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 2.85% in FY 2019, which falls below the goal of 12%. The percentage of PWD in the GS-11 to SES cluster was 9.00% 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 0.99% 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					
Grades GS-11 to SES					

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) communicates numerical goals to Subcabinet members, the Council of Chief Human Capital Officers, Chief Operating Officers, and the Chiefs of Staff who in turn communicate to hiring managers.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

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

USDA HQ hired a Reasonable Accommodation Program Manager (RAPM) in the Office of Human Resources Management (OHRM) in FY19. In addition, the Special Emphasis Program (SEP) function was realigned from OHRM to OASCR in FY19 and OASCR anticipates designating key SEP Manager positions in FY20.

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	
Special Emphasis Program for PWD and PWTD	0	0	0	
Processing applications from PWD and PWTD	0	0	0	Mary Pletcher-Rice Director, OHRM
Answering questions from the public about hiring authorities that take disability into account	0	0	0	
Processing reasonable accommodation requests from applicants and employees	1	0	1	Mary Pletcher-Rice Director, OHRM
Section 508 Compliance	0	0	0	
Architectural Barriers Act Compliance	0	0	0	

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

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

OHRM filled the RAPM position September 29, 2019. The SEP function was transferred from OHRM to OASCR in FY19. Once a Disability Employment Program Manager (DEPM) has been identified, training will be provided.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

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

OHRM filled the RAPM position September 29, 2019. The SEP function was transferred from OHRM to OASCR in FY19. Once a DEPM has been identified, resources will be allocated to implement and execute a plan of actions.

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	Realign this function to ensure alignment with the Secretary's OneUSDA.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2020		Prepare business plan to realign function from OHRM to OASCR.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	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.	

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	*Target Date*	*Completion Date*	*Planned Activity*
	Aug 30, 2019		Brief OASCR leadership on signal elements of DR, including CRTC, templates and timeline.
	Aug 30, 2019		Brief stakeholders on signal elements of DR, including CRTC, templates and timeline (e.g., Civil Rights Directors, OHRM staff, OCIO, AgLearn, OGC and CCD).
	Aug 30, 2019		Align revised DR on Civil Rights training with OASCR reorganization.
	Sep 10, 2019		Issue CRTC announcement to mission areas (MA) and call for committee members.
	Sep 25, 2019		Implement the CRTC.
	Oct 8, 2019		Convene inaugural meeting of CRTC.
	Oct 10, 2019		Collect relevant training data from MA.
	Nov 1, 2019		Initiate 2020 Civil Rights training cycle and issue call for MA training plans.
	Jan 30, 2020		Determine Civil Rights training subjects (mandatory and non-mandatory).
	Apr 1, 2020		Initiate 2021 Civil Rights training cycle and issue call for MA training plans.
	Apr 30, 2020		Complete mid-year assessment of CRTC goals, objectives and activities.
	Aug 15, 2020		Receive, review and approve MA/Agency training plans.
	Sep 30, 2020		Convene monthly meetings of CRTC.
	Sep 30, 2020		Complete year-end report to include lessons learned and best practices.
	Sep 30, 2020		Continue development of SharePoint site for sharing resources (e.g., training curricular, certified trainers, subject matter experts).
	Sep 30, 2020		Monitor training activities of MA.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		
Objective	Revise DR on RAP to incorporate personal assistance services (PAS) procedures.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Apr 18, 2019		Meet with OHRM and CRDs on the need to have a uniform DR on RA and PAS.
	Sep 30, 2019		Forward revised RA procedures to include PAS to EEOC for approval.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	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.	

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	Ensure enough RA Designee staff members to address the volume of RA requests.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jul 1, 2019	September 29, 2019	Hire a GS-13 RA Designee.
	Sep 30, 2020		Hire additional RA Designees.
Accomplishments	*Fiscal Year*	*Accomplishment*	

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	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		Leadership Team will meet to discuss best practices and plan of actions.
Accomplishments	*Fiscal Year*	*Accomplishment*	

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	*Target Date*	*Completion Date*	*Planned Activity*
	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	*Fiscal Year*	*Accomplishment*	

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.

USDA HQ participates in 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

USDA 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

The SEP function was transferred from OHRM to OASCR in FY19. Once a DEPM has been identified, training will be provided.

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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 to assess the workforce.

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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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.

OHRM filled the RAPM position September 29, 2019. The SEP function was transferred from OHRM to OASCR in FY19. Once a DEPM has been identified, resources will be allocated to implement and execute a plan of actions. In FY19, OASCR conducted

barrier analysis in order to make an informed assessment on how to meet our responsibility of ensuring opportunities for employees with disabilities. The analysis helped identify specific objectives and planned activities towards our goals to address the advancement of employees with disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

In FY19, USDA announced and implemented the 2019-2020 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 that started September 2019 and will conclude in September 2020. The announcement was 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

USDA HQ did not have the appropriate 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

USDA HQ did not have the appropriate 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: Time-Off Awards 1 – 9 Hours: inclusion rate for PWD was 5.45% and the inclusion rate for PWND was 5.60%; Time-Off Awards – 9+ Hours: inclusion rate for PWTD was 6.67% and the inclusion rate for PWD was 7.53% and PWOD was 7.48%; Cash Awards - $500: inclusion rate for PWD was 94.81 and PWTD was 92.50% and the inclusion rate for PWND 102.25%

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

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

A trigger was identified for PWD in quality step increases (QSI) or performance-based pay increases received. The inclusion rate for PWD was 4.16% and PWND 4.54%.

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

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

      a. Other Types of Recognition (PWD)   Answer   N/A

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

D. PROMOTIONS

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

      a. SES

          i. Qualified Internal Applicants (PWD)   Answer   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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 to assess the workforce.

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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

> In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

> In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

> In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

In FY 2019, the electronic hiring system used to collect applicant flow data was changed to USA Staffing. This change was to correct data collection problems. USDA will ensure all the necessary data will be available in FY 2020 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

The inclusion rate for voluntary separations of PWD (9.61%) and PWTD (13.33%) were higher than the inclusion rate for persons without disabilities (8.62%).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

   a. Voluntary Separations (PWTD)   Answer   Yes

   b. Involuntary Separations (PWTD)   Answer   Yes

The inclusion rate for involuntary separations of PWTD (0.83%) was higher than PWD (0.26%) and persons without disabilities (0.45%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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

OASCR is partnering with OHRM, the Office of Customer Experience, and the Office of the Chief Information Officer to leverage technology to standardize its approach to exit interviews, and to ensure the information is collected in a way that permits identification of triggers.

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.

USDA 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.

OHRM hired a RAPM in FY19. In addition, the SEP function was realigned from OHRM to OASCR. OASCR will designate the required SEP Managers in FY20.

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.)

One third of requests were processed within the time frame.

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.

USDA Reasonable Accommodations Procedures which includes personal assistance services is in the clearing process. Upon approval, training is expected to be launched in FY20.

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.

USDA Reasonable Accommodations Procedures which includes personal assistance services is in the clearing process. Upon approval, training is expected to be launched in FY20.

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?

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

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

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

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

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

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

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

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

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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