include examples of disability-based harassment.	
Accomplishments	<u><i>Fiscal Year</i></u>	<u><i>Accomplishment</i></u>	
	2021	AH Program Work Group Project Lead met with EEOC 1/21/2021 to discuss the draft AH Policy Statement and the AH Program DR to ensure they meet EEOC's guidance. Both documents were updated as discussed. Once the DR is approved, the AH Program will be implemented. Training is pending approval of the AH Policy and AH Program DR. (previous) AgLearn AH Policy training will be modified to include examples of disability-based harassment. In addition, Agency training materials on its anti-harassment policy and procedures will contain examples of disability-based harassment upon approval of the Departmental Regulation on the AH Program.	

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	Process accommodation requests within the timeframe set forth in RA procedures.		
Target Date	Sep 30, 2023		
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.
	Sep 30, 2021		Continue to increase the timely processing percentage of RA requests each year.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2021	OHRM processed 85% of RA requests timely, an increase from 72% in FY 2020. This increase was achieved despite staffing shortages in the reasonable accommodations section and the significant increase in COVID-19 related accommodation requests. OHRM anticipates continuing to increase the timely processing percentage of RA requests each year, provided it is able to maintain at least three Reasonable Accommodation Specialists on staff.	
	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.	
Objective	Increase the percentage of RA requests that are processed timely.		
Target Date	Sep 30, 2019		
Completion Date	Sep 30, 2021		
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	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.
	Sep 30, 2021		OASCR will partner with OHRM, the Office of 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. In addition, we have WRP (Workforce Recruiter Program) and JAN (Job Accommodation Network).

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 official 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

Planned conversation between OHRM and OASCR to identify how the training will be implemented.

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.

OASCR 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. DEPM has monthly meetings with subcabinet agency DEPM.

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 2022 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 2022 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 2022 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.

USDA is reviewing its resources to fully implement the Program and develop a plan of action. DEPM hosts monthly meeting to review triggers and barriers in place from subcabinet agencies.

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						

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
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 will work with OHRM 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 will work with OHRM 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: - Time-Off Awards 1 – 10 Hours: Inclusion rate (IR) for PWD is 5.9%. The trigger for PWTD is 4.9%; and the trigger for PWND is 3.88%. - Time-Off Awards 11-20 Hours: Inclusion rate for PWD is 2.8%. The trigger for PWTD is 2.43%; and the trigger for PWND is 2.39%. - Time-Off Awards 21-30 Hours: Inclusion rate for PWD is 1.13%. The trigger for PWTD is 0.94%; and the trigger for PWND is 1.03%. - Time-Off Awards 31-40 Hours: Inclusion rate for PWD is 1.22%. The trigger for PWTD is 1.11%; and the trigger for PWND is 1.15%. - Cash Awards - \$500 and under: Inclusion rate for PWD is 22.69%. There is no trigger for PWTD which is 23.95%. The trigger for PWND is 20.12%. - Cash Awards \$501-\$999: Inclusion rate for PWD is 23.3%. The trigger for PWTD is 22.9%; and the trigger for PWND is 22.3%. - Cash Awards - \$1000-\$1999: Inclusion rate for PWD is 29.5%. The trigger for PWTD is 29.4%; and the trigger for PWND is 29.4%. - Cash Awards - \$2000-\$2999: Inclusion rate for PWD is 9.3%. There is no trigger for PWTD which is 10.1%; and there is no trigger for PWND which is 14.2%. - Cash Awards - \$3000-\$3999: Inclusion rate for PWD is 2.3%. There is no trigger for PWTD which is 2.6%; and there is no trigger for PWND which is 3.24%. - Cash Awards - \$4000-\$4999: Inclusion rate for PWD is 0.6%. There is no trigger for PWTD which is 0.6%; and there is no trigger for PWND which is 0.6%. - Cash Awards - \$5000 or more: Inclusion rate for PWD is 0.17%. There is no trigger for PWTD which is 0.3%; and there is no trigger for PWND which is 0.23%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	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	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0	0.00	0.00	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 No
- b. Pay Increases (PWTD) Answer Yes

The following triggers were identified for Quality Step Increases: - The inclusion rate for PWD is 0.2%. There are no triggers for PWTD and PWND which are both 0.26%. The following triggers were identified in Performance-Based Pay Increases received: - The inclusion rate for PWD is 0.93%. The trigger for PWTD is 0.65%. There is no trigger for PWND which is 1.1%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	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 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 2022 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 2022 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 2022 to assess the workforce.

4.

Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
- b. New Hires to GS-15 (PWTB) Answer N/A
- c. New Hires to GS-14 (PWTB) Answer N/A
- d. New Hires to GS-13 (PWTB) Answer N/A

OASCR will work with OHRM to ensure the relevant data will be available in FY 2022 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 2022 to assess the workforce.

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 N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) 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 2022 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 2022 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 2022 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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	30	0.90	0.88
Permanent Workforce: Resignation	48	1.44	1.41
Permanent Workforce: Retirement	158	3.59	4.88
Permanent Workforce: Other Separations	73	1.62	2.26
Permanent Workforce: Total Separations	309	7.54	9.43

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

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	30	0.00	0.93
Permanent Workforce: Resignation	48	1.30	1.42
Permanent Workforce: Retirement	158	2.60	4.76
Permanent Workforce: Other Separations	73	1.95	2.17
Permanent Workforce: Total Separations	309	5.84	9.28

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 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 designated the required SEPMs in FY 21. OASCR designated collateral duty SEPM for FY 22.

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 85% of RA requests timely, an increase from 72% in FY 2020. This increase was achieved despite staffing shortages in the reasonable accommodations section and the significant increase in COVID-19 related accommodation requests. OHRM anticipates continuing to increase the timely processing percentage of RA requests each year, provided it is able to maintain at least three Reasonable Accommodation Specialists on staff.

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 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.

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.
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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

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 meets the 12% goal for PWD in the permanent workforce for either grade clusters; and met the 2% goal for PWTB 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?		
Acting Director, OHRM		Anita R. Adkins		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	09/30/2021
12/16/2019	Forward the revised Reasonable Accommodation Procedures to EEOC.			Yes	12/26/2021	09/30/2021
09/30/2020	Designate a DEPM within OASCR.			No	09/30/2022	09/30/2021
09/30/2020	Provide Reasonable Accommodation training to managers.			No	09/30/2022	09/30/2021

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Provide training on the special hiring authorities to managers.	No	09/30/2022	
06/30/2020	Once approved, disseminate the new Reasonable Accommodation Policy.	Yes	06/30/2022	09/30/2021
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	OHRM processed 85% of RA requests timely, an increase from 72% in FY 2020. This increase was achieved despite staffing shortages in the reasonable accommodations section and the significant increase in COVID-19 related accommodation requests. OHRM anticipates continuing to increase the timely processing percentage of RA requests each year, provided it is able to maintain at least three Reasonable Accommodation Specialists on staff.			
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 full-time 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