

EEOC FORM
U.S. Equal Employment Opportunity Commission
USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

MD-715 2.0
Parts A Through E

Part A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code (xxxxx)	Agency Code (xxxx)	FIPS Code (xxxx)
USDA	FPAC	1400 Independence Avenue, SW	Washington	D.C.	20250	AG16	11001

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	14,621	459	15,080

As of October 20, 2020, not including non-federal employees in FSA.

Part C.1 - Head of Agency and Head of Agency Designee

Agency Leadership	Name	Title
Head of Agency	Bill Northey	Under Secretary for Farm Production and Conservation (FPAC)
Agency Designee	Jamie Clover Adams	Chief of Staff, Farm Production and Conservation (FPAC)

Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)

Agency Leadership	Name	Title
Principal EEO Director/Official	Emily Su	Director, Office of Civil Rights
Chief Human Capital Officer	Melissa Drummond	Chief Human Resources Officer

EEOC FORM
U.S. Equal Employment Opportunity Commission
USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
EEO Director	Emily Su	Director	0260	SES	202-401-1919	Emily.Su@usda.gov
Affirmative Employment Program Manager	Michelle Hart	Chief, Equal Employment Complaints Processing & Resolution	0260	GS/15	202-572-5817	Michelle.Hart@usda.gov
Diversity & Inclusion Officer	Dr. Sherry Dixon	Director, Workforce Strategy Division	0201	GS/15	202-720-8276	Sherry.Dixon@usda.gov
Hispanic Program Manager	Rick Tafoya	NHEPM	0201	GS/13	830-249-2821	Rick.Tafoya@usda.gov
Veteran's Program Manager	Ronald Jackson	NVEPM	0201	GS/13	202-260-1508	Ron.Jackson@usda.gov
Disability Program Manager	Michelle Jordan	NDEPM	0201	GS/13	202-401-0019	Michelle.Jordan@usda.gov
Reasonable Accommodation Program Manager	Count Branham	Chief, Reasonable Accommodation Program	0201	GS/14	202-401-0351	Count.Branham@usda.gov
Anti-Harassment Program Manager	Noreen Joice	Chief, ER/LR Section	0201	GS/14	816-823-3144	Noreen.Joice@usda.gov
ADR Program Manager	Sandra McWhirter	Team Lead, Equal Employment Complaints Processing & Resolution	0260	GS/14	301-504-2198	Sandra.McWhirter@usda.gov
Compliance Program Manager	Brian Garner	Chief, Compliance and Training	0260	GS/15	202-401-7197	Brian.Garner@usda.gov

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Principal MD-715 Preparer (CR)	Camille Kimbrough	Program Analyst	0343	GS/13	301-504- 0076	Camille.Kimbrough@usda.gov
Principal MD-715 Preparer (HR)	Demitrice Boozer	HR Specialist	0201	GS/14	301-504- 3784	Demitrice.Boozer@usda.gov

Part D.1 – List of Subordinate Components Covered in this Report

Please identify the subordinate components within the agency (e.g., bureaus, regions, etc.).

☐ If the agency does not have any subordinate components, please check the box.

Subordinate Component	City	State	Country (Optional)	Agency Code (xxxx)	FIPS Codes (xxxxx)
Farm Service Agency	Washington	DC		AGFA	11001
Natural Resources Conservation Service	Washington	DC		AG16	11001
Risk Management Agency	Washington	DC		AG08	11001
FPAC Business Center	Washington	DC		AG99	11001

Part D.2 – Mandatory and Optional Documents for this Report

In the table below, the agency must submit these documents with its MD-715 report.

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	Yes	
EEO Policy Statement	Yes	
Strategic Plan	Yes	
Anti-Harassment Policy and Procedures	Yes	
Reasonable Accommodation Procedures	Yes	
Personal Assistance Services Procedures	Yes	
Alternative Dispute Resolution Procedures	Yes	

In the table below, the agency may decide whether to submit these documents with its MD-715 report.

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Did the agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	No	
Disabled Veterans Affirmative Action Program (DVAAP) Report	No	
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	No	
Diversity and Inclusion Plan under Executive Order 13583	No	
Diversity Policy Statement	Yes	
Human Capital Strategic Plan	No	
EEO Strategic Plan	Yes	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	No	

Part E – Executive Summary

Part E.1 - Executive Summary: Mission

U.S. Department of Agriculture (USDA)

USDA provides leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on sound public policy, the best available science, and efficient management. USDA delivers economic opportunity through innovation, helping rural America thrive, promoting agriculture production that better nourishes Americans while also helping feed others throughout the world, and preserving our Nation's natural resources through conservation, restored forests, improved watersheds, and healthy private working lands. The logo captures it all "Do Right and Feed Everyone."

USDA Mission Area: Farm Production and Conservation (FPAC)

The Farm Production and Conservation (FPAC) established during FY2018 delivers commodity, conservation, credit, crop insurance, disaster, and other programs that support and strengthen the economic productivity of U.S. agriculture, ensure an abundant food supply, and improve the health of the nation's agriculture lands and natural resources.

Agency Name: FPAC Business Center (FBC)

The FPAC Business Center, established during FY2018, provides mission support services that serve our Nation's farmers and ranchers professionally, efficiently, equitably, and in a manner that is customer, taxpayer, and employee-friendly. The newly established Agency delivers management support services to the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA) as they seek to achieve their strategic goals.

Agency Name: Farm Service Agency (FSA)

The mission of the Farm Service Agency is to equitably serve all farmers, ranchers, and agricultural partners through the delivery of effective, efficient agricultural programs. FSA vision states: We are a customer-driven agency with a diverse and multi-talented workforce dedicated to achieving an economically and environmentally sound future for American Agriculture.

Agency Name: Natural Resources Conservation Service (NRCS)

NRCS's mission is to deliver conservation solutions so agricultural producers can protect natural resources and feed a growing world. NRCS envisions a world of abundant water, healthy soils, resilient landscapes, and thriving agricultural communities through voluntary conservation.

Agency Name: Risk Management Agency (RMA)

RMA serves America's agricultural producers through effective, market-based risk management tools to strengthen the economic stability of agricultural producers and rural communities. The vision is to secure the future of agriculture by providing world-class risk management tools to rural America.

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Part E.2 - Essential Element A - D

Element A – Demonstrated Commitment from Agency Leadership

The USDA Secretary reaffirmed his Civil Rights (CR) and Equal Employment Opportunity (EEO) commitment with the reissued Civil Rights Policy Statement on May 22, 2020. The policy has been disseminated to all USDA employees via email and is prominently posted on the USDA and FPAC websites. All current CR and EEO department directives and regulations are found on the USDA, Office of the Assistant Secretary for Civil Rights (OASCR) public website <https://www.usda.gov/oascr>. USDA and FPAC CR and EEO Policy Statements and other EEO-related statements (i.e., sexual harassment, reasonable accommodations, etc.) are provided to all employees through New Employee Orientation, email, and available through the Agency's website.

CR/EEO posters and memoranda are generally prominently displayed in USDA Service Centers across the country. Due to Covid-19 office closures, the majority of our staff are operating remotely. As employees begin to safely return to the physical office, these policy statements, along with other mandatory policy documents, will be prominently posted in all service centers, offices, and employee bulletin boards in accordance with USDA policy. *Note: FPAC offices are following State and Local guidance on the physical re-opening of USDA Service Centers.*

The Farm Production and Conservation (FPAC) Civil Rights and Equal Employment Opportunity Division (CREEOD) is organizationally aligned to the head of the organization via the Chief Operating Officer (COO) of the Business Center. The CREEOD provides mission-wide support for full-service civil rights and EEO delivery to the FPAC mission agencies (the Business Center, Farm Service Agency, Natural Resources Conservation Service, and the Risk Management Agency). The division advances and updates Civil Rights and EEO policies and procedures for federal and county employees; performs internal and external civil rights and EEO reviews to ensure quality, compliance, and streamlined practices. Finally, CREEOD collaborates with the appropriate organizations to resolve employee or applicant complaints and customer requests.

Assess and Ensure EEO Principles are Part of its Culture

FPAC leadership remains committed to making the mission area a model EEO program that respects employees' civil rights while improving their confidence in the civil rights process. FPAC leadership ensures access and availability to agency employees, former employees, and applicants for Federal employment regarding rights and remedies applicable under the employment discrimination and whistleblower protection laws. (e.g., No FEAR Act).

The FPAC Business Center's Civil Rights and Equal Employment Opportunity Division (CREEOD) and the Human Resources Division (HRD) continue to reinforce the Anti-Harassment policy and guidance under the "OneUSDA policy" signed by the Agriculture Secretary.

Under the "OneUSDA" policy, the USDA Reasonable Accommodation policy and procedures, including Personal Assistant Services (PAS) procedures pursuant to 29 C.F.R. 1614.203(d) (5) (v) to the U.S., was reissued at the end of FY2020. <https://www.usda.gov/ra>. The FPAC Human Resources Division issued its Reasonable Accommodation Policy Manual on May 9, 2019 [see FPAC-PM 4300].

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Essential Element B: Integration of EEO into the Agency's Strategic Mission

FPAC integrated EEO into the Agency's strategic mission through direct involvement of leadership and stakeholders, consultation with CREEOD and the Human Resources Division (HRD), resource allocation, staffing, and budget to create and maintain an effective EEO program. To increase awareness, FPAC made great use of the website to communicate to all employees. FPAC also utilized various media to distribute EEO information concerning federal EEO laws, regulations, requirements, rights, duties, and responsibilities and promote best workplace practices. Further, supervisors are specifically directed to train through the Agency's Employee Development Section (EDS) and CREEOD Compliance and Training Branch, which provides solutions and tools for addressing discrimination in all forms, conflict management, diversity and inclusion, and unconscious bias in program delivery.

The FPAC Civil Rights Director controls all aspects of the Civil Rights Program to include EEO (Title VII) and Program (Title VI) Complaints Processing and Resolution; Civil Rights Compliance Reviews and Training. The HRD actively participates in EEO/CR decision-making processes when it comes to the workforce by deploying HR initiatives. The CREEOD management and staff are adequately trained to carry out their responsibilities, assuring the Civil Rights program's integrity, i.e. Civil Rights Observer for Interview Panels, New Employee Orientation, Civil Rights and EEO Training.

CREEOD serves as a resource to managers and supervisors by providing direction, guidance, and monitoring critical activities to achieve a diverse workplace free of barriers to equal opportunity. The FPAC Business Center maintains three full-time National Special Emphasis Program Managers (SEPMs): the Hispanic Employment Program Manager (HEPM), the Veteran's Program Manager (VEPM), and the Disability Emphasis Program Manager (DEPM), who report to the Human Resources Division. The National SEPMs provide technical advice to employees, management officials, and the Human Resources Division regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.

The FPAC Business Center ensures agency employees, former employees, and applicants for Federal employment have access to information regarding their rights and remedies applicable under the employment discrimination and whistleblower protection laws. (e.g., No FEAR Act). OASCR posts individual agency summary statistical EEO complaint data under Title III, "Equal Employment Opportunity Complaint Data Disclosure," of the No FEAR Act. Mandatory [bi-annual] No FEAR Act Refresher training required of all USDA personnel, affiliates, and partners, was completed during the first quarter of the FY 2020 (Training period: October 1, 2020 - January 21, 2020).

Essential Element C: Management and Program Accountability

A model EEO program will hold managers, supervisors, EEO officials, and personnel officers accountable for implementing and managing the agency's program. As part of management and program accountability, MD-715 requires agencies to ensure that: (1) regular internal audits are conducted of the EEO program; (2) EEO procedures are established; (3) managers and supervisors are evaluated on EEO; (4) personnel policies are clear and consistently implemented; (5) a comprehensive anti-harassment policy has been issued; (6) an effective reasonable accommodation policy has been issued; and (7) findings of discrimination are reviewed.

FPAC's CREEOD advised and provided appropriate assistance to managers/supervisors about the status within each senior leader's area of responsibility to make FPAC a model EEO program, and provided workforce analysis reports to leadership, stakeholders, and OASCR on request. These report identified trends likely to influence diversity in the workplace.

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

FPAC conducted eight national Civil Rights Compliance Reviews in Alaska, Illinois, Iowa, Massachusetts, Oklahoma, Virginia, Texas, and Washington to assess FPAC's compliance with Equal Opportunity laws and regulations. During the reviews, the following trend analyses of the State were collected and analyzed: workforce profile by Race, Sex, National Origin and Disability Status (RSNOD); major workforce occupation by RSNOD; workforce grade level distribution by RSNOD; workforce compensation and reward system by RSNOD; and the effects of management/personnel policies, procedures, and practices by RSNOD. Additional analyses were conducted as needed when disparities were noted. Action summaries of review activities, including a copy of each review report, findings, corrected actions, and recommendations was provided to the FPAC leadership.

In FY2020, there were two findings of discrimination of EEO complaints.

Essential Element D: Proactive Prevention of Unlawful Discrimination

Managers and supervisors are held accountable for taking corrective actions on identified barriers that may hinder progress in creating and maintaining an environment free from discrimination and harassment on all protected bases, including, but not limited to, sexual harassment or intimidation of an employee or an applicant for employment. Supervisors, managers, and employees are encouraged to resolve EEO issues at the lowest level and utilize the Agency's Alternative Dispute Resolution program, the Employee Assistance Program, and other workplace conflict resolution and early intervention programs.

In addition to the Civil Rights Compliance Review trend analysis reports, senior officials received current, on-demand trends and analysis reports regarding affirmative employment, which included Race, Sex, National Origin data for the following: workforce profile; awards; hires; promotions; and separations through the Tableau data analytics system.

USDA and FPAC employ several Human Resources Information Systems (HRIS) to collect employee data by Race and National Origin (RNO) and disability codes necessary for the MD-715. RNO, gender, and disability data for FPAC employees are collected and maintained for the purpose of reporting and monitoring employment trends. FPAC utilizes the data to monitor and assess trends in participation and making recommendations for improvement. USDA collects Schedule A and applicant flow data at the Department level. The Agency's HRIS acquired the Tableau Data Analytics software that tracks the current applicant pool by race, sex, national origin, and disability in time and on-demand.

FPAC's Human Resources Division began an initiative to create a Human Capital Operating Plan (HCOP) module to address hiring, development, and retention of top-notch employees. The initiative's purpose is to proactively connect human resources with budgetary decisions to realize short-and long-term organizational goals. Agency leadership will identify human capital strategies and actions needed to ensure mission accomplishment and any other agency-specific resources that will help inform and guide human capital management within FPAC. These will serve as the triggers to the development of human capital policies (including EEO strategy) to support USDA's and FPAC's strategic human capital goals.

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Part E.3 – Workforce Analyses

Workforce Composition

The FPAC workforce consists of the mission agencies (FSA, NRCS, RMA, and the FPAC Business Center) and over 10,000 Farm Service Agency County (and State) employees who may apprise themselves of the CR/EEO administration services. This report, however, assesses only current FPAC federal, general service, permanent employees.

The FY2020 FPAC permanent workforce consists of 14,621 employees. The number of permanent employees increased during FY2020 by 1,059. Last fiscal year's FPAC permanent employees totaled 13,562. The permanent employee participation net ratio positively affected the following populations: White females (+0.63%), Asian males (+0.06%) and Asian females (+0.02%), Two or More Race males by (+0.33%), and Two or More Race females (+0.22%).

The net ratio *decreased* in the following populations: Hispanic males (-0.50%), Hispanic females (-0.26%), White males (-0.12%), Black males (-0.08%), Black females (-0.14%), American Indian Alaskan Native males (-0.12%), American Indian Alaskan Native females (-0.03%), and Person with a self-identified Disability (-0.94%) and Targeted Disabilities (-0.41%).

Participation rates of minority groups; Hispanic or Latino male and female, Black or African American male and female, Asian male and female remain lower than the benchmark goals of the National Civilian Labor Force (NCLF). Additionally, Persons with a (self-identified) Disability remain lower than U.S. EEOC-established numerical goals (red font indicates below-established benchmarks).

FPAC Workforce Composition

Race/Ethnicity	NCLF	FY20 Total	FY20%	FY19 Total	FY19 %	Ratio Change
All	%	14,621	%	13,562	%	%
Male	51.86%	8,027	54.90%	7,505	55.34%	-0.44%
Female	48.14%	6,594	45.10%	6,057	44.66%	0.44%
All Minorities	26.90%	2,719	18.60%	2,666	19.66%	-1.06%
HM	5.17%	423	2.89%	460	3.39%	-0.50%
HF	4.79%	298	2.04%	312	2.30%	-0.26%
WM	38.33%	6,571	44.94%	6,111	45.06%	-0.12%
WF	34.03%	5,201	35.57%	4,739	34.94%	0.63%
BM	5.49%	589	4.03%	557	4.11%	-0.08%
BF	6.53%	735	5.03%	701	5.17%	-0.14%
AM	1.97%	134	0.92%	116	0.86%	0.06%
AF	1.93%	115	0.79%	104	0.77%	0.02%
NH/OPIM	0.07%	22	0.15%	22	0.16%	-0.01%
NH/OPIF	0.07%	25	0.17%	22	0.16%	0.01%
AI/ANM	0.55%	225	1.54%	225	1.66%	-0.12%
AI/ANF	0.53%	153	1.05%	147	1.08%	-0.03%
2MRM	0.26%	63	0.43%	14	0.10%	0.33%
2MRF	0.28%	67	0.46%	32	0.24%	0.22%
PWD [03-99]*	12.00%	1,248	8.54%	1,285	9.48%	-0.94%
PWTD *	2.00%	351	2.40%	381	2.81%	-0.41%

Data Source: NFC Reporting MD 715 Data Tables A1/B1; October 20, 2020

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

New Hires by Permanent Appointment

To bring the right skills and talent to help fulfill FPAC's mission, HRD set a goal to increase FPAC external hires by 10 percent during FY2020. FPAC on-boarded 2,033 external hires for permanent appointments, a numerical increase of 1,175 employees from FY2019 of 858 newly hired. Although the numerical increase is positive, female hires' net change showed a negative result of minus 2.88 percent and net change decrease of minus 0.29 percent for minority hires. The new hire rate of (self-identified) Persons with Disabilities and Persons with Targeted Disabilities was 4.20 percent (100) and 0.93 percent (19) respectively. Still, both groups were below their corresponding U.S. EEOC numerical goal of 12 percent for Persons with Disabilities and 2 percent for Persons with Targeted Disabilities.

Participation rates for Hispanic or Latino males and females, Black or African American males and females, Asian females, and Two or More Races males remained lower than their corresponding NCLF benchmark.

New Hires by Permanent Appointment

Race/Ethnicity	NCLF	FY20 Total	FY20%	FY19 Total	FY19 %	Ratio Change
All	%	2,033	%	858	%	%
Male	51.86%	1,042	51.25%	415	48.37%	2.88%
Female	48.14%	991	48.75%	443	51.63%	-2.88%
All Minorities	26.90%	321	15.79%	138	16.08%	-0.29%
HM	5.17%	41	2.02%	22	2.56%	-0.55%
HF	4.79%	28	1.38%	17	1.98%	-0.60%
WM	38.33%	877	43.14%	345	40.21%	2.93%
WF	34.03%	830	40.83%	371	43.24%	-2.41%
BM	5.49%	77	3.79%	34	3.96%	-0.18%
BF	6.53%	89	4.38%	34	3.96%	0.42%
AM	1.97%	25	1.23%	5	0.58%	0.65%
AF	1.93%	18	0.89%	13	1.52%	-0.63%
NH/OPIM	0.07%	3	0.15%	0	0.00%	0.15%
NH/OPIF	0.07%	5	0.25%	0	0.00%	0.25%
AI/ANM	0.55%	19	0.93%	7	0.82%	0.12%
AI/ANF	0.53%	16	0.79%	6	0.70%	0.09%
2MRM	0.26%	0	0.00%	2	0.23%	-0.23%
2MRF	0.28%	5	0.25%	2	0.23%	0.01%
PWD [03-99]*	12.00%	100	4.92%	65	7.58%	-2.66%
PWTD *	2.00%	19	0.93%	8	0.93%	0.00%

Data Source: NFC Reporting MD 715 Data Tables A8/B8; October 20, 2020

Separations

During FY2020, 1,045 employees separated from FPAC (1,016 voluntarily and 29 involuntarily). More than half of all separations were males at 55.60 percent (581). Minority groups separated at 19.62 percent (205). One hundred fifty-two employees with disabilities separated (149 voluntarily and 3 involuntarily) at a rate of 14.55 percent. Forty-seven (47) employees with targeted disabilities separated (all voluntary) at a rate of 4.50 percent.

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Separations

Race/Ethnicity	2020 FPAC Workforce (P)	FY20 Total	FY20%	FY19 Total	FY19 %	Ratio Change
All	%	1,045	%	1,244	%	%
Male	54.90%	581	55.60%	671	53.94%	1.66%
Female	45.10%	464	44.40%	573	46.06%	-1.66%
All Minorities	19.18%	205	19.62%	258	20.74%	-1.12%
HM	3.24%	38	3.64%	38	3.05%	0.59%
HF	2.26%	12	1.15%	19	1.53%	-0.38%
WM	44.94%	459	43.92%	537	43.17%	0.75%
WF	35.57%	374	35.79%	442	35.53%	0.26%
BM	4.03%	49	4.69%	66	5.31%	-0.62%
BF	5.03%	53	5.07%	77	6.19%	-1.12%
AM	0.92%	10	0.96%	13	1.05%	-0.09%
AF	0.79%	9	0.89%	11	0.88%	0.01%
NH/OPIM	0.15%	3	0.29%	1	0.08%	0.21%
NH/OPIF	0.17%	1	0.10%	1	0.08%	0.02%
AI/ANM	1.54%	20	1.91%	13	1.05%	0.86%
AI/ANF	1.05%	10	0.96%	19	1.53%	-0.57%
2MRM	0.09%	2	0.19%	3	0.24%	-0.05%
2MRF	0.23%	5	0.48%	4	0.32%	0.16%
PWD [03-99]*	8.54%	152	14.55%	170	13.67%	0.88%
PWTD *	2.40%	47	4.50%	67	5.39%	-0.89%

Data Source: NFC Reporting MD 715 Data Tables A14/B14; October 20, 2020

Veteran Participation in the Workforce

At the conclusion of the fiscal year, there were a total of 1,321 employees claiming veteran status. Of the FY2020 self-identified Veterans, 74.26 percent (981) were males, 25.74 percent (340) were females, and 19.18 percent (350) were members of a minority group.

Veterans' participation rate represented 9.03 percent of the current FPAC permanent workforce, remaining well below the USDA's goal of 22 percent of an agency's permanent population. A summary table of the veteran's population to the end of FY2020 is provided below.

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Veteran Participation in the Workplace

Race/Ethnicity	2020 FPAC Workforce (P)	FY20 Total	FY20%	FY19 Total	FY19 %	Ratio Change
All	%	1,321	%	1,156	%	%
Male	54.90%	981	74.26%	858	74.22%	0.04%
Female	45.10%	340	25.74%	298	25.78%	-0.04%
All Minorities	19.18%	350	26.50%	324	28.03%	-1.53%
HM	3.24%	72	5.45%	66	5.71%	-0.26%
HF	2.26%	19	1.44%	15	1.30%	0.14%
WM	44.94%	758	57.38%	652	56.40%	0.98%
WF	35.57%	203	15.37%	180	15.57%	-0.20%
BM	4.03%	106	8.02%	96	8.30%	-0.28%
BF	5.03%	96	7.27%	83	7.18%	0.09%
AM	0.92%	15	1.14%	12	1.04%	0.10%
AF	0.79%	8	0.61%	6	0.52%	0.09%
NH/OPIM	0.15%	4	0.30%	4	0.35%	-0.04%
NH/OPIF	0.17%	3	0.23%	2	0.17%	0.05%
AI/ANM	1.54%	22	1.67%	20	1.73%	-0.06%
AI/ANF	1.05%	5	0.38%	4	0.35%	0.03%
2MRM	0.09%	4	0.30%	8	0.69%	-0.39%
2MRF	0.23%	6	0.45%	8	0.69%	-0.24%
PWD [03-99]*	8.54%	378	28.61%	283	24.48%	4.13%
PWTD *	2.40%	65	4.92%	66	5.71%	-0.79%

Data Source: NFC Reporting Minority Profile Report; October 20, 2020

Major Occupations

FPAC mission area is a newly formed entity, so the major occupations are a combination of the Mission Agency's (FSA, RMA, and NRCS) most populous major occupations, which include: GS - 0301 – Miscellaneous Program and Administration, GS – 0343 – Management and Program Analysis, GS - 0401 – General Biological Science, GS - 0457 - Soil Conservation, GS - 0458 – Soil Conservation Technician, GS - 0470 – Soil Science, GS – 0802 - Engineering Technician, GS - 0810 - Civil Engineering, GS - 1101 – General Business and Industry, GS – 1145 - Agricultural Program Specialist, and GS -1165 - Loan Specialist. The combined major occupation population is about two-thirds of the total permanent FPAC workforce.

Non-representation [0.00 percent] persists in the following series for Asians, Native Hawaiians/Other Pacific Islanders, as well as Two or More Race individuals:

- 0401 – General Biological Science (Native Hawaiian or Other Pacific Islander females and Two or More Race males)
- GS 0458 Soil Conservation Tech (Asian females, Native Hawaiian or Other Pacific Islander females and Two or More Race females)
- GS 0470 - Soil Science (Native Hawaiian or Other Pacific Islander and Two or More Races)
- GS 0810 Civil Engineering (Native Hawaiian or Other Pacific Islander and Two or More Races)
- GS 1101 – General Business and Industry (Native Hawaiian Pacific Islander and Two or More Race males)
- GS 1145 – Agricultural Program Specialist (Asian male, Native Hawaiian Pacific Islander male, and Two or More Races)

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Major Occupations within the Workforce

	Hispanic		White		Black		Asian		NHPI		AIAN		2 or More Races		Dis [02-99]	Targ Dis
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	All	All
0301 Miscellaneous Program and Administration																
FY20	3.31	4.48	24.37	42.88	5.85	13.26	1.17	1.36	0.39	0.19	0.58	1.95	0.0	0.19	11.5	2.14
OCLF	4.70	5.30	30.20	39.70	4.90	7.80	0.10	0.10	0.20	0.40	2.60	2.30	0.30	0.40	0.00	0.00
0343 Management Program Analysis																
FY20	1.90	2.98	20.60	42.55	6.5	18.16	1.90	2.98	0.0	0.27	1.36	0.54	0.0	0.27	13.0	4.61
OCLF	2.00	1.60	52.50	31.10	2.50	3.30	0.0	0.0	0.10	0.10	3.40	1.90	0.50	0.30	0.0	0.0
0401 General Biological Science																
FY20	4.17	1.33	53.33	27.17	5.0	1.83	1.0	0.83	0.0	0.0	2.5	2.33	0.0	0.50	9.00	2.83
OCLF	1.90	2.10	47.30	35.00	1.20	1.80	0.0	0.0	0.40	0.20	4.10	4.3	0.40	0.30	0.0	0.0
0457 Soil Conservation																
FY20	3.91	2.29	51.58	3.90%	4.43	2.49	0.48	0.48	0.18	0.25	1.83	0.91	0.14	0.14	7.34	2.24
OCLF	1.40	0.50	79.50	13.20	1.80	0.20	0.0	0.0	1.30	0.30	0.30	0.20	0.40	0.0	0.0	0.0
0458 Soil Conservation Technician																
FY20	2.02	1.21	63.36	24.90	3.44	0.51	0.10	0.0	0.40	0.0	3.34	0.61	0.10	0.0	7.79	2.73
OCLF	2.80	4.80	35.80	34.0	3.70	4.50	0.20	0.0	0.70	0.40	4.80	6.40	0.50	0.50	0.0	0.0
0470 Soil Science																
FY20	5.87	2.02	60.53	24.09	2.63	1.01	1.01	0.81	0.0	0.0	1.82	0.20	0.0	0.0	7.69	3.44
OCLF	2.70	1.10	65.9	21.70	1.90	1.50	0.0	0.0	0.20	0.0	2.30	1.40	0.30	0.20	0.0	0.0
0802 Engineering Technician																
FY20	4.02	0.25	76.38	12.81	3.02	0.0	0.50	0.0	0.0	0.25	2.51	0.25	0.0	0.0	11.3	3.02
OCLF	6.10	1.6	62.3	13.0	5.70	2.20	0.10	0.0	0.40	0.10	5.10	1.80	0.60	0.20	0.0	0.0
0810 Civil Engineering																
FY20	8.82	2.55	61.72	16.47	2.32	0.93	3.71	0.46	0.0	0.0	1.86	0.70	0.23	0.23	6.03	1.62
OCLF	3.70	0.60	74.10	7.50	2.90	0.60	0.0	0.0	0.30	0.10	7.40	1.10	0.80	0.10	0.0	0.0
1101 General Business and Industry																
FY20	1.02	3.16	25.72	59.80	1.30	5.29	0.19	0.93	0.0	0.28	0.46	1.76	0.0	0.09	6.96	2.14
OCLF	4.70	5.30	30.20	39.7	4.90	7.80	0.10	0.10	0.20	0.40	2.60	2.30	0.30	0.40	0.0	0.0
1145 Agriculture Program Specialist																
FY20	2.42	2.11	29.61	56.19	2.11	4.83	0.0	0.60	0.0	0.30	0.60	1.21	0.0	0.0	5.44	1.21
OCLF	4.70	5.30	30.20	39.70	4.90	7.80	0.10	0.10	0.20	0.40	2.60	2.30	0.30	0.40	0.0	0.0
1165 Farm Loan Specialist																
FY20	1.46	1.97	38.80	48.94	2.26	2.84	0.29	0.51	0.15	0.07	1.39	1.17	0.07	0.07	5.47	1.68
OCLF	2.80	4.30	37.0	42.60	3.0	5.40	0.0	0.10	0.10	0.20	1.20	1.90	0.30	0.40	0.0	0.0

Data Source: NFC Reporting MD 715 Data Tables A6/B6; October 20, 2020

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Summary of Employee Awards and Recognition

Data Source: NFC Reporting MD 715 Data Tables A13/B3; October 20, 2020

Time Off Awards (TOA)

The FPAC workforce received 2,521 (17%) total Time-off Awards during FY2020. Hours awarded totaled 44,432 with an average time off of 18 hours per awardee. Female employees, in general, received 28,963 hours (65%) and male employees about 15,469 (35%) hours. The rate of awards among the affinity groups are summarized below:

	HM	HF	WM	WF	BM	BF	AM	AF	NHM	NHF	AI/ANM	AI/ANF	TMRM	TMRF	PWD
TOA	1.46%	2.05%	31.17%	52.98%	1.78%	5.06%	0.75%	1.26%	0.04%	0.36%	0.91%	1.98%	0.04%	0.16%	7.66%
FPAC	2.02%	2.04%	44.94%	33.57%	4.03%	5.03%	0.92%	0.79%	0.15%	0.17%	1.54%	0.17%	0.43%	0.46%	8.54%

Cash Awards (CA)

During FY2020, a total of 11,310 (77%) of the FPAC workforce received a Cash Award. The total cash distributed amounted to \$14,264,220, with an average cash amount of \$1,261. Male employees received 5,919 (52%) awards with an average cash amount of \$1,299, and female awardees totaled 5,391 (48%) with an average cash amount of \$1,220.

	HM	HF	WM	WF	BM	BF	AM	AF	NHM	NHF	AI/ANM	AI/ANF	TMRM	TMRF	PWD
CA	3.01%	2.12%	43.77%	38.21%	3.21%	4.79%	0.74%	0.76%	0.11%	0.22%	1.46%	1.30%	0.04%	0.27%	8.12%
FPAC	2.02%	2.04%	44.94%	33.57%	4.03%	5.03%	0.92%	0.79%	0.15%	0.17%	1.54%	0.17%	0.43%	0.46%	8.54%

Quality Step Increase (QSI)

During FY2020, 244 FPAC employees (2%) received QSIs with an average benefit amount of \$2,157 per awardee. 118 (48%) male employees were awarded a step increase with an average benefit of \$2,242. 126 (52%) female employees were awarded a step increase with an average benefit amount of \$2,077.

	HM	HF	WM	WF	BM	BF	AM	AF	NHM	NHF	AI/ANM	AI/ANF	TMRM	TMRF	PWD
QSI	4.92%	1.64%	39.75%	41.80%	2.05%	3.69%	0%	2.05%	0%	0%	1.64%	2.05%	0%	0.41%	9.02%
FPAC	2.02%	2.04%	44.94%	33.57%	4.03%	5.03%	0.92%	0.79%	0.15%	0.17%	1.54%	0.17%	0.43%	0.46%	8.54%

Part E.3.1 – Responsiveness and Legal Compliance

Essential Element E: Efficiency

Efficient, Fair, and Impartial Complaint Resolution Process

During FY2020, FPAC CREEOD completed 119 EEO pre-complaint counselings, which is an increase from the 109 counselings that were completed in FY2019. Of the 119 counselings that were completed in FY2020, 115 (97%) were completed timely, which is an improvement compared to the 70 (64%) that were timely completed in FY2019. More specifically, of the 119 counselings that were completed, thirty-nine were timely completed within 30 days; thirty-six were timely completed with written extensions of no longer than 60 days. Forty counselings were processed through the agency's ADR program and were timely completed within 90 days. In each of these counselings, FPAC CREEOD provided individuals with their rights and responsibilities in the EEO process during the initial counseling session verbally and subsequently offered this information to them in written form. To help ensure that counselings are promptly processed, the timely processing of counselings has been tied to FPAC CREEOD staff's performance standards and the development of new standard operating procedures.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Total Counseling Completed by Timeframe (Part I, Form 462 Report)

Counseling Timeframe Categories	2019	2020
1. Counseled Within 30 Days	43	39
2. Counseled Within 31 to 90 Days	57	79
a. Counseled Within Written Extension Period No Longer Than 60 Days	7	36
b. Counseled Within 90 Days Where Individual Participated in ADR	20	40
c. Counseled Within 31-90 Days That Were Untimely	30	3
3. Counseled Beyond 90 Days	9	1
Total Completed Counselings	109	119

Data Source: MicroPact iComplaints System: FY2020/2019 EEOC 462 Report

It should be noted that in FY2020, FPAC CREEOD continued its collaboration with OASCR for the issuance of acceptance letters/dismissal decisions, the completion of formal EEO complaint investigations, and the issuance of final actions.

During FY2020, 63 formal EEO complaints were filed, compared with 62 in FY2019. In each of these formal EEO complaints, the agency issued acknowledgment letters immediately upon receipt of a formal complaint. In addition, for each of these formal complaints, the agency issued acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor's report. In FY2020, the average length of time for issuing the accept/dismiss communication for the 63 formal complaints was 21.7 days.

In FY2020, the agency completed the investigation of 76 formal EEO complaints, which is an increase from the 63 that were completed in FY2019. Of the 76 investigations that were completed in FY2020, 58 (76%) were timely completed, which is a decrease from the 63 (100%) that were timely completed in FY2019. FPAC CREEOD recognizes its need to improve on the timeliness by which it completes EEO investigations. During FY2021, FPAC will work closely with OASCR to enhance the rate of timely completed investigations.

When an investigation is expected to exceed 180 days, the agency provides complainants with the regulatory required "180-day letter". This letter notifies complainants of the date by which the agency will complete the investigation and informs complainants of their right to request a hearing before an EEOC Administrative Judge (AJ) or to file a civil suit in federal district court.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

**Timeliness and Average Processing Days of Formal EEO Investigations
(Part IX, Form 462 Report)**

Formal EEO Complaint Categories	2019	2020
No. of Formal Filed	62	63
No. of Investigations Completed	63	76
No. of Timely Completed Investigations	63	58
Percent of Timely Investigations	100%	76%
Average Processing Days for All Investigations (including amended cases)	143	208
Average Cost per Investigation (Direct Cost Reported)	\$4,021	\$3,834

Data Source: MicroPact iComplaints System: FY2020/2019 EEOC 462 Report

In FY2020, the agency issued 49 merit Final Agency Decisions (FADs) with an average processing time of 53 days. Of the 49 merit FADs issued, 40 (82%) were timely issued, which is an improvement from the 22 (76%) that were timely issued in FY 2019.

Average Processing Time to Issue Merit FADs (Part VI D, Form 462 Report)

Fiscal Years	# of Merit FADs Issued	Average Days	# of Merit FADs Timely Issued	% of Merit FADs Timely Issued
2019	29	52	22	76%
2020	49	53	40	82%

Data Source: MicroPact iComplaints System: FY2020/2019 EEOC 462 Report

Once FPAC CREEOD receives notice that a complainant has requested an EEOC hearing before an EEOC Administrative Judge or has filed an appeal of a final agency action with EEOC's Office of Federal Operations (OFO), the agency promptly uploads the complaint file and other associated documents in the proper format to EEOC's Federal Sector EEO Portal (FedSEP). The agency also timely issues final actions following receipt of any EEOC AJ decision and the associated hearing file.

Neutral EEO Process

As part of the agency's effort to preserve the EEO process's integrity and impartiality, FPAC CREEOD maintains a strict separation between its EEO complaint program and the Office of General Counsel (OGC), which handles agency representation in EEO complaints. In the event that a legal sufficiency review is required, reviews are handled by a functional unit that is separate and apart from the department responsible for defending the agency against EEO complaints. Furthermore, the agency ensures that its agency representative does not intrude upon the counseling, investigation, and final agency decision stages of the EEO process.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Widespread and Fair ADR Program

Throughout FY2020, FPAC CREEOD offered and encouraged participation in its established, impartial ADR program at the pre-complaint and formal complaint stages. Once the agency offers ADR to an aggrieved or complainant, FPAC managers and supervisors are responsible for participating in good-faith in the ADR process. Under the agency's ADR program, a resolving official with settlement authority, different from the responsible management official named in the complaint, is required to be available during the dispute resolution process. To further strengthen the effectiveness and quality of the ADR program, during FY2020, the agency analyzed post-ADR program participant survey responses quarterly and evaluated ADR program data on an annual basis.

In FY2020, the agency's ADR offer rate at the pre-complaint stage of the EEO complaint process was 66 percent, which is an improvement from 49 percent in FY2019. FPAC CREEOD will continue to make a concerted effort to improve the ADR resolution rates in FY2021.

Complaint Rate and ADR Usage in the Pre-complaint Stage (FY2020 Form 462 Report)

Fiscal Years	FPAC Work Force	# of Pre-complaints	Complaint Rate	ADR Offer Rate	ADR Election Rate	ADR Resolution Rate
2019	13,562	109	.80%	49%	56%	33%
2020	14,621	119	.81%	66%	56%	36%

Data Source: MicroPact iComplaints System: FY2020/2019 EEOC 462 Report

Effective and Accurate Data Collection Systems

FPAC CREEOD uses iComplaints, a web-based EEO case management system, to track and report EEO complaints effectively. iComplaints has a broad range of capabilities that allow FPAC CREEOD to process, track, manage, and report EEO cases filed against the agency. Additionally, the web-based system has capabilities that enable the Mission Area to evaluate the effectiveness of its EEO program, including analyzing pre-complaint data, formal complaint data, ADR program data, and final action data.

Identify/Disseminate Trends and Best Practices

Throughout FY2020, FPAC CREEOD identified, monitored, and reported on significant trends reflected in its EEO complaint processing activity to determine whether the agency is meeting its obligations under the statutes EEOC enforces. During FY2020, FPAC CREEOD continued established procedures to increase ADR usage during the formal complaint stage. FPAC CREEOD regularly partners and collaborates with Department Management, OASCR, and other USDA agencies to collectively identify common areas of concerns and to establish priority areas to partner in addressing "OneUSDA" initiatives.

Essential Element F: Responsiveness and Legal Compliance

Ensure Timely and Full Compliance with EEOC Orders and Settlement Agreements

Throughout FY2020, FPAC CREEOD had a system of processes to ensure the agency's timely and full compliance with all EEOC orders, final agency actions, and settlement agreements. As part of this system, FPAC CREEOD staff is responsible for monitoring and facilitating compliance with all EEOC orders, final agency actions, and settlement agreements; this includes working with human

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

resources staff, financial management staff, and other agencies stakeholders, as necessary. In addition, FPAC managers and supervisors are evaluated under and held accountable to annual performance standards that require them to comply with EEOC orders, final agency actions, and settlement agreements. Similarly, FPAC CREEOD staff responsible for EEO compliance matters are evaluated under and held accountable to annual performance standards that require them to ensure timely compliance with such orders and agreements as those stated above. The effectiveness of these measures and processes is demonstrated by the fact that since the establishment of FPAC, the agency has *never* been cited or sanctioned by the EEOC for failure to comply with any EEOC order, final agency action, or settlement agreement.

Comply with the Law

During FY2020, the agency complied with all EEOC regulations, management directives, orders, and other written instructions. When the agency receives notice that a complainant has requested a hearing before an EEOC Administrative Judge or has filed an appeal of a final agency action with EEOC's Office of Federal Operations, agency staff promptly submits the complaint file to the appropriate EEOC office. The agency also timely issues final actions following the receipt of any EEOC AJ decision. Throughout FY2020, the agency timely responded and fully complied with all EEOC orders issued as part of the hearing and/or appeals process. In addition, where necessary, the agency provided the EEOC with required documentation to substantiate compliance with any such orders. Thus far, since the formation of FPAC, the agency has *never* been cited or sanctioned by the EEOC for non-compliance with any directive, order, or other written instructions.

Report to Efforts and Accomplishments to the EEOC

Due to Covid-19 restrictions, the EEOC extended the due date to complete and upload the FY2019 annual MD-715 into the FEDSEP system to June 30, 2020. FPAC mission agencies (FSA, NRCS, and RMA) timely uploaded and certified their respective annual reports to the FEDSEP system.

USDA posts individual agency summary statistical EEO complaint data on a quarterly basis under Title III, "Equal Employment Opportunity Complaint Data Disclosure," of the No FEAR Act on its public-facing website. No FEAR Act Refresher training was required of all USDA personnel, partners, and technical service providers during the first quarter of FY2020. The table below summarizes the FY2020 completion status as of January 31, 2020.

FY2020 No FEAR Training	# Complete	%
FPAC Employees Assigned the Course	14,787	
FY2020 No FEAR Refresher Training	2,115	15%
FY2020 No FEAR Comprehensive Training	12,264	83%
Total Completed	14,379	98%

Data Source: AgLearn Reports: Program Status as of 10/16/2020

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Part E.4 - Accomplishments

A diverse, highly skilled workforce is vital to FPAC's mission because it is the rich diversity of the FPAC workforce that is the fabric of the mission area's past, present, and future success. Most important, this diverse workforce directly impacts the successful delivery of the technical assistance and services that FPAC agencies provide.

Promoting Targeted Recruitment Efforts

Diversity outreach efforts exist throughout the mission area to meet FPAC's overall objective to increase workforce diversity to address areas of disparity and close the gaps towards meeting the NCLF.

One of the most prolific best practices the agency employs is working with colleges and universities to encourage students in underrepresented groups to consider federal service as a career of choice by participating in the USDA Pathways Programs. The program continues to be, by far, a significant resource in FPAC's overall recruitment plan. All FPAC agencies use the Pathways Programs as seeds to acquire new federal talent and to supplement its competitive hiring drive.

FY2020 Student Workforce Profile

The USDA Pathways Programs consist of the Student Internship Program, Recent Graduates Program, and Presidential Management Fellows (PMFs). Through the USDA Pathways Programs, FPAC offers different "pathway" opportunities for students and recent graduates to work in the agricultural, environmental science, and other agri-business fields.

In FY2020, the FPAC mission area offered internships to students to serve as a pipeline to journeyman-level positions. At the conclusion of FY2020, the demographic breakdown of the 533 Pathways Programs student interns, recent graduates, and PMFs on the FPAC mission area rolls included: 40 Hispanic or Latino participants, 411 White participants, 58 Black or African American participants, nine Asian participants, one Native Hawaiian or Other Pacific Islander participant, six American Indian or Alaska Native participants, and eight participants who are of Two or More Races.

FY2020 Pathways Programs

Race/National Origin	Recent			Grand Total
	Interns	Graduates	PMFs	
FPAC	442	85	6	533
Hispanic or Latino	37	3	0	40
White	336	70	5	411
Black or African American	51	7	0	58
Asian	8	1	0	9
Native Hawaiian or Other Pacific Islander	1	0	0	1
American Indian or Alaska Native	4	2	0	6
Two or More Races	5	2	1	8

The following table provides a comparison of the total FPAC workforce in FY2020, the Civilian Labor Force (CLF) and the Pathways Programs Interns and Recent Graduates.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Total Pathways Programs Workforce – Distribution by Race Ethnicity

	Hispanic or Latino	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races
FY2020 FPAC Permanent Workforce	4.94%	80.51%	9.06%	1.71%	0.32%	2.59%	0.89%
CLF (2010)	9.96%	72.36%	12.02%	3.90%	0.14%	1.08%	0.54%
FY2020 Total Pathways Program Interns	7.50%	77.11%	10.88%	1.68%	0.19%	1.12%	1.50%

Outreach and Recruitment

During FY2020, FPAC continued to foster and build relationships with new and current partners throughout the country to increase the mission area's exposure, market the FPAC career opportunities, and increase the diversity within the workforce.

FPAC participated in targeted recruitment and outreach efforts at various colleges, universities, and organizations in efforts to achieve greater workforce diversity within the agency. During FY2020, FPAC initiated efforts to increase veterans' participation rates, minorities, women, and persons with targeted disabilities. FPAC continued to seek out, identify, attract, and hire both veteran and disabled veterans through various programs and other resources.

FPAC conducted a Diversity Outreach and Recruitment Interest Survey and obtained a 41% participation rate among FPAC agencies' leadership. As a result, combined outreach and hiring events resulted in the attendance at 14 events. This led to establishing 2,036 new contacts and 64 contingent Tentative Job Offers (TJO), representing one TJO for every 30 contacts made. During the 4th quarter, FPAC conducted five virtual hiring events explicitly geared to military veterans and transitioning servicemen and servicewomen, resulting in eight TJOs. FPAC conducted four virtual outreach events for veterans and conducted virtual training on the federal hiring process and interviewing skills.

During FY2020, the FPAC Human Resources Division (HRD) conducted and participated in 24 outreach and hiring and recruitment events, which is included the table below. More events were scheduled but canceled due to the COVID-19 pandemic.

Table: FPAC FY2020 Outreach, Hiring and Recruitment Events

Event	Location	NRCS Region	Date of Event
AISES National Conference	Milwaukee, Wisconsin	Great Lakes	October 2019
American Society of Agronomy, the Crop Science Society of America and the Soil Science Society of America Conference/Job Fair	San Antonio, Texas	Southern Plains	November 2019
NOPBNRCSE Outreach and Ag Expo	Atlanta, Georgia	Southeast	December 2019
California State University, Fresno Harvesting the Leaders of	Fresno, California	Southwest	January 2020

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Event	Location	NRCS Region	Date of Event
Tomorrow Career and Internship Fair			
Montana Tech Spring 2020 Career Fair	Butte, Montana	Northwest	January 2020
University of Texas Rio Grande Valley Career and Internship Expo	Edinburg, Texas	Southern Plains	February 2020
The University of Arkansas at Pine Bluff 2020 Career and Networking Expo	Pine Bluff, Arkansas	Mid-South	February 2020
Montana State University 15th Annual "Almost" Spring Job and Internship Fair	Bozeman, Montana	Northwest	February 2020
2020 Society for Range Management Annual Meeting Job Fair	Denver, Colorado	Southern Plains	February 2020
University of Puerto Rico Mayaguez Campus 11th Spring Job Fair	Mayaguez, Puerto Rico	Southeast	February 2020
Prairie View A&M University Career Fair	Prairie View, Texas	Southern Plains	February 2020
New Mexico State University 15th Annual Career Connections Fair	Las Cruces, New Mexico	Southern Plains	February 2020
Washington State University Career Expo	Pullman, Washington	Northwest	February 2020
National Career Fair Washington, DC	Arlington, Virginia	Northeast	March 2020
National Career Fair Raleigh, NC	Raleigh, North Carolina	Southeast	March 2020
University of Rhode Island Spring Job and Internship Fair	Kingston, Rhode Island	Northeast	March 2020
Langston University Career Fair	Langston, Oklahoma	Southern Plains	March 2020
Hampton Roads Area Military Virtual Career Fair	Virtual		July 2020
Fort Hood Area Military Virtual Career Fair	Virtual		July 2020
Camp Pendleton Area Military Virtual Career Fair	Virtual		August 2020
Denver Virtual Career Fair for Veterans	Virtual		August 2020
MANNRS Regional Cluster Career Fair	Virtual		September 2020
HBCU Competitiveness Virtual Fair	Virtual		September 2020

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Event	Location	NRCS Region	Date of Event
Transitioning Army and Army Spouse Global Virtual Career Fair for Veterans	Virtual		September 2020

Scholars and Third-Party Internship Programs

Scholars and third-party internship programs and initiatives support targeted recruitment efforts to address underrepresentation in the mission area's workforce by increasing the number of students who qualify and compete for the Pathways Programs.

In 2020, FPAC participated in the USDA 1890 National Scholars Program, a partnership between USDA and the 1890 Land-Grant Universities. This program is intended to increase the number of students enrolling in agriculture, food science, natural resource sciences, and other related programs in pursuit of a bachelor's degree at any of the nation's 1890 Land-Grant Universities, all of which are Historically Black Colleges and Universities (HBCUs).

In 2020, FPAC obligated funds for scholarships and career training for students enrolled in this program referred to as "Scholars." Applicants included inbound freshmen and rising college sophomores and juniors. Students must have maintained a minimum Grade Point Average (GPA) of 3.0 and are required to work during the summers as conservation interns. There were 79 Scholars in FPAC in FY2020, of which 27 were selected in FY2020. Seventeen Scholars graduated in FY2020.

Thirty-eight interns were selected to participate in the Hispanic Recruitment Initiative (Natural Resources Career Development Program). Six interns participated in the Tribal Recruitment Initiative Internship Programs this summer; however, participation in our third-party internship programs was adjusted in response to the COVID-19 pandemic. Although selections were made for FY2020, FPAC did not conduct the Hispanic Recruitment Initiative (Natural Resources Career Development Program (NRCDP) and Tribal Recruitment Initiative Internship Programs this summer. As a result, FPAC achieved 60% of the projected goals.

NRCS Earth Team Student Volunteer Program

The NRCS Earth Team Student Volunteer Program offers many exciting opportunities for students seeking to work in the conservation field. Students can fulfill their school's community service requirements, earn academic credit, serve in an unpaid internship, resume-building work experience, or help the environment.

In FY2020, NRCS reported 123 student volunteers logged a total of 4,110.75 hours. One hundred NRCS offices utilized student volunteers for 3.7% office participation.

FPAC continued initiatives to target diverse groups and qualified candidates, including persons with targeted disabilities, pursuant to its FY2020 recruitment strategies. However, a comprehensive analysis will be necessary to ensure the strategy effectively addresses low participation rates.

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Diversity Programs and Initiatives

FPAC has supported the enhancement, effectiveness, and sustainability of nationally supported diversity recruitment and inclusion efforts by establishing various diversity recruitment frameworks and diversity investments. In FY2020, FPAC committed resources to support numerous diversity events and/or programs.

Notable collaborative efforts included:

USDA /1890 National Scholars Program - \$1M

The following HBCUs enhance the academic performance of graduates who wish to become future FPAC employees:

Florida A&M (FAMU) University - \$200,000

In partnering with FAMU, FPAC helped implement activities to increase enrollment and retention in Biological and Agricultural Systems Engineering (BASE) disciplines.

Tennessee State University (TSU) - \$200,000

In partnering with TSU, FPAC helped implement activities to increase enrollment and retention in BASE disciplines.

North Carolina A&T (NCA&T) State University - \$200,000

In partnering with NCA&T, FPAC helped implement activities to increase enrollment and retention in BASE disciplines.

FPAC supports numerous agreements to increase the diversity of the FPAC workforce through the recruitment of students associated with minority-serving organizations and from minority-serving institutions. FPAC affirms the priority goal to employ, develop, and retain a highly skilled and diverse workforce.

Thurgood Marshall College Fund (TMCf) Annual Leadership Institute - \$50,000

The Thurgood Marshall College Fund helps students acquire a high-quality college education. TMCf member-schools remain a vital source of higher education for all students and more than 80% of all students enrolled in HBCUs attend TMCf member schools. The TMCf Annual Leadership Institute is a recruitment and networking opportunity for employers to meet and hire some of the best and brightest students from the HBCU community. The program develops students' leadership skills while providing access to a talented and diverse student population. The institute helps students make fruitful connections and embark upon successful careers with its recruitment fair, which allows employers to interact face-to-face with approximately 350 diverse and highly qualified students from various majors, including STEM (science, technology, engineering, math), business, and finance.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) - \$50,000

MANRRS is a non-profit organization that promotes academic and professional advancement by empowering minorities to seek careers in agriculture, natural resources, and related sciences. FPAC is strongly committed to working toward a more diverse workforce by providing support to MANRRS to ensure minority students are aware of employment opportunities within the mission area.

MANRRS holds an Annual Career Fair and Training Conference designed to foster inclusion and advancement of MANRRS members in their academic and professional fields. The career fair is an effort to meet and network with students and provide student job opportunities through the USDA Pathways Programs. The 2020 annual conference was canceled due to the COVID-19 pandemic.

Additional Collaborative Efforts – FY2020 Grants and Cooperative Agreements

Recipient Type	Obligated Amount	Count
Historically Black Colleges and Universities	\$ 4,562,680	21
Indian/Native American Tribal Government (Federally Recognized)	5,660,378	17
Indian/Native American Tribal Designated Organizations	460,000	2
U.S. Territories or Possessions	75,766	1
Total	\$10,758,824	41

Less than 2.0% of the total funds obligated toward grants and cooperative agreements in FY2020 were directed toward outreach efforts.

Special Emphasis Programs

FPAC promoted employee engagement and outreach activities within the EEO community via the use of Special Emphasis Programs (SEP).

FPAC SEPs encompass all equal employment opportunity and program delivery-related matters. The SEPs are designed to provide management officials with guidance related to compliance in nondiscrimination and equal opportunity leadership applicable to program delivery and activities receiving federal financial assistance. This advice also includes recruitment, retention, and diversity and inclusion activities.

FPAC has eight Special Emphasis Programs—American Indian/Alaskan Native Emphasis Program; Asian American/Pacific Islander Emphasis Program; Black Emphasis Program; Disability Emphasis Program; Federal Women’s Program; Lesbian, Gay, Bisexual, and Transgender Emphasis Program; Hispanic Emphasis Program; and Veterans Emphasis Program.

FPAC has three full-time National SEP Managers (SEPMs): a Hispanic Employment Program Manager, a Disability Employment Program Manager, a Federal Women’s Employment Program Manager; and five national SEPMs fulfilling collateral duty assignments. The national SEPMs partner with state leadership to conduct barrier analyses and to assist in outreach, recruitment, and diversity management for each agency at the state level. The national and state SEPMs have strengthened partnerships to conduct barrier analyses and assist in outreach, recruitment, and diversity management for both agencies.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

In addition to participating in targeted recruitment opportunities, state SEPMS play significant roles in outreach efforts. Through the administration of grants and contribution and cooperative agreements, the state SEPMS are instrumental in furthering partnership efforts with their respective affinity groups.

The SEPMS supported EEO initiatives, including:

- Supporting commemoration of special emphasis heritage month observances.
- Sponsoring student attendance at organization meetings.
- Facilitating workshops and hosting exhibit booths at career fairs.
- Sponsoring conferences that address low participation rates and mission-critical occupational shortfalls.
- Strengthening partnerships with educational institutions and various outreach organizations for recruitment and outreach purposes, including, but not limited to: HBCUs; Minority Serving Institutions (MSIs); Hispanic Serving Institutions (HSIs); veteran placement and support organizations and vocational rehabilitation organizations.
- Developing strategies for improving the representation and retention of employees in affinity groups and mission-critical occupations.
- Identifying challenges and barriers in recruitment, hiring and placement, career development, employee recognition, and retention of applicants and employees.
- Assisting state leadership in carrying out Title VI program responsibilities.
- Maintaining relationships with affinity groups in the community.
- Expanding recruitment and outreach activities.
- Promoting the increased use of special hiring authorities.

Workforce Engagement

Employee engagement is a key driver of an organization's culture and is crucial for organizational success. Successful employee engagement demonstrates characteristics that lead to improved job satisfaction, customer service, productivity, innovation, and retention. It also increases overall morale and performance. Employee engagement is recognized by the Department in its Strategic Goal 1, Objective 2: Maintain a high-performing workforce through employee engagement and empowerment.

These gains are realized when leadership has access to reliable real-time data, which keeps their finger on the organizational pulse, leading to the creation of targeted, strategic initiatives. The Federal Employee Viewpoint Survey (FEVS) is a tool to capture this data, which is required under Title 5, Code of Federal Regulations, where Congress mandates all Federal Government agencies conduct annual employee surveys to assess satisfaction with leadership, policies, and practices.

FPAC Business Center leadership established the Workforce Engagement (WE) Team to collaborate with and facilitate employee engagement by ensuring effective communications were consistent throughout all FPAC agencies. The WE Team is comprised of representatives from each FPAC agency. It also includes other employees across FPAC who have expressed interest in volunteering their time and talents to further WE efforts.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

WE Team FY2020 accomplishments included:

- Reviewed and analyzed data from the 2019 FEVS scores to identify areas of strength and weaknesses, gathered input from employees, and used the information to identify improvement actions needed to increase the FPAC mission area and each mission agency's FEVS scores.
- Provided briefings on the 2019 FPAC FEVS results to FPAC agency leadership and the FPAC Under Secretary.
- Encouraged each division to develop action plans to address FEVS findings:
 - Created and implemented the Human Resources Cultivate, Advise, Recruit, Engage, and Serve (HR CARES) recognition (HR WE team) effort to include tokens and cash awards for employees who have demonstrated exceptional performance in contributing to HR's core values and encompassing ethical standards and fundamental principles of ethical stewardship.
 - Created a brown bag lunch series (FSA WE team) with the Administrator's Office team which included presentations of the FEVS data and a question/answer session on opportunities for improvement within the agency.
 - Created a leadership video message (NRCS WE team) helping employees better understand the impact of the FEVS survey and WE initiatives, which required collaboration and coordination between the Office of the Chief and all senior-level leadership at the state level.
 - Engaged the Administrator and senior agency leadership (RMA WE team) to execute consistent and effective messaging to improve employee FEVS participation.
- Shared the National Institution for Health (NIH) FEVS Analysis Tool for easy, quick, and meaningful analysis, which has proven to have a high impact on NIH.
- Maintained the "WEareFPAC" SharePoint site, which contains the FEVS data and resources and provides access for all employees to help improve engagement across the mission area.
- Worked closely with the FPAC team and leadership during the FEVS administration to market the initiative and provide weekly updates on the current FEVS participation rates compared to each agency and FPAC goals.
- Invited experts to present and share best practices with the WE team and opened it up to USDA FEVS Group, which is a representation of every agency under USDA.
- Positioned WE team to be acknowledged as subject matter experts on Employee Engagement.
 - Provided insight and encouragement to practitioners across the Federal sector.
 - Served as guest speaker at the Office of Personnel Management and the Potomac Forum.

FY2020 FPAC FEVS results were not available from OPM at this time.

Employee Development

Diversity and inclusion training includes classes that help guide employee behavior and perspective in the workplace. This training is meant to raise employee awareness about workforce diversity, teach about diversity in hiring and promotion, and help employees overcome their own unconscious bias. As a result of this training, employers can build a more inclusive work environment, encourage team cohesion, and improve relationships among employees, partners, and customers.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

In FY2020, prior to the presidential moratorium, over 105 diversity and inclusion training courses were completed by FPAC employees nationwide via AgLearn, which resulted in a total of 5,142 Certificates of Completion. Training courses included: Diversity Day FY2020, Cultural Resources Training Series, Unconscious Bias, Leading Diversity, and Bridging the Diversity Gap. It should be noted that training completions were low in comparison to FY2019, as the Presidential Administration extended a moratorium on specific diversity and inclusion training by signing Executive Order 13950 during FY2020, which stated that agencies should “not promote race or sex-stereotyping or scapegoating” in the Federal workforce or in the Uniformed Services.

The FPAC HRD Employee Development Section (EDS) was the focal point for FPAC employees, managers, and supervisors’ training. EDS offered numerous courses, including Civil Rights/Equal Opportunity modules. The EDS continued to deliver outreach and civil rights training to FPAC employees in FY2020. Training courses included:

- Working Effectively with American Indians
- Extending Outreach to All Customers
- Working Effectively with Hispanic Producers
- Working Effectively with Asian American and Pacific Islander (AAPI) Producers
- Improving Conservation Delivery to Women Landowners and Producers

The Civil Rights and EEO Training Section established the Conflict Management Training Webinar Series in FY2019 and continued training into FY2020. The training section held five events (conducted four webinar events and one in-person event) in FY2020. These webinar series and events are implemented to provide a succession of soft skill training with the goal of increasing participants’ knowledge of issues that typically result in the initiation of EEO complaints and grievances. The topics also provided tools to participants in addressing and resolving conflict at the lowest level. The topics during FY2020 include the following:

- Conflict Transformation, Diversity and Inclusion, Effective Communication (in-person event)
- Working with You is Tough
- Dealing with People You Can’t Stand
- Curing Negativity in the Workplace
- Options for Workplace Disputes
- Ouch! That Stereotype Hurts

The training section also launched the Diversity, Inclusion, and Unconscious Bias Webinar Series in FY2020. The first webinar was titled “Addressing Implicit Bias and Stereotypes in Delivering USDA Programs and Services” and was delivered on May 20, 2020. This event had more than 1,000 participants.

FPAC Strategic Leadership Development Program

FPAC seeks to develop a leadership cadre that represents the diverse communities and customers we serve. An assessment of current and future needs was accomplished through a series of leadership competency models that were accessible to all employees. A career development opportunity that was provided to FPAC employees was the Strategic Leadership Development Program (SLDP).

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

The SLDP is a 12-month program for aspiring strategic leaders. The program focuses on deepening knowledge and practicing skills. It includes: 1) classroom training (virtual or in-person); 2) participating on learning teams; 3) coaching and mentoring; 4) a targeted stretch assignment; and 5) a group project focused on an agency priority, challenge, or opportunity. The program was designed to develop a pool of effective leaders who are capable of moving into positions with increasing strategic responsibilities within FPAC over the next five-years. Those interested in becoming state, regional, or national leaders may find this program of particular value.

- Twenty-one employees were selected to participate in the SLDP Class of 2020.
 - The SLDP Class of 2020 consisted of six White males, ten White females, two Black or African American females, one Hispanic or Latino male, one Hispanic or Latino female, and one American Indian/Alaska Native female.
 - One of the White males reported a disability.
 - Minorities and persons with disabilities represented 28.57% of the SLDP class.

Part E.5 - Planned Activities

Diversity Outreach and Recruitment

Continuing to recruit a talented and diverse Federal workforce is both a goal of leadership and a value to our priority of a customer-centric approach to service delivery. As interest for participation in outreach events continues to grow, a strategic approach is essential.

In efforts to ensure that each FPAC agency is continually aware and working to address diversity recruitment, HRD's Workforce Planning and Recruitment Section created an FY2021 Diversity Outreach and Recruitment Interest Survey. The purpose of the survey was to identify effective and efficient outreach and recruitment opportunities that would benefit FPAC agencies and help reach their diversity goals. It is a critical component of the strategic planning process and is supported by the USDA Strategic Goal 1: Ensure USDA programs are delivered efficiently, effectively, with integrity and a focus on customer service and Objective 1:2: Maintain a high-performing workforce through employee engagement and empowerment.

FPAC agencies' leaders were asked to participate in the survey to share their voices and opinions on the needs of diversity outreach and recruitment. These leaders were also asked to share feedback on which colleges, universities, and national organizations would be best to target for a strategic approach to diversity recruitment. This targeted approach allows the ability to reach a pool of highly qualified and diverse candidates.

The results of the survey will be used in establishing the FY2021 diversity outreach and recruitment events schedule. Thus far, the survey generated significant interest in 58 diverse events for FY2021. Priority will be given to those events with the greatest potential to increase the mission area's diversity, as identified by the survey, in an effort to reach parity in the workforce. Results will also be directly linked to specific items identified in the FPAC FY2021 Hiring and Attrition Action Plan and other HRD goals and initiatives.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

The outreach and recruitment activities fall in line with USDA's vision of creating practical career paths for veterans, students, and skilled job seekers into the USDA workforce and complement the Department's OneUSDA team approach to doing business with America.

Table: Outreach and Recruitment FY 2021 Events

Recruitment Event	Location	FPAC Region	Targeted Affinity Group	Date
Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) Regional Conference and Career Fair	Virtual	Nationwide	Hispanic/Latino Black, American Indian/Alaska Native Asian American Native Hawaiian/Pacific Islander	October 9, 2020
American Indian Science and Engineering Society (AISES) Annual Conference and Career Fair	Virtual	Nationwide	American Indians	October 15, 2020
Future Farmers of America Annual Convention	Virtual – Indiana	Great Lakes	White, Hispanic/Latino, Black/African American, American Indian/Alaska Native, Asian American/ Native Hawaiian/Pacific Islander, and Other	October 27-29, 2020
Intertribal Agriculture Council (IAC) Annual Conference and Career Fair	Virtual	Nationwide	American Indian/Alaska Native	December 7-10, 2020
Student Veterans of America National Conference	Orlando, Florida	Southeast	Veterans	February 19-20, 2021
Cal Poly State San Luis Obispo Virtual 2020 Winter Career Fair – Jobs & Internships	San Luis Obispo, California	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander	January 20, 2021
Texas A&M, Agriculture & Life	College Station, Texas	Southern Plains	Hispanic/Latino Asian American	January 30, 2021

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Sciences (AGLS) Spring 2021 Career Fair			Native Hawaiian/Pacific Islander Black/African American	
Texas A&M University, Kingsville, Spring 2021 All Majors Career Fair, Kingsville, TX	Kingsville, Texas	Southern Plains	Hispanic/Latino	January 31, 2021
New Mexico State University, 16th Annual Career Connections 2021 Virtual Career Fair	Virtual	Southern Plains	Hispanic/Latino American Indian/Alaska Native	February 2-3, 2021
Alabama A&M University Spring 2021 Career Week – STEM	Virtual	Southeast	Black/African American	February 2-3, 2021
Cornell University, Spring 2021 Non- Profit and Government Career Fair	Ithaca, New York	Northeast	Asian American Native Hawaiian/Pacific Islander Hispanic/Latino Black/African American	February 5, 2021
Colorado State University, Virtual Career Fairs	Virtual	Southern Plains	Hispanic/Latino	February 9-10, 2021
University of Arizona, 2021 Virtual Spring Career Days	Virtual	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander Black/African American American Indian/Alaska Native	February 10, 2021
Prairie View A&M, Spring 2021 Virtual Career Fair	Virtual	Southern Plains	Black/African American Hispanic/Latino	February 10-11, 2021
University of Illinois at Urbana-Champaign Geis Business Virtual Fair – Spring 2021	Virtual	Great Lakes	All Midwest Focus	February 11, 2021
Society for Range Management (SRM) Annual Meeting	Virtual	Nationwide	All	February 15, 2021
National Association for Equal Opportunity	Atlanta, Georgia	Southeast	All	February 15-16, 2021

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

in Higher Education (NAFEO) Annual Career Development Conference				
Northern Arizona University, NAU Spring 2021	Virtual	Southwest	Hispanic/Latino Black, American Indian/Alaska Native	February 16 & 18, 2021
2021 Winter Oregon State University (OSU) Virtual Career Fair	Virtual	Northwest	All	February 17, 2017
University of Illinois at Urbana-Champaign Grainger Engineering Spring 2021 Virtual Career Fair	Virtual	Great Lakes	All Midwest Focus	February 17, 2021
University of Texas Rio Grande Valley Sprint 2021 Virtual Career & Internship Expo	Virtual	Southern Plains	Hispanic/Latino	February 19, 2021
Alabama A&M, AAMU CDS Career Fair Spring 2021	Normal, Alabama	Southeast	Black/African American	February 19, 2021
Student Veterans of America National Conference	Orlando, Florida	Southeast	Veterans	February 19-20, 2021
U.S. Hispanic Leadership Institute (USHLI) 38 th National Conference	Chicago, Illinois	Great Lakes	Hispanic/Latino	February 20, 2021 (Tentative)
University of Puerto Rico-Mayaguez, 11th Spring 2021 Career Fair	Mayaguez, Puerto Rico	Southeast	Hispanic/Latino	February 21, 2021
North Carolina A&T State University, Spring Career Fair 2021	Greensboro, North Carolina	Southeast	Black/African American	February 24, 2021
Arizona State University ASU - SSEBE Civil & Environmental Engineering (Virtual) Career Fair - Spring 2021	Virtual	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander Black, American Indian/Alaska Native	February 24, 2021
University of Arkansas At Pine Bluff (UAPB)	Virtual	Mid-South	Black/African American	February 24, 2021

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Spring 2021 Virtual Career Fair & Networking Expo				
Delaware State University, Spring 2021 Career and Graduate Fair "Navigate Your Future"	Dover, Delaware	Northeast	Black/African American Hispanic/Latino	February 25, 2021
Sitting Bull College	Fort Yates, North Dakota	Northern Cornbelt	American Indian/Alaska Native	TBD
Central State University	Wilberforce, Ohio	Great Lakes	Black/African American	TBD
University of Rhode Island	Kingston, Rhode Island	Northeast	All	TBD
Langston University Spring 2021 Virtual Career Fair	Virtual	Southern Plains	Black/African American	March 3, 2021
Salish Kootenai College, 2021 Salish Kootenai College Job and Internship Hiring Fair	Pablo, Montana	Northern Cornbelt	American Indians/Alaska Native	March 5, 2021
Navajo Technical College, 2021 Spring Employment Expo	Crownpoint, New Mexico	Southern Plains	American Indian/Alaska Native	March 10, 2021
National Society of Black Engineers (NSBE) Annual Conference	Virtual	Nationwide	Black/African American	March 10, 2021
University of California Merced STEM Career & Internship Fair Spring 2021	Merced, California	Southwest	Engineering Focus	March 11, 2021
Southwestern Indian Polytechnic Institute, Southwestern Indian Polytechnic Institute 2021 Spring Career/College Fair	Albuquerque, New Mexico	Southern Plains	American Indian/Alaska Native	March 28, 2021
Tennessee State University, Spring 2021 Career Fair	Nashville, Tennessee	Mid-South	Black/African American	Spring 2021
Haskell Indian Nations University, Spring 2021 Career Fair	Lawrence, Kansas	Southern Plains	American Indian/Alaska Native	April 1, 2021
Minorities in Agriculture, Natural	Atlanta, Georgia	Southeast	All	April 7-10, 2021

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Resources and Related Sciences (MANRRS) Annual Conference				
Diné College, Diné College Spring 2021 College and Career Fair and Veteran Resource Fair	Tsaile, Arizona	Southwest	American Indians/Alaska Native	April 2021
Heritage College	Yakima, Washington	Northwest	Hispanic/Latino American Indian/Alaska Native	TBD (Tentative April 2021)
University of California, Davis, Spring 2021 Virtual Career Fair	Davis, California	Southwest	Asian American Native Hawaiian/Pacific Islander Hispanic/Latino	May 26, 2021
Cal Poly Pomona Virtual Final Hiring Fair 2021	Virtual	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander	May 26, 2021
Prairie View A&M, Fall 2021 Career Fair – All Majors	Prairie View, Texas	Southern Plains	Black/African American Hispanic/Latino	September 2021
Cornell University, 2021 Career Fair Days-Two Day Event (Engineering & Variety of Industries)	Ithaca, New York	Northeast	Asian American Native Hawaiian/Pacific Islander Hispanic/Latino Black/African American	September 2021
New Mexico State University, Career Expo 2021 Career Fair	Las Cruces, New Mexico	Southern Plains	Hispanic/Latino American Indian/Alaska Native	September 2021
University of Wisconsin-Madison, Food and Animal Science Fair	Madison, Wisconsin	Great Lakes	Asian American/ Native Hawaiian/Pacific Islander, Hispanic/Latino	September 2021
North Carolina A&T State University, Career Awareness Day	Greensboro, North Carolina	Southeast	Black/African American	September 2021
Annual National LATINA Veterans Symposium	Washington, D.C.	Northeast	Hispanic/Latino, Veteran, Women	September 2021

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U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

University of Florida, Career Showcase Fall Career Fair	Gainesville, Florida	Southeast	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander Black/African American	September 2021
Colorado State University, CSU Career Fair	Fort Collins, Colorado	Southern Plains	Hispanic/Latino	September 2021
Florida A&M University, Fall 2021 All Majors Career and Internship Expo	Tallahassee, Florida	Southeast	Black/African American Hispanic Latino	September 2021
Texas Tech, All Majors Career Fair	Lubbock, Texas	Southern Plains	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander Black/African American	September 2021
Texas A&M, Agriculture & Life Sciences (AGLS) Career Fair	College Station, Texas	Southern Plains	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander Black/African American	September 2021
Cal Poly Pomona, Fall Career Fair	Pomona, California	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander	September 2021
Arizona State University, ASU Fall Career and Internship Expo: Day #1 STEM, Sustainability + Natural Resources	Phoenix, Arizona	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific /islander Black/African American American Indian/Alaska Native	September 2021
Cal Poly State San Luis Obispo, Fall Career Fair	San Luis Obispo, California	Southwest	Hispanic/Latino Asian American Native Hawaiian/Pacific Islander	September 2021

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

American Indian Science & Engineering Society (AISES)	Phoenix, Arizona	Southwest	American Indian/Alaska Native	September 23-25, 2021
Society of Asian Scientists and Engineers (SASE)	Atlanta, Georgia	Southeast	Asian American/Native Hawaiian/Pacific Islander	October 14-16, 2021
Hispanic Association of Colleges & Universities (HACU)	Aurora, Colorado	Southern Plains	Hispanic/Latino	October 30-November 1, 2021

Additional Diversity Program efforts will include:

USDA/1890 National Scholars Program

This program is intended to increase the number of students enrolling in agriculture, food, natural resource sciences, and other related programs in pursuit of a bachelor's degree at any of the nation's 1890 Land-Grant Universities, all of which are HBCUs.

Tribal Recruitment Initiative

This initiative will assist FPAC to achieve agency recruitment goals, promote employment opportunities for American Indian college students in an effort to employ, develop, and retain a highly skilled and diverse workforce. Additionally, the initiative will sponsor and support the annual American Indian and Alaska Native (AIAN) Heritage Poster competition.

American Indian Science and Engineering Society (AISES)

The AISES objective includes all planning, organizing, and execution for the National Conference and Leadership Summit, where FPAC can reach future potential candidates for career opportunities. AISES will be responsible for ensuring FPAC has the capabilities for disseminating information to professionals and college and high school students.

"Out and Equal" Workplace Summit

FPAC will sponsor the LGBT Workplace Summit 20th Anniversary. Sponsorship of the Out and Equal Workplace Summit supports FPAC diversity initiatives for recruitment, retention, and inclusion of lesbian, gay, bisexual, and transgender communities.

Conference on Asian Pacific American Leadership (CAPAL)

A partnership effort to increase opportunities for Asian American, Native Hawaiian, and Pacific Islander youth leaders to gain exposure to career opportunities in public service and foster increased inclusion in the partner agency.

Hispanic Recruitment Initiative - Natural Resources Career Development Program

This initiative will support the partnership of HSIs to provide onsite support workshops on how to apply for jobs with FPAC and transition to careers with FPAC via the Pathways Programs. FPAC will work with universities to support 40 interns' salary and travel.

National FFA Organization (commonly known as Future Farmers of America)

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

This agreement provides the opportunity for USDA to provide financial and technical support that helps further environmental and natural resource education and outreach.

Hispanic Serving Institutions National Program's (HSINP) Hispanic Association of Colleges and Universities (HACU)

FPAC will plan to partner with the Department to continue annual support of HSINP's HACU third-party internship program.

Minorities in Agriculture, Natural Resources and Related Sciences

MANRRS will assist FPAC to achieve agency recruitment goals, promote employment opportunities for aspiring college students to support the NRCS priority goal to employ, develop, and retain a highly skilled and diverse workforce. MANRRS provides a platform to identify prospective, well-qualified employees who are members of diverse ethnic groups.

Thurgood Marshall College Fund (TMCF)

The TMCF recruitment agreement increases the diversity of the FPAC workforce through the recruitment of students from minority-serving institutions in support of the priority goal to employ, develop, and retain a highly skilled and diverse workforce.

Defense Media Activity (Veterans Diversity Recruitment Initiatives)

The effort helps to reach veterans in order to increase their knowledge of FPAC jobs and increase the veteran candidate supply pool.

Central National Technology Support Center (CNTSC)/Texas A&M University, Kingsville Student Training & Development

This effort supports the partnership with a key HSI to provide students with practical work experience through the established Hispanic Recruitment Initiative-NRCDP internship program. The program specifically targets students pursuing a degree in or significant coursework in Geographical Information Science (GIS). The students work under the direction of the CNTSC specialists and gain work experience in geospatial technologies, including satellite imagery and LiDAR elevation data, as applied to the completion of analyses regarding resource inventory for conservation planning.

Hispanic Association of Colleges and Universities Annual Conference

This partnership supports the annual HACU conference, which provides FPAC the opportunity to engage Hispanic college students and faculty from HSIs. Includes exhibit booth, registrations, and USDA breakout sessions.

Cultivating Change Agreement

This agreement supports FPAC initiatives for diversity and inclusion, recruitment, retention, and professional development of special emphasis minority populations. Cultivating Change is a non-profit organization supporting LGBT agriculturalists through education, professional development, and recruitment. LGBT individuals are present and part of all minority communities; therefore, conducting strategic outreach to LGBT individuals supports recruitment and outreach to all special emphasis and minority groups.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Hmong American Partnership

This effort provides the Asian American and Pacific Islanders (AA/PI) population, who have the potential, a program curriculum to foster leadership development, and other avenues to develop as a professional employee in the federal government. Promote positive and continuing Asian American and Pacific Islanders Emphasis Programs that provide equal employment opportunity for Asian Americans and Pacific Islanders in the FPAC-sponsored programs and activities.

National Association of Conservation Districts (NACD) Youth Education Day and Conservation Career Workshop

Partnership effort to host informative workshops to expose students with interest in agriculture, conservation, and/or the environment to the conservation community and will provide them with education about career opportunities in conservation in such organizations as NRCS and local conservation districts.

Latinos in Agriculture, Inc.

The purpose of this agreement is to further develop the partnership between FPAC and Latinos in Agriculture. The partnership provides technical and financial support for the Annual Latinos in Agriculture Leaders Conference, linking aspiring Hispanic students to careers in agriculture, natural resources, and other related sciences. This effort helps address Hispanic underrepresentation in the FPAC mission area workforce by increasing the number of Hispanic college students that qualify and compete for Pathways Programs opportunities.

Federal Asian Pacific American Council (FAPAC)

An effort to partner with FAPAC to provide training in leadership and diversity and inclusion/EEO to Federal employees and to promote employment opportunities for Asian Pacific Americans, veterans, and college students in support of the FPAC priority goal to employ, develop and retain a highly skilled and diverse workforce.

Women's Recruitment Initiative

In partnering with women organizations, FPAC can continue to foster an environment that will enhance women's representation, especially in underrepresented affinity groups and occupations.

International Leadership Foundation (ILF) Civic Fellowship

The purpose of this agreement is to support activities of ILF's Civic Fellowship development program. This program has been designed specifically to foster the next generation of Asian American, Native Hawaiian, and Pacific or Asian Pacific American leaders for service.

Veterans Recruitment Initiative

This effort helps reach veterans in order to increase their knowledge of FPAC jobs and increase the veteran candidate supply pool.

University of Maryland Eastern Shore - Student Diversity Program Sponsorship

FPAC will support the annual Student Diversity Program as part of USDA's Office of the Chief Economist's effort to expose college students to contemporary agribusiness, future trends, scientific research, and agricultural policy in today's real-world environment.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

LGBTQ Recruitment Initiative

The initiative will assist FPAC to achieve mission area recruitment goals and promote employment opportunities with the LGBTQ community in an effort to employ, develop, and retain a highly skilled and diverse workforce.

Disability Recruitment Initiative

The initiative will assist FPAC to achieve agency recruitment goals and promote employment opportunities for Persons with Disabilities in an effort to employ, develop, and retain a highly skilled and diverse workforce.

Florida A&M University

In partnering with FAMU, implement activities that will increase enrollment and retention in Biological and Agricultural Systems Engineering BASE disciplines. FAMU will enhance the academic performance of graduates who wish to become FPAC employees.

Tennessee State University

In partnering with TSU, implement activities that will increase enrollment and retention in BASE disciplines. TSU will enhance the academic performance of graduates who wish to become FPAC employees.

North Carolina A&T State University

In partnering with NCA&T, implement activities that will increase enrollment and retention in BASE disciplines. NCA&T will enhance the academic performance of graduates who wish to become FPAC employees.

FY2021 Hiring Plan

As the FPAC Business Center's service agencies grow and expand, the scope, size, and capacity of the Business Center needs to expand, as well, to keep pace and avoid undue interruption of support services.

The FY2021 Hiring plan includes the following:

- Utilize FPAC's data analysis tools and collaborative decision-making at local, state, and headquarters to maximize staff on-boarding to strengthen an effective workforce to deliver FPAC programs.
- Overcome attrition rates and bring on the next generation of FPAC professionals through external capacity hiring.
- Utilize Direct Hire Authority granted by the U.S. Office of Personnel Management (OPM) effective through September 30, 2021.
- Coordinate diversity recruitment and outreach efforts, integrating into Department and Federal government efforts.
- Increase veterans hires by 10% as compared to FY2020 data.
- Increase diversity recruitment by 20% as compared to FY2020 data.
- Ensure that agencies account for predicted attrition when identifying outcomes in their FY2021 Hiring by identifying the percentage of agencies that have included predicted attrition in their FY2021 Planned Recruitment.
- Champion strategic use of information technology tools to improve hiring timelines and related HR actions.

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USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

Direct Hire Authority Plans

OPM approved the FPAC request for Direct Hire Authority (DHA). DHA is an appointing (hiring) authority OPM grants to Federal agencies to fill vacancies when there is a critical hiring need or if severe shortages of candidates exist. The FY2021 DHA supports the 2018 Farm Bill, a 2019 supplemental disaster relief bill, and the Coronavirus Food Assistance Program (CFAP) – a \$19 billion immediate relief effort.

The FY2021 DHA includes 2,078 positions and is approved through September 30, 2021. This will assist FPAC mission delivery and mission support agencies to deliver timely financial safety net and disaster assistance programs and services to American farmers and ranchers.

Over 40 outreach and hiring events will be planned to target populations of diverse and highly qualified candidates to select a talented and inclusive workforce to address the persistent underrepresentation of minorities, veterans, and persons with disabilities in the FPAC agencies' workforce. FPAC agencies' leadership is committed to filling the majority of the 2,078 hard-to-fill positions by focusing outreach and recruitment efforts to a diverse pool of applicants, thereby capitalizing on the opportunity to improve workforce demographics.

Within the FPAC agencies, the top positions include: Soil Conservationists (NRCS), Soil Conservation Technicians (NRCS), Loan Assistants (FSA), Program Technicians (FSA), Risk Management Specialists (RMA), Compliance Investigators (RMA), Accountants (FPAC BC), and Budget Analysts (FPAC BC).

Student Workforce

In FY2021, the mission area will continue to offer internships to students through the Pathways Program and the USDA 1890 National Scholars Program. FPAC plans to recruit 748 total participants for FY2021 to include: 584 student interns, 164 recent graduates, and 15 Presidential Management Fellows.

Additionally, FPAC has set a goal to select 38 interns to participate in the Hispanic Recruitment Initiative (Natural Resources Career Development Program) and ten interns to participate in Tribal Recruitment Initiative Internship Program in FY2021.

FY2021 Human Capital Plan

Human capital planning offers a framework that enables agencies' leadership to proactively anticipate and connect human resources and related budgetary decisions to short- and long-term organizational goals. The FPAC Mission Area is a new organizational framework still in its infancy. However, the organization is maturing, and we are now at the stage of developing a Human Capital Plan.

Initial work has begun on the development of the Human Capital Planning module. We will be engaging agencies' leadership to identify human capital strategies and actions needed to ensure mission accomplishment, which will serve as key content for the plan and any other agency-specific resources that will help inform and guide human capital management in FPAC. These will serve as the triggers to begin development of the foundational human capital strategies and actions in support of the achievement of the FPAC Tactical Goals and USDA Strategic Goals. Leadership will incorporate a short- and long-term human capital vision, desired strategic direction, resource allocation, and communications that connect the workforce to mission delivery and mission support goals. The human capital plan will

EEOC FORM
U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

focus on reducing workforce knowledge and skill gaps in mission-critical occupations and drive succession planning, and will ensure agencies recruit, hire, train, and retain a diverse and skilled workforce.

Additionally, HRD will continue to work with the Civil Rights Division to design and deliver operations of a Special Emphasis Program across the FPAC mission area. SEPMs will work to target recruitment and outreach efforts at various colleges, universities, and organizations in efforts to achieve greater workforce diversity.

Design efforts include:

- Establishing National SEPMs for all eight Special Emphasis Programs on a more full-time basis, eliminating the National Collateral SEPM function.
- Establishing an effective and functional Special Emphasis Program for all four FPAC agencies. This will include establishing collateral SEPMs for RMA and the Business Center and expand FSA's state-level SEPMs.
- Ensuring that the National-level SEPMs are providing services across agency lines, improving the consistency of an FPAC-centric program.
- Implementing a new structure that will maintain national oversight, consistency in program management, and an optimized return on investment.

Workforce Engagement

Some of the planned activities for FY2021 include:

- Continue to meet monthly with the Agencies and WE members.
- Review and analyze the FY2020 Federal Employee Viewpoint Survey (FEVS) results, which will include the WE team to convene and facilitate focus groups to ascertain the root cause and underlying factors which contribute to FEVS scores.
- Compile and report findings from FEVS to FPAC agencies and leaders, strive to provide briefings to all senior leaders, share results with all areas within FPAC, share survey analysis tools, and encourage each division to develop action plans to address FEVS findings.
- Provide FEVS, EE, and Change Management training.
- Continue outreach in different areas within FPAC to present FEVS data and WE information.
- Continue to update the WEareFPAC SharePoint site to ensure employee engagement information is readily available to all FPAC agencies.
- Develop action plans after reviewing the FEVS results, President's Management Agenda, USDA, and discussion with leadership.
- Prepare outreach and marketing for the 2021 FEVS Survey Administration to encourage participation by all FPAC employees.

FPAC Strategic Leadership Development Program (SLDP)

FPAC plans to continue to develop a leadership cadre that represents the diverse communities and customers we serve. In FY2021, FPAC plans to continue to administer the mission area's SLDP. Built around the FPAC Leadership Development Framework (LDF), OPM's Executive Core Qualifications, and FPAC leadership competencies, the program will introduce participants to supervisory and leadership theories, techniques, and concepts applicable to management theories in the public sector.

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U.S. Equal Employment Opportunity Commission

USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

In February 2021:

- Twenty-one employees selected to participate in the SLDP Class of 2020 are set to graduate.
- The HRD Employee Development Section (EDS) plans to accept applications for the calendar year (CY) 2021 SLDP for aspiring leaders.

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U.S. Equal Employment Opportunity Commission
USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM
715-01 PART F
U.S. Equal Employment Opportunity Commission
(Agency – USDA, Farm Production and Conservation)

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Emily Su, 0260 - SES am the

(Insert name above)

(Insert official
title/series/grade above)

Principal EEO Director/Official for

USDA-Farm Production and Conservation
(BC, FSA, NRCS, and RMA)

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of section 717 and section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted, and as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date

EEOC FORM
U.S. Equal Employment Opportunity Commission
USDA FPAC FY2020 ANNUAL EEO PROGRAM STATUS REPORT

MD-715 - PART G
Agency Self-Assessment Checklist

The Part G Self-Assessment Checklist is a series of questions designed to provide federal agencies with an effective means for conducting the annual self-assessment required in Part F of MD-715. This self-assessment permits EEO Directors to recognize, and to highlight for their senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements. Nothing in Part G prevents agencies from establishing additional practices that exceed the requirements set forth in this checklist.

All agencies will be required to submit Part G to EEOC. Although agencies need not submit documentation to support their Part G responses, they must maintain such documentation on file and make it available to EEOC upon request.

The Part G checklist is organized to track the MD-715 essential elements. As a result, a single substantive matter may appear in several different sections, but in different contexts. For example, questions about establishing an anti-harassment policy fall within Element C (Management and Program Accountability), while questions about providing training under the anti-harassment policy are found in Element A (Demonstrated Commitment from Agency Leadership).



For each MD-715 essential element, the Part G checklist provides a series of "compliance indicators." Each compliance indicator, in turn, contains a series of "yes/no" questions, called "measures." To the right of the measures, there are two columns, one for the agency to answer the measure with "Yes", "No", or "NA;" and the second column for the agency to provide "comments", if necessary. Agencies should briefly explain any "N/A" answer in the comments. For example, many of the sub-component agencies are not responsible for issuing final agency decisions (FADs) in the EEO complaint process, so it may answer questions about FAD timeliness with "NA" and explain in the comments column that the parent agency drafts all FADs.

A "No" response to any measure in Part G is a program deficiency. For each such "No" response, an agency will be required in Part H to identify a plan for correcting the identified deficiency. If one or more sub-components answer "No" to a particular question, the agency-wide/parent agency's report should also include that "No" response.

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

MD-715 - PART G
Agency Self-Assessment Checklist

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP				
This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.				
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.1 – The agency issues an effective, up to date EEO policy statement.				
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	May 22, 2020 https://www.usda.gov/oascr/civil-rights-statements	A.1.a.2
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes	Found in the 2 nd Paragraph of the document	New
A.2 – The agency has communicated EEO policies and procedures to all employees.				
A.2.a	Does the agency disseminate the following policies and procedures to all employees?			
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes	May 22, 2020 usda.gov/accessibility-statement	New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	May 19, 2019 FPAC-PM 4300-001	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			https://myfpac.usda.gov/Assets/myFPAC/agency-resources/directives/pdfs/fpac-pm-4300-001.pdf	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website?			
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	Yes	EEO Director: Yes EEO Officers: Yes SEPMs: Yes EEO Counselors: No; the hotline number is posted on the CR EEOD Poster https://myfpac.usda.gov/business-center/civil-rights-division/index.html	New
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	EEO Poster https://myfpac.usda.gov/business-center/civil-rights-division/index.html	A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	FPAC-PM 4300-001 https://myfpac.usda.gov/Assets/myFPAC/agency-resources/directives/pdfs/fpac-pm-4300-001.pdf	A.3.c
A.2.c	Does the agency inform its employees about the following topics?			
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often.	Yes	Available 24/7 - resources are posted to the CR EEOD intra-net website https://myfpac.usda.gov/business-center/civil-rights-division/equal-employment-complaints-processing-and-resolution-title-vii-branch/index.html	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	Yes	Available 24/7 - resources are posted to the CR EEOD intra-net website	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	Yes	Available 24/7 - resources are posted to the OHR intra-net website https://myfpac.usda.gov/business-center/human-	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			resources-division/workforce-operations-branch/index.html	
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.	Yes	Available 24/7 - resources are posted to the OHR Workforce OPS intra-net website (Falls under the ER/LR Section) https://myfpac.usda.gov/business-center/human-resources-division/workforce-operations-branch/index.html	New
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	Yes	Same as above FPAC-N 4200-001 Procedures for Recognizing and Responding to Workplace Violence July 8, 2020	A.3.b
 Compliance Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	Yes	1-FPAC-BC's Chief Operating Officer Awards to multiple EEO staff members for exemplary service in moving the mission forward. 2-NRCS annually awards the Chief's EEO awards through the NCRACC 1-Chief's National Civil Rights Award Recipient 2-Chief's Awards for Workforce Diversity	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes	https://myfpac.usda.gov/news-and-events/2020/hr-uses-fevs-results-to-strengthen-our-workforce.html	New
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.				
 Compliance Indicator  Measures	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met? (Yes/No/NA)	Comments	
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	N/A	The FPAC Business Center COO is the immediate supervisor of the EEO Director.	B.1.a
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	N/A	Chief Operating Officer Farm Production and Conservation Mission Area Business Center	New
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	https://fpacbc.usda.gov/about	B.1.d
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	Weekly Leadership Meetings	B.2.a
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	Yes	RMA: 9/22/2020 FSA: 9/29/2020 NRCS: 9/29/2020 BC: 9/29/2020	B.2.b
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes	Weekly Leadership Meetings	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	Yes	CR EEO Functional Statement (Not on the public facing page) https://myfpac.usda.gov/business-center/civil-rights-division/civil-rights-division-functional-statement/index.html	B.3.a
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	Same as above	New
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	In 2013 USDA centralized all formalized all EEO case processing functions. OASCR will prepare and process all conflict of interest cases, prepare and process employment investigation complaints, and final agency decisions, arising from allegations of discrimination.	New
B.2.d	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A		New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	CR EEO Functional Statement (Not on the public facing page) https://myfpac.usda.gov/business-center/civil-rights-division/civil-rights-division-functional-statement/index.html	F.3.b
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes	Same as above	New
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	Same as above	New

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures				
	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA)	Comments	
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes	EEO program officials are involved in meetings and regularly consulted on issues pertaining to workforce planning, strategic planning, recruitment and outreach strategies, training, mentorship and career development.	B.2.c & B.2.d
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	No	Due to the election and change in the USDA Administration and the expirations of the current USDA Strategic Plan FY 2018 – 2022, the new Administration anticipates drafting a new Plan.	New
 Compliance Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No/NA)	Comments	
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	Compliance Section Reporting Section	B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	Workforce Planning and Strategy Section Reporting Section SEPMS	B.4.a



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	FPAC manages the underlined activities; Investigations, FAD and legal sufficiency are handled by OASCR and Agency Representatives	E.5.b
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes	Training is provided on demand.	B.4.f & B.4.g
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	Yes	CREEOD Compliance Section	E.1.c
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	It is on the OASCR public web site.	B.4.c
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes	i-Complaints, NFC Reporting Center, USA Staffing	New
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]	Yes	OHR - https://myfpac.usda.gov/business-center/human-resources-division/workforce-programs-branch/special-emphasis-program/index.html	B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	DR 4200-001 covers workplace violence, threats, harassment , bullying etc.	New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	https://myfpac.usda.gov/business-center/human-resources-division/workforce-operations-branch/reasonable-accommodations/index.html	B.4.d



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes		New
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes		New
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	CR EEO Functional Statement https://myfpac.usda.gov/business-center/civil-rights-division/civil-rights-division-functional-statement/index.html	B.1.b
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes	Documented in the i-Complaints system	E.2.d
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes	Documented in the i-Complaints system	E.2.e
 Compliance Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments New Indicator	
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	All managers and supervisors must take supervisory training, which includes managerial, communication, and interpersonal skills. It also has a special section on EEO. Additionally, all employees are required to take No FEAR training every other year, which covers	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			EEO, RA, and Anti-Harassment.	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	OHR provided quarterly training during FY2020 and it is part of the Supervisors Training Module	A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	Same as B.5.a.1	New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes	Training is on demand. Conflict Management Webinar Series on AgLearn	New
B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes	Training is on-demand from the CREEOD Training Section and the Title VII Branch as well as OHR ER/LR Group.	E.4.b
 Compliance Indicator  Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments New Indicator	
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes	This is a function managed by the OHR.	New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	They oversee the process and review the final document but are not otherwise involved in the activity or process.	D.1.a
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	Yes	Same as above	D.1.b
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	NA	Implementation Date 2021: plan not yet implemented. I will need some language from Roger's group.	D.1.c

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
C.1 – The agency conducts regular internal audits of its component and field offices.				
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	The FPAC Compliance Section audits 8 to 10 State and Area offices each fiscal year on a rotating 5-year schedule.	New
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	It's part of the CRCR process.	New
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	Yes	It's part of the CRCR process.	New
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments New Indicator	
C.2 – The agency has established procedures to prevent all forms of EEO discrimination.				
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	The FPAC Anti-harassment Policy falls under the "OneUSDA" policy. USDA Anti-harassment policy	New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	The USDA Anti-Harassment statement mentions CA: In order to do right, we must prevent workplace harassment and take	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			immediate and appropriate corrective action when it occurs.	
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes	ER/LR and CREEOD are in two different functional areas of the FPAC Mission Area	New
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	Administered by the OHR Workforce Operations Branch in the ER/LR Section	New
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes	Reports to ER/LR Section	New
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	Management Inquiry Promptly and impartially initiate a management inquiry of the allegation of harassment within 10 business days of the initial report.	New
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)]	No	There is currently no active module in our learning system, AgLearn	New
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)]	Yes	Established FY2019 and revised 4/20/2020	New
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	Yes	https://myfpac.usda.gov/business-center/human-resources-division/workforce-operations-branch/reasonable-accommodations/index.html	E.1.d
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	Workforce Operations/RA and CREEOD are in two	New

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			different functional areas of the FPAC Mission Area	
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes	https://myfpac.usda.gov/business-center/human-resources-division/workforce-operations-branch/reasonable-accommodations/index.html	New
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes	FY20 Stats: The average time frame for processing initial requests for reasonable accommodations is approximately 44 days upon the receipt of the supporting medical documentation.	New
C.2.b.5	Does the agency process all accommodation requests 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 in the comments column.	Yes	FY20: 352 accommodation requests received, at an average timeframe of 44 days per request, with an 95% approval rate.	E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes	FPAC-PM 4300-001 - Reasonable Accommodation Procedures https://myfpac.usda.gov/agency-resources/fpac-directives/procedure-manuals/fpac-pm-4300-001.html	New
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	No	It's a form to request RA/PAS on the <i>public</i> site but It's on the <i>internal</i> FPAC Intranet site.	New
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments New Indicator	



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	https://myfpac.usda.gov/Assets/myFPAC/business-center/human-resources-division/pdf/fy2020-performance-elements-standards-1.pdf	New
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities?			
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	DR 4040-430 Employee Performance Management - February 2019 https://www.ocio.usda.gov/document/fy20-employee-performance-management-documents	A.3.a.1
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	Same as above	A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes		A.3.a.5
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes		A.3.a.6
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes		A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes		A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes		New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes		A.3.a.2
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes		New
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers	Yes		New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

	and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]			
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes		New
 Compliance Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	Yes	The FPAC Civil Rights Director and Chief Human Capital Officer have regular standard meetings to discuss interrelated issues that span personnel programs, policies, and procedures.	New
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	Yes	Established June 17, 2020 FPAC-P 4030-001 Merit Promotion Plan https://myfpac.usda.gov/agency-resources/fpac-directives/policies/fpac-p-4030-001.html	C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes	Access to NFC Reporting Center and to AgLearn	New
C.4.d	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes	Requests are processed through a web-based ticketing system	New
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	We provide data and analysis to SEPM and	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

			Disability Program upon request	
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes	We provide data and analysis to SEPM and Disability Program upon request	New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	We facilitate training to state and area offices upon request	New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes	We provide data and analysis to SEPM and Disability Program upon request	New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	CR EEOC is the main report preparer with Work Planning, SEPM providing narrative and data	New
 Compliance Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)]	Yes	FPAC does have a disciplinary policy, but USDA rescinded its Guide for Disciplinary Penalties on August 27, 2020 per OPM's guidance. This guidance is still in effect for collective bargaining unit employees.	C.3.a.
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	Six	C.3.c
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	Yes	This is a part of the "Complaint Resolution" process.	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	Yes	The EEO Director delivers the State of the Agency briefing annually and meets with managers to discuss specific issues that arise on an Ad Hoc basis.	C.1.a
C.6.b	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	This is a part of the “Complaint Resolution” process.	New
<p style="text-align: center;">Essential Element D: PROACTIVE PREVENTION</p> <p>This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.</p>				
 Compliance Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA)	Comments	
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	Trend Analysis, FEVS Survey, Exit Interviews and Climate assessment survey	New
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes	See underlined resources	New
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)]	Yes	CR EEO doesn't have access to the data but the OHR does.	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	We usually take our cues from the OASCR during our quarterly MD 715 work group meetings	New
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	Yes	Quarterly and annual MD 715 status reports	B.2.c.2
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	Yes	19 CRIAs were conducted during FY 2020 regarding mission agencies reorgs	B.2.c.1
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comment column.	Yes	FPAC and OASCR reviews workforce data; complaint/grievance data; FEVS is reviewed on an annual basis for context for the MD 715 report.	New
 Compliance Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes	This is performed by the National SEPM staff. CREEOD provides data and workforce analysis.	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	Yes	Same as above	New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	This is done in conjunction with OASCR and the EEO Branch Chief.	New
 Compliance Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	No	The FPAC website was stood up during FY2020 third quarter. We are working with the webmaster to post relevant CR/EEO information to the public and internal webpages. https://www.fpacbc.usda.gov/	New
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes	HRD staff attended national career fairs, held virtual job fairs, and visited college campuses across the country with targeted recruitment on diverse affinity groups including PWD.	New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes	HRD Workforce Ops employees a full time Natl. Disability Program Manager	New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes	Targeted Outreach Nat'l. DEPM New Initiative: HCOP	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Essential Element E: EFFICIENCY This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.				
 Compliance Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	
 Measures				
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	This is a part of the informal complaint process.	E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes	This is a part of the informal complaint process.	E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	Yes	In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency.	New
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(l)? If so, please provide the average processing time in the comments.	Yes	The average time is 21.7 days	New
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes	This is a part of the informal complaint process	New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	N/A	In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency.	E.3.a.3
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	N/A	Same as above	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes	Same as above	E.3.a.4
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes	Same as above	E.3.a.7
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	N/A	Same as above	E.2.c
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes	This a "mission results" element in the employees performance plan.	New
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes	It's part of the case management process.	New
 Compliance Indicator  Measures	E.2 – The agency has a neutral EEO process.	Measure Met? (Yes/No/NA)	Comments Revised Indicator	
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes	Two separate functional areas under the FBC.	New
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	Agency Representative staff completes this function	E.6.a
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes	Same as above	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes		E.6.b
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes		E.6.c
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments	
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes	DR 4710-001 ADR https://www.ocio.usda.gov/sites/default/files/docs/2012/DR4710-001.htm	E.4.a
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes	https://myfpac.usda.gov/Assets/myFPAC/business-center/civil-rights-and-equal-opportunity-division/Docs/title_vii/ADR%20Fact%20Sheet.pdf	E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes		D.2.a
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes		New
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes		E.4.d
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes		New



EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments	
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes	i-Complaints	E.5.a
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	NFC Reporting Center	E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes	USA Staffing and the Tableau Data Analytics system	E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	Yes	USA Staffing	New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	DR-4300-008 Reasonable Accommodations and Personal Assistance Services for Employees and Applicants with Disabilities	New
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes	Falls under the OHR workforce operations branch (ER/LR)	New
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	Employee Personnel Page and SF-251 Self ID of Disability	New
 Compliance Indicator  Measures	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments	





EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.	Yes	FPAC provides quarterly updates to the Department (OASCR)	E.5.e
E.5.b	Does the agency review other agencies’ best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If “yes”, provide an example in the comments.	Yes	All USDA agencies meet for quarterly a cohort group - MD 715 Work Group	E.5.g
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes	Same as above	E.3.a
<p style="text-align: center;">Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</p> <p>This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</p>				
 Compliance Indicator  Measures	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No/NA)	Comments	
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes	In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency	F.1.a
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes		E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes		F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes		F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes		F.3.a.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments Indicator moved from E-III Revised	
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency	C.3.d
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes		E.3.a.5
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes		E.3.a.7
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes		New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes		F.3.d (1 to 9)
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments	
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes	Once we run the report quarterly OASCR/CRES pulls and uploads the report to the USDA Public website https://www.usda.gov/nofear	New
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes	https://www.usda.gov/nofear	New

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

MD-715 – Part H
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
B.3.b and B.6.d Agency Strategic Plan	FPAC follows USDA's Department Strategic Plan FY 2018 – 2022, while Agency's current strategic plan is in progress with an implementation by the end of FY 2021.
C.2.a.6 CR / EEO Training	Agency anti-harassment training doesn't include disability-based harassment examples
C.2.c.1 and D.4.a Public and Internal Website	Agency hasn't posted its procedures for processing requests for Personal Assistance Services (PAS) on its public website.
	Agency hasn't posted its affirmative action plan on its public website.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
01/02/2021	Monitor progress on FPAC Strategic Plan and Human Capital Operations Plan (HCOP)	12/31/2021		
01/02/2021	Review and revise Anti-Harassment Training materials	12/31/2021		02/01/2021
01/02/2021	Ensure Agency public and internal websites contain up to date and relevant information regarding procedures for requesting Personal Assistant Services (PAS) and FPAC's Affirmative Action Plan.	12/31/2021		04/30/2031

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, EEO Division	Emily Su	Yes

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Title	Name	Performance Standards Address the Plan? (Yes or No)
Chief Human Capital Officer	Melissa Drummond	Yes
Deputy Director, External Affairs	Kaveh Sadeghzadeh	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2021	Ensure CREEOD has input on FPAC strategic and Human Capital [Operation] Plans (Expected completion date is April 2022)	Yes	04/30/2022	
12/31/2021	Ensure Employee Development Section and Civil Rights Training Section work together to update training materials	Yes		02/01/2021
12/31/2021	Work with Agency webmaster to review and update public and internal web page on a regular basis	Yes		04/30.2021

Accomplishments

Fiscal Year	Accomplishments
FY2021	OASCR has re-issued a basic Anti-Harassment Training course accessible thru AgLearn.
FY2021	The FPAC public website has been updated to include annual reports, reissued CR policy statements and current AAP plan.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

MD-715 – Part I
Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Participation of Hispanics in Senior and Executive Level Positions	A6, A8, A7, A9, A11	On January 18, 2017, EEOC and OPM issued a joint memorandum to analyze the federal workforce for potential barriers involving Hispanics' employment and advancement from grades GS-12 to the Senior Executive Service.

EEO Group(s) Affected by Trigger

EEO Group
Hispanic or Latino Males
Hispanic or Latino Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	MD 715 MCO tables, Applicant Flow Data
Complaint Data (Trends)	No	N/A
Grievance Data (Trends)	No	N/A
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	N/A
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS Results
Exit Interview Data	No	N/A

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Focus Groups	No	N/A
Interviews	No	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	N/A
Other (Please Describe)	Yes	Quarterly National Civil Rights Advisory Committee Meetings, Quarterly HEPM Meetings

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
<p>Selection Criteria, Succession Planning and Retention Policy</p> <ul style="list-style-type: none"> • Outreach activities at the State and field level are limited. • Time and resources are needed to ensure effective outreach to the Hispanic community. • Branding and marketing of targeted outreach activities are not specific to Hispanic students.

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
National HEP Manager	Rick Tafoya	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2022	Develop a branding campaign to market USDA / FPAC		

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2021	Partner with Hispanic serving Agricultural Institutions (HSAI) to provide USDA Pathways and USAJOBS training to minority students		
12/31/2022	Provide training locations to Hispanic/minority students through a memorandum of understanding or the Earth Team Student Volunteer Program		
12/31/2022	Improve tools for Hispanic employee leadership development		

Report of Accomplishments

Fiscal Year	Accomplishments
FY2020	Developed a five-year FY 2020-2025 Hispanic Strategic Plan. This includes an FY20 Plan of Work building off the National Hispanic Recruitment Initiative, which Hispanic Agency leaders supported.
	Two Hispanics, one female and one male, out of 21 employees were selected to participate in the Strategic Leadership Development Program (SLDP) Class of 2020.
	Implemented and dedicated resources to the collaborative USDA-National Institute of Food and Agriculture's (NIFA) HSI grant-funded projects with the multiple HSI grant recipients throughout the country and Puerto Rico.
	<ul style="list-style-type: none"> • Eleven (11) NRCS Pathway students converted to career-conditional permanent appointments • Four (4) out of five (5) NRCDP interns serving as Student Liaisons have obtained an NRCS Pathways position. • Nine (9) additional students were selected to fill Pathways positions with other USDA agencies.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Quarterly Workforce Analysis of Permanent Workforce	MD 715 Tables A 1, 6	Minority and ethnic groups in the permanent workforce do not meet NCLF benchmarks.

EEO Group(s) Affected by Trigger

EEO Group
Hispanic, Black or African American, and Asian

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Workforce profiles, New Hire, Applicant Flow Data
Complaint Data (Trends)	No	N/A
Grievance Data (Trends)	No	N/A
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	N/A
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS Results
Exit Interview Data	No	N/A
Focus Groups	No	N/A
Interviews	No	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	N/A
Other (Please Describe)	Yes	Quarterly National Civil Rights Advisory Committee Meetings

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Selection Criteria, Succession Planning and Retention Policy FPAC policy and practices to review, update or change: <ul style="list-style-type: none">• Selection criteria• Succession planning strategies• On-boarding and retention policies• Employee and career development
Hiring and Separations Practices The non-retirement separation rate is high and affects the minority and ethnic workforce.

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Increase the representation of Hispanic, Black, and Asian groups in the permanent workforce	02/01/2018	09/30/2022	Yes		
Identify trends in non-retirement separations and identify ways to improve negative trends	02/01/2018	09/30/2022	Yes		
Develop a strategic plan for recruitment with emphasis on minority and ethnic hiring.	01/01/2020	09/30/2022	Yes		

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Chief Human Resources Officer	Melissa Drummond	Yes
Workforce Planning and Recruitment Section Director	Dr. Sherry Dixon	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2021	Use Employee Viewpoint survey to identify changes needed to improve employee satisfaction		
12/31/2021	Analyze Applicant Flow and other data and information regularly to monitor group activity		
09/30/2022	Provide training and career development opportunities to prepare minority and ethnic employees to develop core competencies and to be competitive when applying for higher graded positions.		

Report of Accomplishments

Fiscal Year	Accomplishments
FY2020	Standardized applicant flow data analysis
	Establishment of Employee Engagement group the "Workforce Engagement (WE) Team" that collaborates with and facilitates employee engagement by ensuring effective communications are consistent throughout all FPAC agencies. Established the "WEareFPAC" SharePoint site, which contains FEVS data and resources.
	Establish a Human Capital Operation Plan (HCOP) with plans to create a framework that enables FPAC leadership to proactively anticipate and connect human resources and related budgetary decisions to short- and long-term organizational goals.
	Minorities and persons with disabilities represented 28.57% of the Senior Leadership Development Program

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

MD-715 – Part J
**Special Program 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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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)	Yes X	No 0
b. Cluster GS-11 to SES (PWD)	Yes X	No 0

FPAC has a permanent workforce of 14,621 permanent employees, 8.54 percent (1,248) employees in the permanent workforce voluntarily identified as having a disability which is below the EEOC benchmark of 12.00 percent. This indicates a trigger for this category.

Grade clusters for FY2020 contained the following:

- GS 1 – 10: 8.79%
- GS 11 – SES-level: 8.38%

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)	Yes 0	No X
b. Cluster GS-11 to SES (PWTD)	Yes 0	No X

FPAC has a permanent workforce of 14,621 permanent employees 2.40 percent (351) employees in the permanent disability workforce voluntarily identified as having a targeted disability which is above the EEOC benchmark of 2.00 percent. This does not indicate a trigger for this category.

Grade clusters for FY2020 contained the following:

- GS 1 – 10: 2.26%
- GS 11 – SES level: 2.49%

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FY2020 EEO PROGRAM STATUS REPORT

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

The agency communicates its goals to hiring officials through:

- Regular updates to Leadership during monthly/quarterly meetings
- Quarterly status reviews of NFC workforce data
- Newly established FPAC Data Analytics Team provides timely and on-demand workforce and business analytics using the Tableau System

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.
Yes ☒ No ☐
2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			Michelle Jordan National Disability Emphasis Program Manager, Diversity and Recruitment Branch Michelle.Jordan@usda.gov
Answering questions from the public about hiring authorities that take disability into account			1	Michelle Jordan National Disability Emphasis Program Manager. Diversity and Recruitment Branch Michelle.Jordan@usda.gov
Special Emphasis Program for PWD and PWTD	1			Michelle Jordan National Disability Emphasis Program Manager Diversity and Recruitment Branch Michelle.Jordan@usda.gov

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	1			Marvin Jones RA Program Manager Marvin.Jones@usda.gov
Processing reasonable accommodation requests from applicants and employees	1			Queen Moore RA Program Manager Queen.Moore@usda.gov
Section 508 Compliance			1	Darren Ash Chief Information Officer Office of the Chief Information Officer darren.ash@wdc.usda.gov
Architectural Barriers Act Compliance			1	George Wood Real Property Leasing Officer george.wood@wdc.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.

Yes 0 No X

Due to COVID-19 travel restrictions normal venues for training and conference attendance were either curtailed, canceled, and postponed for most of FY2020 and unfortunately for the foreseeable future. The Agency, however, has and will continue to provide training and education through; webinars, on-demand supervisory training, and a regular blog available on the Agency's internal webpage.

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.

Yes X No 0

Section III: 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.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

The agency generally uses the following resources to identify PWD/PWTD applicants:

- Vocational Rehabilitation Services
- Veterans Administration – VR&E Employment Coordinators
- Vocational Rehabilitation and Employment (VR&E)
- Nonpaid Work Experience Program
- Recruitment and Outreach Events
- Job and Career Fairs (for students)
- Third-Party Cooperative Agreement

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.

Recruitment vehicles include:

- Schedule A Hiring Authorities
- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veterans

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.

Program Managers establish relationships with specialists at vocational rehabilitation centers to develop a pool of qualified applicants for positions within the Agency. In many cases, qualified, eligible candidates are referred from vocational rehabilitation offices or other organizations and groups representing persons with disabilities. Hiring officials are provided resumes and transcripts, if applicable, of qualified individuals for hiring consideration. The managers and staff forward the application and disability qualifying documents to the staffing specialists to review to ensure that applicants meet the qualifications of the positions and the eligibility requirements of the special hiring authorities.

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.

Yes X No 0

In order to bring the right skilled and diverse workforce, the Human Resources Division not only sets strategic hiring goals, but they also provided training and upgraded resources for hiring managers with a goal of increasing overall external hiring by 10 percent during FY2020. Training and resources for hiring managers included; webinars for hiring managers, an updated hiring manger tracking tool and a regular blog to communicate and keep managers informed of news, information and policy changes that affect them.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

A. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Disability Emphasis Program Managers and Veterans Emphasis Program Managers establish and strengthen partnerships with organizations and groups representing persons with disabilities. Program Managers promote outreach activities by working closely with State-level DEPMs, VEPs, and Selective Placement Coordinators.

B. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12 percent for PWD and 2 percent 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)	Yes X	No 0
b. New Hires for Permanent Workforce (PWTD)	Yes X	No 0

Although there was a positive increase in the *number* of new PWD employees onboarded by FPAC during FY2020, the increase did not bring self-identified PWD employees to the EEOC numerical goal of 12.00 percent. FY2020 saw 100 (4.92%) new PWD hires. This indicates a trigger for this group.

This condition is the same for self-identified TD new hires. FY2020 saw 19 (0.93%) which was an increase in the *number* of employees hired from the prior fiscal year. However, this falls short of the 2.00 percent numerical goal set by the EEOC. Respectively, this indicates a trigger for this group.

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.

a. New Hires for MCO (PWD)	Yes X	No 0
b. New Hires for MCO (PWTD)	Yes X	No 0

FY2020 applicant flow reveals non-selection (0.00 percent) for newly hired major occupations in most areas except for 0457/0485 Soil Conservationist series. Both series were below the qualified applicant pool benchmark.

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.

a. Qualified Applicants for MCO (PWD)	Yes X	No 0
b. Qualified Applicants for MCO (PWTD)	Yes X	No 0

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

FY2020 applicant flow reveals non-selection (0.00 percent) for internal promotions of major occupations in most areas except for 0401 Biological series, 0802 Engineering tech series, and 1102 General industry.

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.

a. Promotions for MCO (PWD)	Yes X	No 0
b. Promotions for MCO (PWTD)	Yes X	No 0

FY2020 applicant flow reveals non-selection (0.00 percent) for internal promotions of major occupations in most areas except for 0401 Biological series, 0802 Engineering tech series, and 1102 General industry.

Section IV: 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.

It is agency policy to recruit qualified, diverse individuals to:

- 1) Ensure bringing the best-qualified candidates to the attention of management;
- 2) Give employees an opportunity to receive fair, equitable, and appropriate consideration for higher-level jobs;
- 3) Provide an incentive for employees to improve their performance and develop their knowledge, skills, and abilities; and
- 4) Provide career advancement opportunities for all employees, including PWD and TD.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The SLDP, a 10-month program under the direction of the FPAC Human Resources Division, Employee Development Section, focuses on deepening knowledge and practicing skills and will include:

- 1) web-based training;
- 2) classroom and/or synchronous virtual learning environment;
- 3) mentoring;
- 4) participating on learning teams;
- 5) action learning coaching;
- 6) a targeted stretch assignment, and
- 7) a substantive group project focused on an agency priority, challenge, or opportunity.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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	759	164	(42) 5.53%	(0) 0%	(12) 1.58%	(0) 0%
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs		21		(1) 4.76%	(0) 0%	(0) 0%

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.

a. Applicants (PWD) Yes X No 0
b. Selections (PWD) Yes X No 0

There were no selections for GS0499 Interns for self-identified PWD and TD during FY2020. There was 1 (4.76%) self-identified PWD employee selection for the Senior Leadership Program.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD) Yes X No 0
b. Selections (PWTD) Yes X No 0

There were no selections for GS0499 Interns for self-identified PWD and TD during FY2020. There were no PWTD selections for the Senior Leadership Program.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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)	Yes X	No 0
b. Awards, Bonuses, & Incentives (PWTD)	Yes 0	No X

A suitable benchmark for inclusion for the combined number of Time-off and Cash awards given is 94.64 percent. The current PWD award rate is 89.11 percent which may indicate a trigger. The PWTD award rate is at 95.73 percent which is above the benchmark and does not indicate a trigger.

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)	Yes 0	No X
b. Pay Increases (PWTD)	Yes 0	No X

A suitable inclusion benchmark for QSI awarded is 1.67 percent. Both PWD (1.77%) and PWTD (1.72%) were awarded above the benchmark in this category.

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)	Yes 0	No 0	N/A X
b. Other Types of Recognition (PWTD)	Yes 0	No 0	N/A X

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FY2020 EEO PROGRAM STATUS REPORT

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.

a. SES

i. Qualified Internal Applicants (PWD)	Yes 0	No 0	NA X
ii. Internal Selections (PWD)	Yes 0	No 0	NA X

b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

NFC workforce data tables do not contain details for internal or external applicants on the SES Level. All categories were below the designated benchmark which may indicate a trigger.

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.

a. SES

i. Qualified Internal Applicants (PWTD) NA	Yes 0	No 0
ii. Internal Selections (PWTD) NA	Yes 0	No 0

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

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U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

NFC workforce data tables do not contain details for internal or external applicants on the SES Level. All categories were below the designated benchmark which may indicate a trigger.

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.

a. New Hires to SES	(PWD) NA	Yes 0	No 0
b. New Hires to GS-15	(PWD)	Yes X	No 0
c. New Hires to GS-14	(PWD)	Yes X	No 0
d. New Hires to GS-13	(PWD)	Yes X	No 0

NFC workforce data tables do not contain details for internal applicants by GS/SES Level. All categories were below the designated benchmark which may indicate a trigger.

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.

a. New Hires to SES (PWTD)	NA	Yes 0	No 0
b. New Hires to GS-15 (PWTD)		Yes X	No 0
c. New Hires to GS-14 (PWTD)		Yes X	No 0
d. New Hires to GS-13 (PWTD)		Yes X	No 0

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

NFC workforce data tables do not contain details for internal applicants by GS/SES Level. All categories were below the designated benchmark which may indicate a trigger.

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.

a. Executives

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

b. Managers

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

c. Supervisors

i. Qualified Internal Applicants (PWD)	Yes X	No 0
ii. Internal Selections (PWD)	Yes X	No 0

Although there were qualified applicants who were referred for internal promotional supervisory and management positions, the rate of PWD selectees was still below the appropriate benchmark.

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.

a. Executives

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

b. Managers

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Yes X	No 0
ii. Internal Selections (PWTD)	Yes X	No 0

Although there were qualified applicants who were referred for internal promotional supervisory and management positions, the rate of PWTD selectees was still below the appropriate benchmark.

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U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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.

a. New Hires for Executives (PWD)	Yes X	No 0
b. New Hires for Managers (PWD)	Yes X	No 0
c. New Hires for Supervisors (PWD)	Yes X	No 0

Although there were qualified applicants who were referred for external new hires in supervisory and management positions, the rate of PWD selectees was either not represented or below the appropriate benchmark.

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.

a. New Hires for Executives (PWTD)	Yes X	No 0
b. New Hires for Managers (PWTD)	Yes X	No 0
c. New Hires for Supervisors (PWTD)	Yes X	No 0

Although there were qualified applicants who were referred for external new hires in supervisory and management positions, the rate of PWD selectees was either not represented or below the appropriate benchmark.

Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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.

Yes X No 0

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)	Yes X	No 0
b. Involuntary Separations (PWD)	Yes X	No 0

Persons W/O Disabilities inclusion benchmark: 6.99%
FPAC PWD separation rate: 12.19%
PWD are separating at a higher rate than the inclusion benchmark which designates a trigger.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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

a. Voluntary Separations (PWTB)	Yes	X	No	0
b. Involuntary Separations (PWTB)	Yes	X	No	0

Persons W/O Disabilities inclusion benchmark: 6.99%

FPAC PWTB separation rate: 13.40%

PWTB are separating at a higher rate than the inclusion benchmark which designates a trigger.

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

Results of exit interviews are still being reviewed to determine actions in the Human Capital Operation Plan.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 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 form SF 256 is also included and required for the onboarding of applicants. It addresses Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)).

<https://www.ocio.usda.gov/section-508>

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.

The employees' and applicants' rights under the Architectural Barriers Act can be found on the websites and through a general look-up under the USDA website for the subject Act and filing. The ASCR Civil Rights portal is most direct.

<https://www.ascr.usda.gov/>

<https://www.ascr.usda.gov/usda-civil-rights-agencies-and-offices>

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.

Currently, there are no plans to design any new programs, policies, or practices to improve the accessibility of Agency facilities and/or technology.

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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.)

Upon receiving the supporting medical documentation, the average time within FY20 to process initial requests for reasonable accommodations was 44 days. The customer is allowed 21 days to obtain all the sufficient medical documentation to support their claim and 30 days regarding the interactive process with both the Requestor and the Decision Makers to draft and finalize an Accommodation Plan.

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.

FY2020 RA Program Effectiveness:

- The number of requests received in FY20 was 352 requests
- The average processing timeframe for each request was 43.75 or 44 days.
- The FY20 approval ratio was 95.2%

QTR	RECEIVED	AVERAGE #DAYS	ACCEPTED	DENIED	APPROVAL RATIO
1 QTR	50	48	34	2	94.4%
2 QTR	125	43	56	3	95.0%
3 QTR	87	49	33	2	94.3%
4 QTR	90	35	35	1	97.2%
Total	352	43.75	158	8	95.2%

FY2020 RA Training Conducted:

- The number of trainings administered to Supervisors in FY20 was 3 RA Webinars (1 hr. each), and 3 COVID Webinars (1 hr. each).
- The number of trainings administered to Employees in FY20 was 3 RA Webinars (1 hr. each), and 3 COVID Webinars (1 hr. each).
- The number of trainings administered to the FSA North Carolina Program Offices in FY20 was 1 RA Webinar (1 hr. each).

AUDIENCE	RA TRAINING (WEBINAR)	COVID TRAINING (WEBINAR)
SUPERVISORS	3	3
EMPLOYEE	3	3
FSA NORTH CAROLINA	1	0
Total	7	6

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

C. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 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.

The PAS requirement was initiated in January 2018, and currently there hasn't been a case involving this requirement. The Reasonable Accommodation Program presented seven Webinars throughout the mission area involving Reasonable Accommodations to include the PAS requirement.

FY2020 RA Training Conducted:

- The number of trainings administered to Supervisors in FY20 was 3 RA Webinars, introducing the PAS requirement (approximately 10 minutes of the 1-hour training).
- The number of trainings administered to Employees in FY20 was 3 RA Webinars, introducing the PAS requirement (approximately 10 minutes of the 1-hour training).

AUDIENCE	RA TRAINING (WEBINAR)
SUPERVISORS	3
EMPLOYEE	3
FSA NORTH CAROLINA	1
Total	7

Section VI: 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 government-wide average?

Yes X No 0 N/A 0

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?

Yes X No 0 N/A 0

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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.

Government Average: 19.60%
FPAC Rate: 23.80% (There were 15 PWD complaints alleging harassment out of 63 total complaints filed during FY2020). There were two findings of discrimination, but they did not allege PWD harassment.

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?

Yes X No 0 N/A 0

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?

Yes X No 0 N/A 0

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.

Government Average: 13.53%
FPAC Rate: 19.04% (There were 12 PWD reasonable accommodation complaints out of 63 total complaints filed during FY2020). There was one finding of discrimination alleging a denial of Reasonable accommodation. Corrective measures included: 1) Identified websites and applications become 508 compliant, 2) Training for the Section 508 Officer and 508 Coordinators, 3) Equitable Relief and Attorney's Fees.

Section VII: 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?

Yes X No 0

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

Yes X No 0

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U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

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.

Trigger 1	Low Entry High Exit (LEHE) conditions may exist for hiring and separation of PWD/TD employees
Barrier	Hiring and Separation Practices: Review of hiring and separations data tables show PWD/TD employees are leaving the agency faster than hiring and onboarding data.
Trigger 2	Selection Criteria, Succession Planning and Retention Policy: “Blocked Pipeline” or “Glass Wall” conditions may exist in selecting PWD and PWTD for Executive/Senior level positions.
Barrier	Most major occupation series have low or no participation of employees with disabilities and employees with targeted disabilities.

Objectives
Increase the participation rate of PWD and PWTD

Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)
Chief Human Capital Officer	Yes

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Y	<ul style="list-style-type: none"> Table B8: New Hires by Type of Appointment Table B14: Separations by Type of Separation
Complaint Data (Trends)	Y	EEOC Form 462 Report
Grievance Data (Trends)	N	N/A
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Y	Claims involving persons with disabilities
Climate Assessment Survey (e.g., FEVS)	N	N/A
Exit Interview Data	Y	Review exit survey results regarding separation

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U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

Focus Groups	N	N/A
Interviews	N	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	N	N/A
Other (Please Describe)	N	N/A

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2021	Develop a strategic plan for the recruitment, hiring, and retention of individuals with disabilities.	Y		
12/31/2021	Resurvey the workforce disability status through the employee self-identification process	Y		

Fiscal Year	Accomplishments
FY2020	<ul style="list-style-type: none"> ▪ Review exit survey results to determine the causes for PTWD separation rates; ▪ Improve the coordination between the Disability Emphasis Program Managers (DEPMs), Veterans Employment Program Manager and the Selective Placement Coordinator; ▪ Develop a FPAC Action/Hiring Plan for PWTD; ▪ Ensure that training and workshops are provided to managers and supervisors on the use of special hiring authorities for qualified individuals, reasonable accommodations, alternative dispute resolution, and prevention of harassment.

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

It is suspected that the FPAC mission area data is not an accurate representation of all agencies' permanent workforce of PWTD. FPAC has identified a need to resurvey its employees to request a current assessment of employees' disability status through self-identification due to expansion of the definition of disability over the years and the establishment of new targeted disability categories. The likelihood that employees' disability status needs updating is great. The SF-256, Self-Identification of Disability form, the data collection tool used within the federal government, was last updated October 2016. FPAC will resurvey its employees during FY 2021.

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

- N/A -Target completions over a 2-year timeframe

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U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

3. 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.
- Please see the report below for improvements to planned activities

FY 2020 Strategic Activities Related to Employment of PWTB

The FPAC Mission Area had a permanent workforce of **14,621** employees in FY 2020: Of the permanent workforce, **8.54 percent (%)** identified themselves as having a disability, and **2.40%** identified themselves as having a targeted disability. FPAC is below the EEOC federal goal of **12.00%** of the workforce being identified with a disability. However, FPAC is above the EEOC federal goal of **2.00%** of the workforce being identified with a targeted disability.

The participation rate of persons with targeted disabilities (PWTB) in the permanent workforce decreased by **0.41%** from **2.81%** in FY 2019, which remained above the EEOC federal goal of 2.00%. Within the targeted disability categories, FPAC employees identified hearing (deaf or serious difficulty hearing) (**0.88%**), vision (blind or serious difficulty seeing) (**0.52%**), significant psychiatric disorder (**0.31%**), and partial or complete paralysis (**0.25%**), as being the highest four (4) categories among all groups with targeted disabilities.

In terms of the participation rate for the Executive/Senior Level (Grades 15 and Above), 8.40% or 20 FPAC employees identified having a non-targeted disability while 2.10% or five (5) employees identified the following targeted disabilities categories: psychiatric disorder (**0.84%**) hearing (**0.42%**), vision (**0.42%**), and significant mobility impairment (**0.42%**).

In FY 2020 FPAC was able to:

- Fully engage FPAC leadership and hiring officials to explore strategies that can promote the hiring of PWTB;
- Review exit survey results to determine the causes for PWTB separation rates;
- Work to participate in Individuals with Disabilities and Veterans Career Fairs;
- Improve the coordination between the Disability Emphasis Program Managers (DEPMs), Veterans Employment Program Manager, and the Selective Placement Coordinator;
- Develop an FPAC Action/Hiring Plan for PWTB;
- Ensure that training and workshops are provided to managers and supervisors on the use of special hiring authorities for qualified individuals, reasonable accommodations, alternative dispute resolution, and prevention of harassment.
- Disseminate job announcements for targeted job series to the EEO community and other diverse constituent groups.
- Promote outreach activities by working closely with State leadership, Veterans Employment Program Managers, and Selective Placement Coordinators.
- Strengthen partnerships with DEPMs to address the effectiveness of recruitment, career development, and retention initiatives for the PWTB.
- Continued to ensure tentative job offers and job announcements include information related to requesting reasonable accommodations, as required by the Department's Office of Human Resource Management.
- Continued to use standardized language for all job announcements covering information and instructions to include applying under special hiring authorities, i.e. Schedule A; statement encouraging applicants with disabilities to apply; and information and instructions on how to request reasonable accommodations to include a point-of-contact.

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U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

FY 2021 FPAC goals related to employment of PWTD include:

- Establish targeted recruitment efforts to increase the participation of persons with disabilities.
- Ensure the internal MD-715 affirmative employment workgroup discusses ongoing recruitment and hiring initiatives and identifies potential barriers that may affect employment opportunities for persons with disabilities.
- Publish a Human Capital and Recruitment Plan, which uses different programs and resources to identify and hire job applicants with disabilities, including those with targeted disabilities.
- Develop a plan to train all managers on the reasonable accommodation program and the use of hiring authorities.
- Continue to establish and maintain contacts with organizations that assist persons with disabilities in securing employment.
- Establish a plan to improve career advancement opportunities for persons with disabilities.
- Investigate the triggers for persons with disabilities in awards and promotions.
- Analyze workforce separation data to identify barriers retaining employees with disabilities.

FY 2021 Planned objectives and activities towards completion of the goals:

1. Recruitment, Hiring and Retention

- Develop and implement a strategic plan for the recruitment, hiring, and retention of individuals with disabilities.
- Monitor progress on hiring goals for major areas and occupations on a quarterly basis.
- Establish and enhance national contacts to expand disability program outreach and recruitment efforts.
- Expand education and awareness through continuous training and robust marketing efforts on recruiting and best practices for employing and retaining Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD).
- Develop and release a comprehensive Disability Employment Fact Sheet that provides managers and supervisors and hiring officials with information to increase the employment of persons with disabilities.
- Conduct in-depth analysis on separations for PWD and PWTD.
- Resurvey the workforce disability status through the employee self-identification process (SF-256, Self-Identification of Disability).

2. Training

- Provide training to address unconscious biases, as appropriate (e.g., myths and stereotypes about qualifications of PWD).
- Provide mandatory training to managers on hiring PWD and PWTD.
- Continue to provide training opportunities to Human Resources Specialists, hiring managers, Disability Emphasis Program Managers and Veterans Emphasis Program Managers (VEPMs) on all aspects of disability employment including: recruiting, interviewing, using special hiring authorities, career development, providing reasonable accommodations, and utilizing the Department of Defense's Computer/Electronic Accommodations Program (CAP), which offers assistive technology devices, and services at no cost to FPAC.

EEOC FORM
U.S. Equal Employment Opportunity Commission

U.S. Department of Agriculture, Farm Production and Conservation
FY2020 EEO PROGRAM STATUS REPORT

3. Career Development/Promotion

- Explore sponsoring a career-counseling event for employees with disabilities.
- Identify and disseminate strategies and resources to increase participation of employees with disabilities in existing mentoring programs.
- Ensure equal access to all training and career development opportunities.
- Continue to require all training and program announcements include statements that reasonable accommodations are available upon request.

Summary

FPAC remains committed to developing a comprehensive barrier analysis to identify and evaluate barriers and means to eliminate them, real or perceived, in order to close the gap between the FPAC workforce representation and the Civilian Labor Force participation rate.