

EEOC FORM 715-01
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
(FY2022 – USDA, Farm Production and Conservation)

U. S. DEPARTMENT OF AGRICULTURE - AG
Farm Production and Conservation - AGFP
ANNUAL FY2022 EEO PROGRAM STATUS REPORT

MD 715
Parts A - D

Part A - Department or Agency Identifying Information

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

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	15,430	324	15,754

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

Agency Leadership	Name	Title
Head of Agency	Robert Bonnie	Under Secretary, USDA, Farm Production and Conservation (FPAC)
Head of Agency Designee	Gloria Montaño Greene	Deputy Under Secretary, USDA, Farm Production and Conservation (FPAC)

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

Agency Leadership	Name	Title
Principal EEO Official	Stephen Thompson	Acting Director, Office of Civil Rights
Chief Human Capital Officer	Melissa Drummond	Chief Human Capital Officer

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EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal EEO Director/Official	Stephen Thompson	Acting Director, Office of Civil Rights	0340	GS-15	202.768.2304	Stephen.Thompson3@usda.gov
Affirmative Employment Program Manager	Michelle Hart	Chief, Equal Employment Complaints Processing & Resolution	0260	GS-15	202-572-5817	Michelle.Hart@usda.gov
Complaint Processing Program Manager	Michelle Hart	Chief, Equal Employment Complaints Processing & Resolution	0260	GS-15	202-572-5817	Michelle.Hart@usda.gov
Diversity & Inclusion Officer	Denise Salanski	Chief, Workforce Programs Branch	0201	GS-15	816-337-2629	Denise.Salanski@usda.gov
	Tiffany Wallace-Isler	Acting Chief of Staff, Office of Civil Rights	0360	GS-15	202-815-6766	Tiffany.Wallace@usda.gov
Special Placement Program Coordinator	Shannon Logan	Human Resources Specialist (Acting SPPC)	0201	GS-13	202-401-0165	Shannon.Logan@usda.gov
Women's Program Manager (SEPM)	Michelle Jordan	FWPM	0360	GS-14	202-720-9837	Michelle.Jordan@usda.gov
Hispanic Program Manager (SEPM)	Travis Watkins	NHEPM	0201	GS-14	717-237-2147	Travis.Watkins@usda.gov
Disability Program Manager (SEPM)	Jeremy Wood	NDEPM	0201	GS-13	202-401-0019	Jeremy.Wood@usda.gov
Reasonable Accommodation Program Manager	Count Branham	Section Chief, Work/Life	0201	GS-14	202-401-0351	Count.Branham@usda.gov

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EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Anti-Harassment Program Manager	James S. Brown	Acting Chief, Employee & Labor Relations	0201	GS-13	503-414-3296	James.S.Brown@usda.gov
ADR Program Manager	Michelle Hart	Chief, Equal Employment Complaints Processing & Resolution	0260	GS-15	202-572-5817	Michelle.Hart@usda.gov
Compliance Manager	Brian Garner	Chief, Compliance and Training	0260	GS-15	202-401-7197	Brian.Garner@usda.gov
MD-715 Preparer	Alease McKay	EEO Specialist	0260	GS-12	816-926-2608	Alease.Mckay@usda.gov
MD-715 Preparer	Andy Cao Pham	Management and Program Analyst	0343	GS-13	301-504-0105	Andy.Pham@usda.gov
MD-715 Preparer	Julio Cortez	EEO Specialist	0260	GS-13	951-384-7897	Julio.Cortez@usda.gov
MD-715 Preparer	Demitrice Boozer	HR Specialist	0201	GS-14	301-504-3784	Demitrice.Boozer@usda.gov
MD-715 Preparer	Cynthia Cuellar	HR Specialist	0201	GS-13	202-690-4727	Cynthia.Cuellar@usda.gov
Other EEO Staff	Camille Kimbrough	Management and Program Analyst	0343	GS-13	301-504-0076	Camille.Kimbrough@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	USA	AGFA	11001
Natural Resources Conservation Service	Washington	DC	USA	AG16	11001

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Subordinate Component	City	State	Country (Optional)	Agency Code (xxxx)	FIPS Codes (xxxxx)
Risk Management Agency	Washington	DC	USA	AG08	11001
FPAC Business Center	Washington	DC	USA	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.
(Please note: We have to upload all “Yes” answers/documents to FEDSEP)

Did the agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	Yes	
Disabled Veterans Affirmative Action Program (DVAAP) Report	Yes	
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	No	
Human Capital Strategic Plan	No	

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Did the agency submit the following optional documents?	Please respond Yes or No	Comments
EEO Strategic Plan	No	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	Yes	

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MD-715
Part E – Executive Summary

All agencies must complete Part E.1; however, only agencies with 199 or fewer employees in permanent FT/PT appointments are required to complete Part E.2 to E.5. Agencies with 200 or more employees in permanent FT/PT appointments have the option to Part E.2 to E.5.

Part E.1 - Executive Summary: Mission

Agency: 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 to feed others throughout the world, and preserving our Nation's natural resources through conservation, restored forests, improved watersheds, and healthy private working lands.

Mission Area: Farm Production and Conservation (FPAC)

The Farm Production and Conservation (FPAC) mission area delivers commodity, conservation, credit, crop insurance, disaster, and other farm bill programs that support and strengthen the economic productivity of U.S. agriculture. FPAC programs and initiatives ensure an abundant food supply and improve the health of the Nation's agricultural lands and natural resources.

Farm Production and Conservation - Business Center (FBC)

The FPAC - Business Center provides mission and enterprise support services that serve our nation's farmers and ranchers professionally, efficiently, and equitably. We achieve this in a manner that is customer, taxpayer, and employee-friendly. The newly established Agency delivers management and administrative 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.

Farm Service Agency (FSA)

The Farm Service Agency equitably serves all farmers, ranchers, and agricultural partners by delivering effective and efficient agricultural programs. FSA's 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.

Natural Resources Conservation Service (NRCS)

NRCS's mission delivers 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.

Risk Management Agency (RMA)

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

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Element A – Demonstrated Commitment from Agency Leadership

The USDA Secretary confirmed and endorsed his Civil Rights (CR) and Equal Employment Opportunity (EEO) commitment by issuing the Civil Rights Policy Statement published in June 2022. The policy 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 available on the USDA public and internal websites. As employees safely return to the physical USDA Service Centers across the country, CR and EEO 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 and FPAC policy.

All four component Agency Heads provided the FPAC Civil Rights Division appropriate funding to support CR Training and Special Emphasis Programming in FY2022. The funding was used to educate FPAC supervisors and employees about EEO processes and key Diversity, Equity, Inclusion, and Access concepts.

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

In February 2022, USDA released its newly revised Strategic Plan and included Diversity and EEO goals and principles. FPAC Human Resources Division (HRD) finalized a 5-year Strategic Human Resources Development Plan, which includes the FPAC Diversity Recruitment Plan. The Civil Rights and Equal Employment Opportunity Division (CREEOD) actively integrates Diversity, Equity, Inclusion, and Accessibility initiatives through collaboration among leaders, internal partners, and stakeholders to meet the mission. The Division staff serves as a resource to managers and supervisors by providing direction, guidance, and in monitoring of critical activities to achieve a diverse workplace free of barriers to equal opportunity.

The FPAC Civil Rights and EEO Director controls all aspects of the Civil Rights Program, including Equal Employment Opportunity Complaints Processing and Resolution (Title VII), Alternative Dispute Resolution, the Affirmative Employment Program, Program Complaints Processing and Resolution (Title VI), Limited English Proficiency Program, Civil Rights Impact Analysis, Civil Rights Compliance Reviews, and Civil Rights Training. The CREEOD is sufficiently staffed and trained to carry out its responsibilities, assuring the integrity of the Civil Rights and Equal Employment Opportunity program. FPAC is currently in the final stages of aligning the CR and EEO Director to report to the Head of the Mission Area (FPAC Under Secretary), per the Elijah E. Cummings Act. A Civil Rights Impact Analysis was completed, and the reorganization received Congressional approval. Final implementation measures included the completion of union negotiations. Currently, CRD is undergoing the process of implementing organization code changes and revising selected employees' positions. The effective date of the re-alignment is 2/26/2023.

Lastly, in line with the No FEAR Act, USDA administered its biannual No FEAR training course in accordance with regulation during the 1st quarter of the fiscal year. All new hires and transfers to USDA (including interns and contractors) receive the course within 90 days of hire/transfer. FY22 was a mandatory No FEAR training year, and 94% of the workforce completed the mandatory training requirement.

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No FEAR Mandated Training Courses All FPAC – Completions for FY 2022

AGENCY	Assigned	Not Yet Started		In Progress		Completed	
FBC	1,618	43	3%	4	0%	1,571	97%
FSA	3,225	229	7%	10	0%	2,986	93%
NRCS	11,053	643	6%	26	0%	10,384	94%
RMA	420	9	2%	0	0%	411	98%
FPAC	16,316	924	6%	40	0%	15,352	94%

Data Source: USDA AgLearn Course Status Report 9/30/2022

Essential Element C: Management and Program Accountability

FPAC’s MD-715 model EEO program integrity checking involves assessing its entire EEO program and its subcomponents:

- A. Conducts regular annual internal compliance reviews.
- B. Ensures findings of discrimination are documented, reviewed, and reported.
- C. Safeguards for CR requirements and EEO processes are appropriate.
- D. Monitors federally mandated reporting and requirements are consistent, accurate, and timely.
- E. Confirms the Mission Area provides a comprehensive anti-harassment and reasonable accommodation program.

To assess FPAC’s compliance with Civil Rights and Equal Opportunity statutes, regulations, standards, and policies, FPAC successfully conducted eight (8) state-level Civil Rights Compliance Reviews (CRCR) during FY22 in the following states: Arkansas, Hawaii (Pacific Islands Area), Kentucky, Minnesota, Montana, New Jersey, New York, and West Virginia. The CRCR’s collect the following data to analyze the current and prior years’ local workforce: Race, Sex, National Origin, and Disability Status (RSNOD), and the effects of management actions as it relates to Hiring, Internal Promotions, Separations, Awards and Recognition. If there are disparities, additional analyses will be conducted as needed. As part of the review process, action summaries of review activities, including a copy of each review report, findings, corrective actions, and recommendations, are provided to the FPAC CREEOD Director, each Agency Administrator or Service Chief, and the Regional/State leadership.

Findings/Disciplinary Actions

One (1) finding of discrimination was reported during the fiscal year. In accordance with USDA’s Civil Rights Accountability Process, the Agency reviewed the case to determine if any disciplinary action was warranted. Disciplinary action was not proposed for the Responsible Management Official, as the individual retired from federal service in 2021.

Coordination/Partnership with HR

FPAC HRD and CREEOD personnel advise and support managers, supervisors, EEO officials, and Human Resources Specialists on implementing and conducting all CR initiatives and programs. Coordinating activities and tasks enables CREEOD to provide the best possible assistance to FPAC managers/supervisors. The CREEOD’s Equal Employment Complaints, Processing and Resolutions Branch provides quarterly workforce analysis and status reports to OASCR. The quarterly report identifies trends likely to impact HR and EEO strategies. HRD provided CREEOD timely, accurate, and comprehensive data, including workforce and applicant demographic data, required to prepare the MD-715 report.

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CREEOD collaborated with HRD on the FY22 Federal Equal Opportunity Recruitment Program (FEORP) Accomplishment Report and the Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report by providing access to relevant information and workforce data. At the same time, CREEOD officials are readily available to answer any questions or concerns that managers and supervisors may have concerning EEO matters.

Anti-Harassment Policy

CREEOD and HRD continue to reaffirm their strong commitment to USDA's Anti-Harassment Policy. The Policy states that all employees and contractors must help to prevent workplace harassment and follow appropriate actions when it occurs. It mandates management officials take immediate and appropriate corrective action upon receiving notice of a harassment allegation. Moreover, the Anti-Harassment Policy requires a prompt, thorough, and impartial management inquiry of the allegation of harassment within ten (10) calendar days of the initial report. FPAC released guidance to all mission area personnel about their responsibilities in recognizing and responding to workplace violence in accordance with the USDA Workplace Violence Prevention and Response Program (FPAC DR-N-4200-001).

In addition to the memorandum issued by the Deputy Under Secretary in June of 2021 (scheduled for update in FY23), CREEOD partnered with the USDA Office of General Counsel to conduct Anti-Harassment webinars for both supervisors and employees to include topics on recognizing and mitigating discriminatory workplace behaviors; the training topics included anti-harassment, disability discrimination, sexual harassment, unconscious bias, addressing biases and stereotypes, as well as on diversity, equity, inclusion, and accessibility (DEIA). This course and "Understanding Unconscious Bias" training, will be mandatory for all FPAC employees, including FSA's county employees in FY23.

Reasonable Accommodation

In adherence to applicable Federal regulations and guidelines, the agency provides reasonable accommodations for qualified employees and applicants with disabilities. More specifically, USDA and FPAC's Reasonable Accommodations (RA) and Personal Assistance Services (PAS) Program provide individuals with disabilities with various services and resources to successfully perform the essential function of their job. This provides necessary resources to make sure the individual has equitable resources for their employment. Agency personnel and applicants can find RA and PAS policy statements and forms on all Agency public and internal websites.

During FY22, FPAC's RA and PAS Program received 1,393 requests for reasonable accommodation and processed each request within 22 business days out of the 30 business days allowed. The RA approval rate during FY22 was 99%. As part of FPAC's RA and PAS Program practices, RA conducted five (5) webinars; these trainings included presenters from the Department's Office of the General Counsel. The topics covered during these webinars included: Essential Duties, Fit for Duty, PAS, Service/Emotional Support Animals, Performance and Conduct Relative to an Existing RA, and Environmental Sensitivities.

Essential Element D: Proactive Prevention of Unlawful Discrimination

Managers and supervisors are held accountable for taking appropriate actions to create and maintain an environment free from discrimination and harassment on all protected bases, including, but not limited to, race, color, national origin, religion, sex, disability, age (40 years of age or older), genetic information, sexual orientation, gender identity, pregnancy, or retaliation for previous EEO activity. Supervisors, managers, and employees are encouraged to resolve EEO issues at the lowest level by utilizing FPAC's

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Alternative Dispute Resolution (ADR) program and other workplace conflict resolution and early intervention programs.

As part of the agency's proactive prevention of discrimination and harassment, the FY22 Performance Appraisal Plan and Progress Review for FPAC managers, supervisors, and employees contains EEO/Civil Rights elements and standards. In accordance with FPAC's current Performance Plans, all agency employees, including supervisors and non-supervisors, are to carry out mission responsibilities consistent with the expectations and protections specified in the USDA Civil Rights and Anti-Harassment Policies.

The CREEOD Compliance and Training Branch provides Civil Rights and EEO training for managers, supervisors, and employees throughout the year. The FY22 training session topics included: Diversity, Equity, Inclusion, and the New IQ, Unconscious Bias, Generational Differences in the Workplace, The Intersection of Social Media and Civil Rights, Addressing Bias: Stereotypes in the Delivery of USDA Programs and Services, Cultural Sensitivity, and Ouch! That Stereotype Hurts. The wide variety of subjects ensured supervisors and employees received regular CR/EEO training and information regarding diversity and inclusion, conflict management, emotional intelligence, customer service, and other CR/EEO topics. In addition, the Training Section took full advantage of "pooling" or sharing trainers, educational, developmental, and related resources with cohort USDA agencies.

During the previous fiscal year, FPAC established an Affirmative Employment Program (AEP) Team, which house the National Special Emphasis Program. The AEP Team and Special Emphasis Program Managers (SEPMs) are integral to FPAC's affirmative steps toward providing equal employment opportunity for underrepresented groups in the federal workforce. The National SEPMs provide technical assistance and procedural guidance to FPAC's Leadership, State-level SEPM's regarding CR and EEO events, workforce analysis, and career development opportunities. This fiscal year, the Disability Special Emphasis Program collateral-duty SEPMs began working towards developing a new Employee Resource Group specifically for persons with disabilities (PWD).

During the 3rd and 4th quarter of FY22, CREEOD and HRD undertook an extensive investigation into the root cause of lower-than-expected workforce data for persons with disabilities. Results indicate that in prior years, no apparent triggers existed within the reasonable accommodations program, and conversions of Schedule A employees. Additionally, no obvious triggers were identified after reviewing exit interview and grievance data.

Part E.3.1 – Responsiveness and Legal Compliance

Essential Element E: Efficiency

Efficient, Fair, and Impartial Complaint Resolution Process

During FY22, CREEOD completed 55 pre-complaint counselings compared to 86 pre-complaint counseling's in the prior year. All 55 counselings were completed in a timely manner, continuing the positive trend of 100% on time completions. More specifically, of the 55 completed counselings, 28 were within 30 days; 4 were with written extensions of no longer than 60 days; 23 were processed through the Agency's ADR program and completed within 90 days. In each of these counseling, CREEOD provided individuals with their rights and responsibilities during the EEO process. CREEOD integrates performance standards for GS-260 Counselors to encourage and ensure that counselings are promptly processed.

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

Counseling Timeframe Categories	2021	2022
Counseled Within 30 Days	42	28
Counseled Within 31 to 90 Days	44	27
Counseled Within Written Extension Period No Longer Than 60 Days	12	4
Counseled Within 90 Days Where Individual Participated in ADR	32	23
Counseled Within 31-90 Days That Were Untimely	0	0
Counseled Beyond 90 Days	0	0
Total Completed Counselings	86	55

Throughout FY22, CREEOD continued to work closely with the Office of the Assistant Secretary for Civil Rights (OASCR) for the issuance of acceptance/partial acceptance/dismissal decisions, the completion of formal EEO complaint investigations, and the issuance of final actions. Quarterly meetings were held with OASCR to ensure that investigations and final actions were issued in a timely manner.

During FY22, 31 new formal EEO complaints were filed, compared with 48 in FY21. The average time for OASCR to issue the letter of acceptance/partial acceptance/dismissal was 42 days. Additionally, 41 EEO complaints were investigated, an increase from 35 completed in FY21. Of the 41 investigations completed in FY22, all were completed on time, an increase from 32 (94%) from the prior year.

In FY22, OASCR issued 24 (merit) Final Agency Decisions (FADs) with an average processing time of 59 days. Of the 24 (merit) FADs issued, 18 (75%) were issued within 60 days of receipt of the request, an increase from 26 (65%) issued on time in the last fiscal year. During FY22, CREEOD continued to work closely with OASCR to improve on the timeliness by which it issues (merit) FADs.

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

Formal EEO Complaint Categories	2021	2022
No. of Formal Filed	48	31
No. of Investigations Completed	34	41
No. of Timely Completed Investigations	32	41
Percent of Timely Investigations	94%	100%
Average Processing Days for All Investigations (including amended cases)	143	128
Average Cost per Investigation (Direct Cost Reported)	\$3,994	\$3,463

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

Fiscal Year	#Merit FADS Issued	Average Days	#Merit FADS Timely Issued	%Merit FADS Timely Issued
2021	40	61	26	65%
2022	24	59	18	75%

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

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Mission Area also ensures that OASCR issues final actions in a timely manner following receipt of any EEOC AJ decision and the associated hearing file.

Neutral EEO Process

As part of FPAC’s effort to preserve the integrity and impartiality of the EEO process, CREEOD maintained a strict separation between its EEO complaint program and the Office of General Counsel (OGC), which handles representation of the USDA Secretary in EEO complaints. If a legal sufficiency review is required, reviews are handled by a functional unit separate from the department responsible for defending the Department against EEO complaints. Furthermore, the FPAC CREEOD ensures that the OGC legal defense function does not engage with the counseling, investigation, and final agency decision stages of the EEO process.

Widespread and Fair ADR Program

During FY22, CREEOD offered and encouraged participation in its established, impartial Alternative Dispute Resolution (ADR) program at the pre-complaint and formal complaint stages. Pursuant to Management Directive 110, Chapter 3 (III)(C), EEOC has established a goal that Federal agencies utilize ADR in 50% of EEO counseling. FPAC encourages 100% of employees to use ADR, when appropriate. ADR was elected in 23 (42%) of the 55 pre-complaints filed. Once ADR is offered to an aggrieved person or complainant, FPAC managers and supervisors are required to participate in good faith. Under the FPAC’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 FY22, CREEOD analyzed post- ADR program participant survey responses quarterly and evaluated ADR program data on an annual basis. Additionally, CREEOD offered bi-annual training to new and existing Resolving Officials to build the cadre of Resolving Officials and keep them up to date on best EEO practices.

In FY22, ADR was offered to all aggrieved parties. This resulted in an offer rate of 100%, which is an improvement of 82% from FY21. During FY22, FPAC’s ADR resolution rate was 44%, a slight decrease from the rate of 50% in FY21. Lastly, CREEOD began utilizing surveys to identify the low ADR acceptance rate in FY22. Aggrieved Parties’ responses included: “not interested,” “do not trust supervisor,” and “takes too long.” No specific trends were identified.

Complaint Rate and ADR Usage in the Pre-complaint Stage (FY22 Form 462 Report)

Fiscal Year	FPAC Workforce	# of Pre-complaints	Complaint Rate	ADR Offer Rate	ADR Election Rate	ADR Resolution Rate
2021	15,782	91	.58%	82%	48%	50%
2022	15,430	55	.35%	100%	42%	44%

Effective and Accurate Data Collection Systems

CREEOD uses iComplaints, a web-based EEO case management system, to track and report on EEO complaints. iComplaints has a broad range of capabilities that allows CREEOD to process, track, manage, and report on EEO cases filed against USDA. Additionally, the web-based system has capacities 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.

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Identify/Disseminate Trends and Best Practices

During FY22, CREEOD identified, monitored, and reported on significant trends reflected in its EEO complaint processing activity to determine whether the Mission Area is meeting its obligations under the statutes EEOC enforces. FPAC Human Resources Division (HRD) uses USA Staffing preset fields to identify and track protected groups staffing and position management. In addition, under the Tableau System, some dashboards track talent acquisition across the pay grades and hiring appointments. The information is available to anyone in FPAC who has a Tableau license.

Part E.3 – Workforce Analyses

Workforce Composition

FPAC reports on the General Service (GS) pay plan and Senior Executive Service (SES) personnel of the mission area agencies (FSA, NRCS, RMA, and the FPAC Business Center). The Farm Service Agency Administratively Determined (AD) County Committee employees and personnel under the County Employee (CO) pay plan, a combined total of 16060 employees, are not reported in the MD 715 but may opt into FPAC’s Civil Rights and EEO administrative processes. The following set of analyses assess FPAC’s, GS and SES permanent workforce.

During FY22, FPAC permanent workforce consisted of 15,430 employees. The number of FY22 permanent employees decreased from the prior year by -352. (Last fiscal year’s FPAC permanent employees totaled 15,782). The permanent employee ratio *positively* affected the following groups: Hispanic males (+0.18%), Hispanic females (+0.12%), Black males (+0.17%), Black females (+0.10%), American Indian / Alaskan Native males (+0.16%) American Indian / Alaskan Native females (+0.23%), Two or More Race males (+0.05%), Two or More Race females (+0.02%), Persons with a Disability (+0.88%) and Targeted Disability (+0.07%). Ratios *decreased* in the following populations: White males (-0.77%), White females (-0.18%), Asian males (-0.03%), Native Hawaiian Other Pacific Islander males (-0.01%), and Native Hawaiian Other Pacific Islander females (-0.05%).

Participation rates of total females, minorities, and the following groups are lower than the benchmark goals of the National Civilian Labor Force (NCLF): Hispanic American male and female, Black male and female, Asian American male and female, Native Hawaiian other Pacific Islander male and female, and Two or More Race male and female. Additionally, Persons with a (self-identified) Disability remain lower than U.S. EEOC-established 501 regulatory goals.

FPAC FY2022 Workforce Composition Summary - Red font indicates below the NCLF benchmark

Race/Ethnicity	2018 NCLF	FY22 Total	FY22%	FY21 Total	FY21%	Inc/Decr	Ratio Change
All	%	15,430	%	15,782	%		
Male	51.80%	8,247	53.45%	8,474	53.69%	-227	-0.24%
Female	48.20%	7,183	46.55%	7,308	46.31%	-125	0.24%
Minorities	30.50%	3,203	20.76%	3,137	19.88%	66	0.88%
Hispanic Male	6.80%	502	3.25%	485	3.07%	8	0.18%
Hispanic Female	6.20%	386	2.50%	376	2.38%	12	0.12%
White Male	35.60%	6,627	42.95%	6,900	43.72%	-195	-0.77%
White Female	31.80%	5,531	35.85%	5,686	36.03%	-70	-0.18%
Black Male	5.70%	654	4.24%	642	4.07%	16	0.17%
Black Female	6.60%	844	5.47%	847	5.37%	1	0.10%
Asian American Male	2.20%	158	1.02%	165	1.05%	-9	-0.03%
Asian American Female	2.20%	147	0.95%	150	0.95%	-1	0.00%

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Race/Ethnicity	2018 NCLF	FY22 Total	FY22%	FY21 Total	FY21%	Inc/Decr	Ratio Change
Nat. Hawaiian/Other Pacific Islander Male	0.10%	21	0.14%	23	0.15%	-2	-0.01%
Nat. Hawaiian/Other Pacific Islander Female	0.10%	17	0.11%	25	0.16%	-4	-0.05%
American Indian Alaskan Native Male	0.30%	261	1.69%	242	1.53%	14	0.16%
American Indian Alaskan Native Female	0.30%	213	1.38%	182	1.15%	24	0.23%
Two or More Race Male	1.00%	24	0.16%	17	0.11%	4	0.05%
Two or More Race Female	1.00%	45	0.29%	42	0.27%	3	0.02%
Person With Disabilities	12.00%	1,466	9.55%	1,361	8.62%	103	0.88%
Targeted Disabilities	2.00%	350	2.27%	347	2.20%	11	0.07%

Data Source: NFC Reporting MD 715 Data Tables A1/B1; October 27, 2022

New Hires by Permanent Appointment

FPAC on-boarded 1,356 external hires for permanent appointments in FY22, a numerical decrease of 1,020 employees from FY2021. Although the numerical decrease was negative for almost all groups, Two or More Races females increased during FY2022.

Ratio changes in hiring for all males decreased by minus 2.30% compared to FY2021 hiring. Other category decreases were All Minorities (-2.32%), White males (-1.89%), Black females (-1.20%), Asian males (-1.02%), Asian females (-0.65%), Native Hawaiian Other Pacific Islander males (-0.17%), and American Indian/Alaskan Native males (-0.10%).

The external hire rate of (self-identified) Persons with Disabilities and Targeted Disabilities was 6.64% (90) and .74% (10), respectively. Still, both groups were below their corresponding U.S. EEOC numerical hiring goal of 12% for Persons with Disabilities and 2% for Targeted Disabilities.

New Hires by Permanent Appointment

Race/Ethnicity	2018 NCLF	FY22 Total	FY22%	FY21 Total	FY21%	Increase/Decrease	Ratio Change
All	%	1,356	%	2,376	%	-1,020	
Male	51.80%	625	46.10%	1,150	48.40%	-525	-2.30%
Female	48.20%	731	53.90%	1,226	51.60%	-495	2.30%
All Minorities	30.50%	238	17.55%	472	19.87%	-234	-2.32%
Hispanic Male	6.80%	31	2.29%	47	1.98%	-16	0.31%
Hispanic Female	6.20%	27	1.99%	46	1.94%	-19	0.05%
White Male	35.60%	508	37.46%	935	39.35%	-427	-1.89%
White Female	31.80%	601	44.32%	957	40.28%	-356	4.04%
Black Male	5.70%	62	4.57%	100	4.21%	-38	0.36%
Black Female	6.60%	70	5.16%	151	6.36%	-81	-1.20%
Asian American Male	2.20%	9	0.66%	40	1.68%	-31	-1.02%
Asian American Female	2.20%	14	1.03%	40	1.68%	-26	-0.65%
Nat. Hawaiian/Other Pacific Islander Male	0.10%	0	0.00%	4	0.17%	-4	-0.17%
Nat. Hawaiian/Other Pacific Islander Female	0.10%	2	0.15%	3	0.13%	-1	0.02%

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Race/Ethnicity	2018 NCLF	FY22 Total	FY22%	FY21 Total	FY21%	Increase/Decrease	Ratio Change
American Indian Native Alaskan Male	0.30%	10	0.74%	20	0.84%	-10	-0.10%
American Indian Native Alaskan Female	0.30%	13	.96%	21	0.88%	-8	0.08%
Two or More Race Male	1.00%	5	0.37%	4	0.17%	1	0.20%
Two or More Race Female	1.00%	4	0.29%	8	0.34%	-4	-0.05%
Person With Disabilities	12.00%	90	6.64%	165	6.94%	-75	-0.30%
Targeted Disabilities	2.00%	10	0.74%	34	1.43%	-24	-0.69%

Data Source: NFC Reporting MD 715 Data Tables A1/B1; October 27, 2022
 Red font denotes a decrease from prior year

Separations

During FY22, 1,603 employees were separated from FPAC (1,561 voluntarily and 42 involuntarily). More than half of all separations were females, at 50.22% (805). Male employees separated at 49.78% (798). Minority groups separated at 17.90% percent (287). Employees with disabilities separated at a rate of 8.80% (141), and employees with targeted disabilities separated at a rate of 2.06% (33). The main categories were Resignation at 48.09% (771) and Retirement at 615 (38.36%) of the total separations.

Separations

Race/Ethnicity	2021 FPAC Workforce (P)	FY22 Total	FY22%	FY21 Total	FY21%	Incr/Decr	Ratio Change
All	%	1,603	%	1,229	%		
Male	56.96%	798	49.78%	700	56.96%	98	-7.18%
Female	43.04%	805	50.22%	529	43.04%	276	7.18%
All Minorities	18.06%	287	17.90%	222	18.06%	65	-0.16%
Hispanic Male	3.91%	37	2.31%	48	3.91%	-11	-1.60%
Hispanic Female	1.95%	44	2.74%	24	1.95%	20	0.79%
White Male	46.54%	671	41.86%	572	46.54%	99	-4.68%
White Female	35.15%	639	39.86%	432	35.15%	207	4.71%
Black Male	3.74%	43	2.68%	46	3.74%	-3	-1.06%
Black Female	3.91%	73	4.55%	48	3.91%	25	0.64%
Asian Male	0.65%	18	1.12%	8	0.65%	10	0.47%
Asian Female	0.65%	16	1.00%	8	0.65%	8	0.35%
Nat Hawaiian Other Pacific Islander Male	0.24%	3	0.19%	3	0.24%	0	-0.05%
Nat Hawaiian Other Pacific Islander Female	0.16%	2	0.12%	2	0.16%	0	-0.04%
American Indian or Alaska Native Male	1.79%	24	1.50%	22	1.79%	2	-0.29%
American Indian or Alaska Native Female	1.06%	27	1.68%	13	1.06%	14	0.62%
Two or More Races Male	0.08%	2	0.12%	1	0.08%	1	0.04%
Two or More Races Female	0.16%	4	0.25%	2	0.16%	2	0.09%

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Race/Ethnicity	2021 FPAC Workforce (P)	FY22 Total	FY22%	FY21 Total	FY21%	Incr/Decr	Ratio Change
Persons With Disabilities	11.15%	141	8.80%	137	11.15%	4	-2.35%
Persons with Targeted Disabilities	3.66%	33	2.06%	45	3.66%	-12	-1.60%

Data Source: NFC Reporting MD 715 Data Tables A1/B1; October 27, 2022
 Red font denotes a decrease from prior year.

Veterans Participation in the Workforce

At the conclusion of the fiscal year, there were a total of 1,425 employees claiming veteran status. Of the FY22 self-identified Veterans, 72.84% (1,038) were males, 27.16% (387) were females, and 29.33% (418) were members of a minority group. Veterans' participation rate represented 9.23 % of the current FPAC permanent workforce. Below is a summary of FPAC's FY22 veteran population.

Veteran Participation in the Workplace

Race/Ethnicity	FY22 Total	FY22%	FY21 Total	FY21%	Ratio Change
All	1,425	%	1,428	%	%
Male	1,038	72.84%	1,047	73.32%	-0.48%
Female	387	27.16%	381	26.68%	0.48%
Minorities	418	29.33%	378	26.47%	2.86%
Hispanic Males	69	4.84%	69	4.83%	0.01%
Hispanic Females	22	1.54%	17	1.19%	0.35%
White Males	785	55.79%	809	56.65%	-0.86%
White Females	212	14.88%	215	15.06%	0.12%
Black Males	105	7.37%	108	7.56%	-0.19%
Black Females	121	8.49%	118	8.26%	0.23%
Asian Males	19	1.33%	20	1.40%	-0.07%
Asian Females	10	0.70%	12	0.84%	0.14%
Nat. Hawaiian Other Pacific Islander Males	3	0.21%	3	0.21%	0.00%
Nat. Hawaiian Other Pacific Islander Females	1	0.07%	2	0.14%	-0.07%
American Indian Native Alaskan Males	29	2.04%	24	1.68%	0.36%
American Indian Native Alaskan Females	8	0.56%	5	0.35%	0.21%
Two or More Race Males	18	1.26%	14	0.98%	0.28%
Two or More Race Females	13	0.91%	12	0.84%	0.07%
Persons with Disabilities	374	26.24%	333	23.32%	2.92%
Targeted Disabilities	87	6.05%	70	4.90%	1.15%

Data Source: NFC Reporting Minority Profile Report: October 27, 2022. Red font denotes a decrease from prior year.

Management Participation in the Workforce

FPAC's management population consists of employees under the organizational supervisory status codes of (2) Supervisor/Manager, (4) Supervisor (CSRA¹), and (5) Manager (CSRA). The management

¹ CSRA – Civil Rights Retirement Act – Position meets the definition of Supervisory in 5 U.S.C. 7103(a) (10) but does not meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide.

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category may be a mix of general schedules grades beginning at GS-11 and following to the GS/GM-15 and SES-level. It may also involve any of FPAC’s major occupational series.

At the conclusion of FY22, FPAC’s leadership and managerial workforce totaled 1,607 which is 10.42% of the total permanent workforce. This is an increase from FY21, when the managerial population totaled 1,591 or 10.08% of the total permanent workforce. Male managers are at 60.42% (971), while female managers are at 39.58% (636), with minority groups at 22.65% (364) of the workforce. Persons with a disability made up 8.21% (132), and persons with targeted disability made up 2.30% (37) of FPAC’s managers and supervisors.

Management Participation at FPAC

Race/Ethnicity	2018 NCLF %	FY22 Total	FY22%	FY21 Total	FY21%	Increase/Decrease	Ratio Change
All	%	1,607	%	1,591	%	16	%
Male	51.80%	971	60.42%	991	62.29%	-20	-1.87%
Female	48.20%	636	39.58%	600	37.71%	36	1.87%
Minorities	30.50%	364	22.65%	331	20.80%	33	1.85%
Hispanic Males	6.80%	67	6.80%	62	3.88%	5	0.29%
Hispanic Females	6.20%	34	2.12%	29	1.82%	5	0.30%
White Males	35.60%	750	46.67%	794	49.72%	-44	-3.05%
White Females	31.80%	493	30.68%	460	28.80%	33	1.88%
Black Males	5.70%	97	6.04%	93	5.82%	4	0.22%
Black Females	6.60%	77	4.79%	78	4.88%	-1	-0.09%
Asian Males	2.20%	14	0.87%	12	0.75%	2	0.12%
Asian Females	2.20%	9	0.56%	10	0.63%	-1	-0.07%
Nat. Hawaiian Other Pacific Islander Males	0.10%	3	0.19%	2	0.13%	1	0.06%
Nat. Hawaiian Other Pacific Islander Females	0.10%	2	0.12%	2	0.13%	0	-0.01%
American Indian Alaskan Native Males	0.30%	37	2.30%	26	1.63%	11	0.67%
American Indian Alaskan Native Females	0.30%	16	1.00%	17	1.06%	-1	-0.06%
Two or More Race Males	1.00%	3	0.19%	2	0.13%	1	0.06%
Two or More Race Females	1.00%	5	0.31%	4	0.25%	1	0.06%
Persons with Disabilities	12.00%	132	8.21%	107	6.70%	25	1.51%
Targeted Disabilities	2.00%	37	2.30%	30	1.88%	7	0.42%

Data Source: NFC Reporting Minority Profile Report: October 27, 2022

Red font denotes a decrease from prior year

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Participation Rates for Major Occupations (MO)

The following table highlights FPAC’s major critical occupations by race, gender, ethnicity, and disability. Ratios in red font show categories below the Occupational Civilian Labor Force (OCLF) benchmark.

FPAC’s major critical occupations include the following GS occupations:

- GS0457 - Soil Conservationists (NRCS)
- GS0458 - Soil Conservation Technicians (NRCS)
- GS1145 – Farm Loan Specialists (FSA)
- GS1165 - Loan Assistants (FSA)
- GS1101 - Program Technicians (FSA) / Risk Management Specialists (RMA)
- GS1850 - Compliance Investigators (RMA)
- GS0500 - Accountants (FPAC BC)
- GS0510 - Budget Analysts (FPAC BC)
- GS2210 – Information Technology Management (FPAC BC)

Occ Series	RACE/ETHNICITY or DISABILITY																	
	Total Workforce		Hispanic/Latino		Non-Hispanic or Latino		African American		Asian		Native Hawaiian or Other Pacific		American Indian Alaskan Native		Two or More Race		Disability	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0457 SOIL CONSERVATION																		
FY2022	60.82%	39.18%	3.73%	2.53%	49.81%	32.04%	4.39%	2.61%	0.47%	0.56%	0.17%	0.17%	2.04%	1.05%	0.21%	0.21%	7.91%	2.01%
FY2021	60.69%	39.31%	3.66%	2.51%	50.01%	32.33%	4.43%	2.51%	0.50%	0.50%	0.19%	0.23%	1.73%	0.90%	0.17%	0.25%	7.31%	2.07%
FY2020	62.55%	37.45%	3.91%	2.29%	51.58%	30.90%	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/SOC Code (2018)	76.50%	23.50%	1.80%	1.60%	70.70%	20.50%	2.10%	0.40%	0.30%	0.10%	0.00%	0.00%	0.60%	0.30%	1.00%	0.60%	12.00%	2.00%
0458 SOIL CONSERVATION TECHNICIAN																		
FY2022	71.27%	28.73%	1.73%	1.08%	60.80%	25.59%	4.64%	1.19%	0.22%	0.11%	0.32%	0.00%	3.56%	0.76%	0.00%	0.00%	8.32%	2.05%
FY2021	70.21%	29.79%	1.53%	1.15%	60.54%	26.72%	4.31%	1.15%	0.19%	0.00%	0.38%	0.00%	3.26%	0.77%	0.00%	0.19%	7.47%	2.01%
FY2020	72.77%	27.23%	2.02%	1.21%	63.36%	24.90%	3.44%	0.51%	0.10%	0.00%	0.40%	0.00%	3.34%	0.61%	0.10%	0.00%	7.79%	2.73%
OCLF/SOC Code (2018)	42.90%	6.40%	4.80%	4.00%	40.90%	28.60%	4.40%	4.40%	3.40%	3.70%	0.10%	0.10%	0.50%	0.30%	1.40%	1.10%	12.00%	2.00%
510 ACCOUNTING																		
FY2022	41.34%	58.66%	2.23%	0.56%	28.49%	41.34%	6.70%	14.53%	2.23%	1.68%	0.00%	0.00%	0.56%	0.56%	1.12%	0.00%	7.26%	1.12%
FY2021	40.35%	59.65%	2.34%	0.00%	28.07%	41.52%	7.02%	0.00%	2.34%	2.34%	0.00%	0.00%	0.58%	0.58%	0.00%	0.00%	8.77%	1.17%
FY2020	39.58%	60.42%	3.47%	0.00%	25.69%	41.67%	6.25%	15.28%	3.47%	2.78%	0.00%	0.00%	0.69%	0.69%	0.00%	0.00%	9.72%	2.78%
OCLF/SOC Code (2018)	39.00%	61.00%	2.90%	5.30%	28.80%	41.50%	2.80%	5.70%	3.70%	7.10%	0.00%	0.10%	0.10%	0.30%	0.60%	1.10%	12.00%	2.00%
0560 BUDGET ANALYSIS																		
FY2022	27.27%	72.73%	3.03%	4.55%	12.12%	27.27%	10.61%	33.33%	1.52%	7.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.12%	1.52%
FY2021	26.87%	73.13%	2.99%	4.48%	11.94%	26.87%	10.45%	4.48%	1.49%	7.46%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	13.43%	1.49%
FY2020	28.79%	71.21%	1.52%	3.03%	15.15%	27.27%	10.61%	33.33%	1.52%	7.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.12%	1.52%
OCLF/SOC Code (2018)	38.30%	61.70%	3.10%	5.60%	27.00%	36.90%	4.70%	11.20%	2.60%	6.00%	0.10%	0.10%	0.10%	0.30%	0.80%	1.60%	12.00%	2.00%
1101 GENERAL BUSINESS and INDUSTRY																		
FY2022	28.60%	71.40%	1.48%	3.65%	24.36%	57.79%	1.48%	5.13%	0.49%	0.99%	0.00%	0.10%	0.79%	3.45%	0.00%	0.30%	7.20%	2.27%
FY2021	28.18%	71.82%	1.23%	3.32%	24.76%	59.49%	1.33%	3.32%	0.28%	1.14%	0.00%	0.19%	0.57%	2.37%	0.00%	0.09%	6.45%	2.28%
FY2020	28.69%	71.31%	1.02%	3.16%	25.72%	59.80%	1.30%	5.29%	0.19%	0.93%	0.00%	0.28%	0.46%	1.76%	0.00%	0.09%	6.96%	2.14%
OCLF/SOC Code (2018)	45.70%	54.30%	4.40%	5.50%	32.50%	36.40%	4.00%	7.20%	3.50%	3.50%	0.10%	0.10%	0.20%	0.30%	0.90%	1.30%	12.00%	2.00%
1145 FARM LOAN SPECIALIST																		
FY2022	34.21%	65.79%	2.05%	1.75%	29.24%	55.85%	2.05%	5.56%	0.00%	0.29%	0.00%	0.00%	0.88%	2.34%	0.00%	0.00%	6.73%	1.75%
FY2021	33.72%	66.28%	2.35%	1.76%	28.74%	56.89%	2.05%	1.76%	0.00%	0.59%	0.00%	0.29%	0.59%	1.47%	0.00%	0.00%	7.04%	1.76%
FY2020	34.74%	65.26%	2.42%	2.11%	29.61%	56.19%	2.11%	4.83%	0.00%	0.60%	0.00%	0.30%	0.60%	1.21%	0.00%	0.00%	5.44%	1.21%
OCLF/SOC Code (2018)	45.70%	54.30%	4.40%	5.50%	32.50%	36.40%	4.00%	7.20%	3.50%	3.50%	0.10%	0.10%	0.20%	0.30%	0.90%	1.30%	12.00%	2.00%
1165 LOAN SPECIALIST																		
FY2022	40.73%	59.27%	1.72%	2.97%	34.01%	50.20%	2.03%	2.42%	0.39%	0.55%	0.16%	0.08%	2.35%	3.05%	0.08%	0.00%	5.16%	1.33%
FY2021	41.22%	58.78%	1.17%	2.26%	35.91%	51.06%	1.89%	2.26%	0.36%	0.44%	0.15%	0.15%	1.68%	2.04%	0.07%	0.07%	5.61%	1.38%
FY2020	44.42%	55.58%	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/SOC Code (2018)	54.20%	45.80%	4.20%	4.90%	43.20%	32.10%	3.00%	4.90%	2.80%	2.80%	0.00%	0.10%	0.10%	0.20%	0.80%	0.90%	12.00%	2.00%
1801 GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT COMPLIANCE																		
FY2022	61.80%	38.20%	3.37%	4.49%	49.44%	24.72%	7.87%	7.87%	0.00%	0.00%	0.00%	0.00%	1.12%	1.12%	0.00%	0.00%	6.74%	1.12%
FY2021	61.29%	38.71%	3.23%	4.30%	48.39%	25.81%	8.60%	4.30%	0.00%	0.00%	0.00%	0.00%	1.08%	1.08%	0.00%	0.00%	5.38%	1.08%
FY2020	71.92%	28.08%	2.99%	4.48%	50.75%	20.90%	8.96%	8.96%	0.00%	1.49%	0.00%	0.00%	0.00%	1.49%	0.00%	0.00%	11.11%	0.00%
OCLF/SOC Code (2018)	47.40%	52.60%	5.10%	5.10%	34.10%	36.40%	4.50%	6.70%	2.40%	2.90%	0.10%	0.10%	0.30%	0.30%	1.00%	1.20%	12.00%	2.00%
2210 INFORMATION TECHNOLOGY MANAGEMENT																		
FY2022	67.04%	32.96%	4.87%	1.50%	46.07%	19.10%	5.24%	7.12%	9.74%	3.37%	0.37%	0.37%	0.75%	0.75%	0.00%	0.75%	14.98%	3.37%
FY2021	67.59%	32.41%	3.45%	0.69%	47.59%	20.34%	5.86%	0.69%	9.66%	2.76%	0.34%	0.34%	0.69%	1.03%	0.00%	0.69%	9.66%	3.45%
FY2020	65.70%	34.30%	3.61%	0.72%	45.85%	22.74%	6.86%	6.86%	8.30%	1.81%	0.36%	0.36%	0.72%	1.08%	0.00%	0.72%	9.03%	3.61%
OCLF/SOC Code (2018)	70.90%	29.10%	4.50%	1.60%	54.30%	21.60%	3.60%	2.50%	7.00%	2.60%	0.10%	0.00%	0.10%	0.10%	1.30%	0.70%	12.00%	2.00%

Data Source: NFC Reporting MD 715 Data Tables A6/B6; October 27, 2022

Percentages below the OCLF are highlighted in red font

Non-representation (0.00%) trends continue over a three-year period for Native Hawaiian Other Pacific Islanders:

- GS0458 - Soil Conservation Tech –Native Hawaiian Other Pacific Islanders female
- GS0510 - Accountant – Native Hawaiian Other Pacific Islanders male and female
- GS0560 – Budget Analysis - Native Hawaiian Other Pacific Islander male and female (and additionally American Indian Native Alaskan male and female)
- GS1101 - Program Technician - Native Hawaiian Other Pacific Islander male
- GS1145 - Loan Specialist –Native Hawaiian Other Pacific Islanders male

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- GS1801 - Compliance Investigator –Native Hawaiian Other Pacific Islander male and female

Summary of Employee Awards

Time Off Awards (TOA)

During FY22, a total of 1,713 (or 11%) of FPAC’s permanent workforce received Time-Off awards. As a result, FPAC personnel received a total of 24,399 hours, with an average of 14 hours per awardee. The chart below summarizes the total and the average number of awards among the affinity groups.

Award Type	HM	HF	WM	WF	BM	BF	AM	AF	NH/OPI M	NH/OPI F	AI/ANM	AI/ANF	TMRM	TMRF	Dis [03-99]
Time Off Awards	26	41	523	754	56	185	14	36	0	3	18	50	2	5	171
	1.52%	2.39%	30.53%	44.02%	3.27%	10.80%	0.82%	2.10%	0.00%	0.18%	1.05%	2.92%	0.12%	0.29%	9.98%
AVG-Hours	14	12	16	14	14	13	12	11	0	9	17	15	14	16	13

Cash Awards Up to \$1,000

During FY22, a total of 7,873 (or 51%) of the FPAC workforce received cash awards under \$1,000. The total amount awarded was \$4,731,097, with an average award of \$601. The chart below summarizes the total and average amount of awards among the affinity groups.

Award Type	HM	HF	WM	WF	BM	BF	AM	AF	NH/OPI M	NH/OPI F	AI/ANM	AI/ANF	TMRM	TMRF	Dis [03-99]
Total Cash Awards	227	198	3,274	3,016	268	425	68	63	8	6	145	130	6	39	809
	2.88%	2.51%	41.59%	38.31%	3.40%	5.40%	0.86%	0.80%	0.10%	0.08%	1.84%	1.65%	0.08%	0.50%	10.28%
AVG-Amount	\$604	\$583	\$604	\$601	\$622	\$592	\$593	\$600	\$690	\$663	\$598	\$537	\$482	\$567	\$612

Cash Awards between \$1,001 - \$2,000

During FY22, a total of 8,935 (or 58%) of the FPAC workforce received a cash award between \$1,000 - \$2,000. The total amount awarded was \$13,414,251, with an average award of \$1,500. The chart below summarizes the total and average amount of awards among the affinity groups.

Award Type	HM	HF	WM	WF	BM	BF	AM	AF	NH/OPI M	NH/OPI F	AI/ANM	AI/ANF	TMRM	TMRF	Dis [03-99]
Total Cash Awards	260	238	3,608	3,390	366	589	86	100	14	7	116	120	8	33	898
	2.91%	2.66%	40.38%	37.94%	4.10%	6.59%	0.96%	1.12%	0.16%	0.08%	1.30%	1.34%	0.09%	0.37%	10.05%
AVG-Amount	\$1,473	\$1,435	\$1,445	\$1,522	\$1,618	\$1,658	\$1,676	\$1,617	\$1,360	\$1,382	\$1,507	\$1,471	\$1,283	\$1,593	\$1,470

Cash Awards Over \$4,000

During FY22, a total of 225 (or 1.46%) of FPAC personnel received a cash award of \$4,000 or more. The total amount awarded was \$1,080,147, with an average award of \$4,800. The chart below summarizes the total and average amount of awards among the affinity groups.

Award Type	HM	HF	WM	WF	BM	BF	AM	AF	NH/OPI M	NH/OPI F	AI/ANM	AI/ANF	TMRM	TMRF	Dis [03-99]
Total Cash Awards	8	2	81	77	8	27	4	7	1	1	2	6	0	1	21
	3.56%	0.89%	36.00%	34.22%	3.56%	12.00%	1.78%	3.11%	0.44%	0.44%	0.89%	2.67%	0.00%	0.44%	9.33%
AVG-Amount	\$4,634	\$5,000	\$5,188	\$4,633	\$4,985	\$4,395	\$4,753	\$4,440	\$4,000	\$5,000	\$4,500	\$4,250	\$0	\$4,000	\$4,732

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Performance-based Pay Increases

Performance-based pay increases are monetary awards that include the following categories: Quality Step Increases (QSI), Special Acts, Extra Effort, or Spot awards. 1% (or 148) of FPAC personnel received recognition based on current performance. The total benefit awarded was \$406,511, with an average benefit of \$2,746 per awardee. The rate and average amount of awards among the affinity groups are shown below:

Award Type	HM	HF	WM	WF	BM	BF	AM	AF	NH/O PIM	NH/O PIF	AI/ANM	AI/ANF	TMRM	TMRF	Dis [03-99]
Total Benefit	5	5	54	63	5	8	2	1	0	0	2	3	0	0	11
	3.38%	3.38%	36.49%	42.57%	3.38%	5.41%	1.35%	0.68%	0.00%	0.00%	1.35%	2.03%	0.00%	0.00%	7.43%
AVG-Amount	\$3,311	\$2,897	\$2,940	\$2,452	\$3,131	\$2,940	\$2,794	\$4,504	\$0	\$0	\$2,421	\$2,707	\$0	\$0	\$2,629

Essential Element F: Responsiveness and Legal Compliance

Ensure Timely and Full Compliance with EEOC Orders and Settlement Agreements

Throughout FY22, CREEOD had a system of processes to ensure timely and full compliance with all laws, EEOC regulations, management directives, orders, written instructions, final agency actions, and settlement agreements. When CREEOD receives notice that a complainant has requested a hearing before an EEOC Administrative Judge (AJ) or has filed an appeal of a final agency action with EEOC’s OFO, CREEOD staff promptly submits the complaint file to the appropriate EEOC office. OASCR also issues final actions in a timely manner following the receipt of any EEOC AJ decision.

During FY22, CREEOD responded on-time and fully complied with all EEOC orders and requests issued as part of the hearing and/or appeals process. CREEOD staff is responsible for monitoring and facilitating compliance with all EEOC orders, final agency actions, and settlement agreements; this includes working with human resources staff, financial management staff, the Office of General Counsel, and other agency stakeholders, as necessary. FPAC managers and supervisors are evaluated and held accountable to annual performance standards that require them to comply with EEOC orders, final agency actions, and settlement agreements. Similarly, CREEOD staff is responsible for EEO compliance and are evaluated and held accountable to annual performance standards that require timely compliance with orders and agreements. The effectiveness of these measures and processes is demonstrated by the Mission Area never being cited or sanctioned by the EEOC for failure to comply with any EEOC order, final agency action, or settlement agreement.

Part E.4 - Executive Summary: Accomplishments

A diverse and highly skilled workforce is vital to the Farm Production and Conservation (FPAC) mission delivery of technical assistance and services to the American public.

Diversity Recruitment and Workforce Planning

The Human Resources Division (HRD) provided the three (3) mission agencies (FSA, NRCS, and RMA) with a template to use at their discretion to assist them in developing an agency hiring plan. The templates were used to prepare an overall FPAC Diversity Recruitment Plan, which identified the positions and vacancies at mid-entry and journeyman levels, hiring strategies associated with filling those positions and suggested outreach to targeted groups. In addition, the FPAC Business Center used the plan to address recruitment and targeted outreach efforts in FY23.

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Promoting Targeted Outreach and Recruitment Efforts

FPAC diversity outreach and recruitment activities support Executive Order 14035, “Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce,” and the United States Department of Agriculture (USDA) DEIA strategic plan. The vision is to create practical career paths for veterans, students, and a diverse set of skilled job seekers to integrate them into the USDA workforce. FPAC HRD obligated over \$77,000 to participate in outreach and recruitment events in FY22, including registration costs and travel funds.

FY22	Virtual	In-Person	Total by Quarter
1st Qtr. (Oct/Nov/Dec)	21	6	27
2nd Qtr. (Jan/Feb/Mar)	18	12	30
3rd Qtr. (Apr/May/Jun)	6	2	8
4th Qtr. (Jul/Aug/Sep)	3	5	8
Total	48	25	73

Diversity Outreach and Recruitment events targeted the following affinity groups (overlap exists):

Group	# of Events
American Indian/Alaska Native (AI/AN)	4
Black/African American (B/AA)	23
Hispanic/Latino (HL)	26
Asian American (AA)	14
Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and Intersex (+) (LGBTQI+)	1
Native Hawaiian/Pacific Islander (NH/PI)	12
Persons with Disabilities (PwD),	4
Veterans (Vet.),	7
Women	2
Multiple Groups (non-specific)	10

To ensure each FPAC agency is continually aware and working to address diversity recruitment, HRD’s Workforce Planning, Outreach, and Engagement (WPOE) Section disseminated the FY23 Diversity Outreach and Recruitment Interest Survey (DORIS). The DORIS aims to identify effective and efficient outreach and recruitment opportunities to help FPAC agencies reach their diversity goals, fulfill agency hiring plans, and support Executive Order 14035 in the federal workforce. In addition, the results of the DORIS will be used in establishing the FY23 diversity outreach and recruitment events agenda.

FY22 FPAC Student Programs

USDA’s Pathways Programs include the Internship Program, Recent Graduates Program, and Presidential Management Fellows (PMF) Program. FPAC uses the Pathways Programs to acquire new federal talent and to supplement its competitive hiring drive. FPAC participates in the USDA 1890 National Scholars Program, a partnership between USDA and 1890 Historically Black Land-Grant Universities, and the 1994 Tribal Scholars Program. These programs award scholarships to students who attend one of 1890 Historically Black Land-Grant Universities or 1994 Tribal Colleges and Universities, respectively. Utilization of all student hiring authorities allows for a combination of fair and open competition. It supports the Department’s goals to increase agricultural opportunities for minority, American Indian, and Native Alaskan students. The programs remain a significant resource in FPAC’s overall recruitment plan.

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Program improvement efforts across the board have been implemented and monitored to increase the effectiveness of the student hiring programs. Pathways Program conversion efforts yielded an overall conversion rate for FY22 of 71.5%, for a total of 220 Pathways conversions. Interns converted totaled 142 of the 274 projected conversions. Recent Graduates converted totaled 71 of the 78 projected conversions.

Diversity Initiatives/Agreements

For FY22, FPAC committed resources to support numerous diversity events and programs. As a result, millions of dollars were obligated by NRCS under its statutory authority to promote diversity recruitment. Examples included outreach, recruitment, career workshops, federal job application training, and sixteen (16) diversity initiatives were approved and executed for funding totaling over \$3.2 million. Part of this funding resulted in 81 intern placements in FY22 (please see Third-Party Internship Programs and Initiatives for more details.)

1. Hispanic Serving Institutions National Program (HSINP)(HACU) (\$172,000);
2. Hispanic Association of Colleges & Universities (HACU) Annual Conference (\$10,000);
3. Federal Asian Pacific American Council (FAPAC), Org. (\$10,000);
4. Women's Recruitment Initiative (\$100,000);
5. Lesbian, gay, bisexual, transgender, queer, Intersex (+) (LGBTQI+) Recruitment Initiative (\$30,000);
6. Out and Equal Workplace Summit (\$15,000);
7. Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) (\$100,000);
8. Tribal Recruitment Initiative (Tribal NRCDP) (\$99,000);
9. Hispanic Recruitment Initiative (NRCDP) (\$850,000);
10. Future Farmers of America (FFA) (\$100,000);
11. Thurgood Marshal College Fund (\$726,136.71);
12. Florida A&M University (\$250,000);
13. North Carolina A&T State University (\$250,000);
14. Tennessee State University (\$250,000);
15. American Indian Science and Engineering Society (AISES) (\$50,000); and
16. Asian American/Pacific Islander Recruitment Initiative (\$75,000).

In addition, NRCS obligated over \$5.4 million to projects to promote diversity recruitment and further the NRCS mission. Specifically, the agreements supported partners by providing technical assistance, program and employment outreach, and engaged students in agriculture and education.

FY22 projects included:

1. Corporacion Juvenil Para el Desarrollo de Comunidades Sostenibles (\$299,990);
2. Texas Health Research and Education Institute (\$297,600);
3. Association of Public and Land-grant Universities (\$50,000);
4. Central State University (\$450,000);
5. Food Group Minnesota Inc. (\$268,365);
6. Southern Sky Center for Diverse Arts and Culture Inc. (\$202,500);
7. Alabama's Mountains Rivers and Valleys RC&D Council (\$100,000);
8. Clemons University (\$579,597);
9. Rolling Hills Resource Conservation and Development Council, Inc. (\$97,946);
10. Limestone Valley Resource Conservation and Development Area Council (\$123,100);
11. North Carolina A&T State University (\$707,389);
12. The 1890 Universities Foundation (\$406,000);

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13. Children Learning Through Outdoor Experiences (\$390,996);
14. Shinnecock Indian Nation (\$240,700);
15. National Hispanic Environmental Council (\$300,000);
16. Jackson State University (\$500,000);
17. Greensky Gives, Inc. (\$60,000);
18. University of California, Davis Campus/News Service (\$20,000);
19. Alex Palmerlee (Blue Oak Management & Recruitment) (\$37,600);
20. Center for Land-based Learning (\$60,000);
21. Research Foundation for the State University of New York (SUNY), SUNY ESF (\$224,007); and
22. United Methodist Neighborhood Center (\$10,000).

FY22 FPAC Hiring Task Force

The Hiring Task Force focuses on USDA’s Strategic Plan, Goal 1: Ensure USDA Programs are delivered efficiently, effectively, with integrity, and a focus on customer service. Some of the action items for the Hiring Task Force are listed here (Source: *CXO Diversity Dashboard Data – Executive Summary):

- FPAC met 46% of the FY22 goal to improve the overall diversity of FPAC’s On-Board Strength.
- FPAC improved overall diversity attrition by 2.7%.
- Sixty-one 1890 Scholars offers were accepted during 3rd Quarter of FY22.
- Five 1994 Scholars offers were accepted during the 3rd Quarter of FY22.

Special Employment Programs/Special Hiring Authorities

Federal agencies have specific hiring programs for veterans, people with disabilities, students, recent graduates, and other applicants. The chart reveals the substantial effect of the Direct Hiring Authority on New External Hires between the two fiscal years.

External Hire Type (Federal)	# FY22	% FY22	#FY21	%FY21	Difference	Ratio Change
Direct Hire	294	21.68%	1,179	49.62%	-885	-27.94%
Disabled Veteran	16	1.18%	16	0.67%	0	0.51%
Intern/Fellow	30	2.21%	22	0.93%	8	1.29%
Other Non-Special Hiring Authority	659	48.60%	636	26.77%	23	21.83%
Pathways Appointment-Recent Grad	111	8.19%	83	3.49%	28	4.69%
Pathways Intern	187	13.79%	324	13.64%	-137	0.15%
Pathways Presidential Management Fellows	0	0.00%	3	0.13%	-3	-0.13%
Physical Disability	3	0.22%	4	0.17%	-1	0.05%
Schedule A	19	1.40%	40	1.68%	-21	-0.28%
Severe Physical Disability	13	0.96%	16	0.67%	-3	0.29%
Veteran Recruitment Appointment (VRA)	14	1.03%	21	0.88%	-7	0.15%
Veterans Employment Opportunity Act (VEOA)	10	0.74%	32	1.35%	-22	-0.61%
Total	1,356		2,376		-1,020	-42.93%

Third-Party Internship Programs and Initiatives

Third-party internship programs and initiatives support targeted recruitment efforts to address underrepresentation in the FPAC Mission Area’s workforce by increasing the number of students who qualify and compete for the Pathways Programs. In FY22, there were 81 actual placements of NRCS third-party interns.

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- Hispanic Association of Colleges and Universities (HACU) Program – 2 interns
- Hispanic Recruitment Initiative – 47 interns
 - New Mexico State University – 2 interns
 - Texas A&M University, Kingsville – 10 interns
 - Texas A&M University, Kingsville (GIS) – 3 interns
 - University of Arizona – 8 interns
 - Cal Poly University, Pomona – 6 interns
 - California State University, Fresno – 4 interns
 - University of California, Davis – 5 interns
 - University of Puerto Rico, Mayaguez – 6 interns
 - University of Texas, Rio Grande Valley – 3 interns
- Tribal Recruitment Initiative – 12 interns
- Women’s Recruitment Initiative – 5 interns
- LGBTQ+ Recruitment Initiative – 3 interns
- Florida A&M University Initiative – 2 interns
- North Carolina A&T State University – 3 interns
- USDA National Institute of Food and Agriculture (NIFA) Grant – 7 interns

Agriculture Conservation Experienced Services (ACES) Program

The ACES program provides a cost-effective recruitment opportunity to obtain the services of non-federal, experienced workers aged 55 and older. NRCS had 478 active participants. During FY22 FPAC spending level on the program exceeded 14 million dollars.

Employee Training and Development

Diversity and inclusion training programs consist of training and education to provide guidance for employee behavior and perspective in the workplace. This training raises employee awareness about workforce diversity, teaches about diversity in hiring and promotion, and helps employees overcome their unconscious biases. 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.

FPAC employees and supervisors are specifically directed to engage in professional development through the FPAC Mission Area’s HRD Employee Development Section (EDS) and Civil Rights and Equal Employment Opportunity Division (CREEOD) Compliance and Training Branch, which provide solutions and tools for addressing discrimination in all forms, conflict management, diversity and inclusion, and unconscious bias in program delivery.

EDS offered numerous courses, including Civil Rights/Equal Opportunity modules focusing on Civil Rights in Program Delivery. Training courses included:

- Working Effectively with American Indians trained 341 NRCS employees;
- Improving Conservation Delivery to Women Landowners and Procedures had 174 certificate completions; and
- Due to travel restrictions and cadre concerns, Working Effectively with Hispanic Producers and Working Effectively with Asian American Pacific Islander Producers were not delivered in FY22.

EDS is also collaborating with NRCS on another potential training opportunity, Working Effectively with Black/African American Producers.

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In FY22, over 120 optional diversity and inclusion training courses were completed by employees nationwide via AgLearn, USDA's Learning Management System (LMS), resulting in over 11,250 Certificates of Completion. Some of those courses included:

- Cultural Resources Training Series;
- Unconscious Bias;
- Emotional Intelligence;
- Leading Diversity; and
- Bridging the Diversity Gap.

The CREEOD Training Section continued providing Conflict Management Training during the reporting period. The virtual training and live events provide a succession of soft skill training to increase participants' knowledge and reduce the initiation of EEO complaints and grievances. The topics also provide tools to participants in addressing and resolving conflict at the lowest level. The topics during FY22 included the following:

- EEO 101 Training;
- Alternative Dispute Resolution (ADR) Training; and
- Resolving Officials Training.

The training section also launched a series of diversity, equity, inclusion, and accessibility webinars:

- Diversity, Equity, Inclusion, and the New IQ;
- Addressing Bias and Stereotypes in the Delivery of USDA Programs and Services;
- Unconscious Bias;
- Cultural Sensitivity;
- Customer Service – Shifting Service to Experience from an Emotional Intelligence Approach;
- Ableism: What It Is and Why It Matters to Everyone; and
- Disability Inclusion in the Workplace.

FPAC Employee Resource Groups (ERGs)

ERGs offer a valuable way to unite communities and promote allyship within FPAC. In addition, ERGs build high-trust relationships that help employees flourish and increase employee retention. CREEOD partnered with internal and external ERGs and employee organizations representing affinity groups and the Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning), and Intersex (LGBTQI+) community to include:

- American Indian/Alaska Native Employees Association (AIANEA) for the NRCS;
- Asian Pacific Islander Organization (APIO);
- Equality USDA;
- National Organization of Professional Black NRCS Employees (NOPBNRCSE);
- National Organization of Professional Hispanic NRCS Employees (NOPHNRCSE); and
- National Organization of Professional Women in NRCS (WiN).

To build and maintain an inclusive workplace, FPAC agencies collaborated with Equality USDA, the Employee Resource Group for USDA's LGBTQI+ employees and retirees, and LGBTQI+ Special Emphasis Program Managers hosted a variety of trainings, outreach events, and other activities in FY22.

FPAC was the lead agency in planning USDA's annual Pride Observance in June 2022, with over 2,800 views. This was the 20th anniversary of the first Pride Observance at USDA. In addition, FPAC agencies hosted outreach and recruitment booths at Pride festivals across the country during June 2022 and at the Out and Equal Virtual Workplace Summit from October 6-8, 2021.

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FPAC also led the planning and delivery of USDA’s first-ever LGBTQI+ Farmers virtual roundtable event. Seventeen(17) training sessions on Pronouns in the Workplace were hosted in FY22 for FPAC agencies and work units to build cultural competency in LGBTQI+ issues. A small group of FPAC employees provided ongoing assistance in the development of a policy to support transgender and gender-expansive employees, including a guide to inclusive language.

During FY22, FPAC began the planning phase of establishing an ERG for persons with disabilities. The importance of a disability-focused employee resource group is to create an environment where employees with disabilities feel comfortable disclosing them and, in turn helping others.

FPAC Mentoring Program

A Mentoring Cohort was established and ran from February 2021 to 2022. This cohort consisted of 77 personnel (31 mentors and 46 protégés). Additionally, matches included four Senior Executive Service (SES) members for a total of 81 participants. There was also a Flash Mentoring event in the 3rd quarter of FY22 consisting of five mentors and 43 protégés. FPAC continues to be the USDA leader of the USDA Mentoring Portal and is currently working with the Department on robust improvement to the Portal, pending funding.

FPAC Strategic Leadership Development Program (SLDP)

FPAC provided the Strategic Leadership Development Program (SLDP) as a career development opportunity for current employees in grades GS -13 - 15. FPAC agency representation consisted of 12 FTEs from NRCS, six FTEs from FBC, and one FTE from FSA.

Race/Ethnicity	#Selectees	%Selectees
All	19	100%
Male	13	68.42%
Female	6	31.58%
Minorities	5	26.31%
Hispanic Males	0	0.00%
Hispanic Females	0	0.00%
White Males	9	47.36%
White Females	5	26.31%
Black Males	2	19.53%
Black Females	1	5.26%
Asian Males	2	19.53%
Asian Females	0	0.00%
Nat. Hawaiian Other Pacific Islander Males	0	0.00%
Nat. Hawaiian Other Pacific Islander Females	0	0.00%
American Indian Alaskan Native Males	0	0.00%
American Indian Alaskan Native Females	0	0.00%
Two or More Race Males	0	0.00%
Two or More Race Females	0	0.00%
Persons with Disabilities	8	42.10%

Workforce Engagement (WE)

The Federal Employee Viewpoint Survey (FEVS) measures FPAC’s achievements in EEO and diversity and inclusion (D&I). FPAC FEVS final response rates: FPAC Goal = 70%.

- FPAC Business Center = 64%

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- FSA = 55%
- NRCS = 62%
- RMA = 80%
- FPAC Overall = 56% (Overall percentage includes AD and CO employees)

WE Team FY22 accomplishments include:

- Managed, coordinated, and facilitated focus groups across the Mission Area to address developing action plans.
- Conducted 75 focus groups throughout the fiscal year, resulting in 639 participants (supervisors and non-supervisor) being heard and feedback shared with leadership.
- Established a “WEareFPACatwork!” SharePoint site so employees can share their WE activities.
- Continued the lunch and learn series called “Feed Your Mind” to connect.
- Continued the FPAC Chief Human Capital Officer (CHCO) Succession Planning Program.

Part E.5 - Executive Summary: Planned Activities

Diversity Recruitment and Workforce Planning

HRD plans to provide an overall FY2023 FPAC Diversity Recruitment Plan to address each agency's specific needs to identify positions and vacancies at mid-entry and journeyman levels, hiring strategies associated with filling those positions and suggested outreach to targeted groups.

Diversity Outreach and Recruitment

The FY2023 Diversity Outreach and Recruitment Interest Survey (DORIS) generated interest in 71 diverse outreach and recruitment events for FPAC participation. In coordination with the FPAC agencies, priority will be given to those events with the greatest potential to increase the Mission Area's diversity. Results will also be directly linked to specific items identified in the FY2023 hiring plans and other HRD recruitment goals and initiatives. HRD WPOE will work to implement the FY2023 DORIS results as well as add other diversity outreach and recruitments to augment targeted underrepresented groups.

Diversity Programs and Initiatives

FPAC supports the effectiveness and sustainability of a national diversity recruitment and inclusion effort by establishing various diversity recruitment frameworks and diversity investment funding. NRCS intends to continue supporting the existing initiatives and add new collaborative initiatives for FY22 that include:

- Veterans Recruitment Initiative (\$85,000)
- Disabled (\$10,000)
- Cultivating Change (\$10,000)

Special Employment Programs

Third-Party Internship Program

The FPAC third-party student internship program plans to select up to 100 third-party interns at the collegiate level consisting of Tribal Recruitment Initiative (up to 10 interns), Hispanic American Recruitment Initiative (up to 40 interns), Asian-American/Native Hawaiian-Pacific Islander (up to 5 interns), HACU-Hispanic American National Internship Program [HACU-HNIP] (up to 10 interns), Thurgood Marshall College Fund (TMCf) Internship Program (up to 15 interns), Women's Recruitment Initiative (up to 5 interns), Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ+)

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Recruitment Initiative (up to 3 interns), Florida A&M University (up to 4 interns), Tennessee State University (up to 4 interns), and North Carolina A&T State University (up to 4 interns).

Agriculture Conservation Experienced Services (ACES) Program

The ACES agreement expires on August 31, 2023. The plan is to extend the current agreement for no less than six months. Currently, NRCS, the Forest Service, and the Research, Education, and Economics Mission are the only USDA entities using a professional service program. Establishing statutory authority for the Experienced Services Program (ESP) across USDA is proposed in the next Farm bill. The proposal:

- Provides uniformity and consistency across USDA, with access for all non-inherently governmental positions - administrative, professional, and technical.
- Ensures all USDA agencies and offices have the statutory basis to implement a cooperative agreement to effectuate ESP delivery for a given agency or office in USDA.
- The statutory language ensures the authority for USDA-wide access to ESP has longevity across Administrations and changes in Congress and is not based solely on cooperative agreements without a legislative framework.

Direct Hire Authority (DHA)

FPAC has received approval for 687 positions to support NRCS hiring under the Bipartisan Infrastructure Law (BIL). Public notices are expected to be released by December 1, 2022, to support this effort. In addition, a DHA request has also been submitted to support FSA hiring under the Inflation Reduction Act (IRA), and approval is pending.

FPAC Employee Resource Groups (ERGs)

FPAC plans to continue its effort to establish an ERG to support employees with disabilities. The organizers of the new ERG plan to develop a strategy to include the mission, objectives, clearly defined roles, alignment with business goals, leadership, and more.

FPAC Strategic Leadership Development Program (SLDP)

FPAC plans to continue developing a leadership cadre to represent our diverse communities and customers. In FY2023, FPAC intends to continue to administer the Mission Area's SLDP, expecting to receive at least 20 applications for the class of FY2023-24.

Workforce Engagement (WE)

In FY23, the WE Team plans to:

- Continue to encourage facilitating focus groups to ascertain the root cause and underlying factors which may contribute to low FEVS scores.
- Compile and report findings for FPAC agencies and leaders from the FY22 FEVS results.
- Encourage Employee Engagement and Change Management training throughout the year to agency leadership.
- Market the FY23 FEVS tool and encourage all FPAC employees to participate.
- Meet with leadership to help streamline the action planning process.

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**EEOC FORM
MD 715-01 PART F**

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

I, Stephen R. Thompson am the
(Insert name above) (Insert official title/series/grade above)

Acting EEO Director/Official for USDA/FPAC/Civil Rights and Equal Opportunity Division
(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

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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.

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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		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
 Measures				
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	June 8, 2022	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		New
 Compliance Indicator		Measure Met? (Yes/No/NA)	Comments	
 Measures				
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	April 21, 2021	New
A.2. a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	May 9, 2019	New
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	FPAC posts The EEO Director, Branch Chiefs and SEPMs to	New

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			the all Agency internal websites.	
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		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	https://www.fpacbc.usda.gov/Assets/fpacbc/documents/fpac_pm_4300_001_reasonable_accommodation_procedures.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	Quarterly EEO 101 Training	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	Yes	Bi-Annual Training	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	Yes	Five trainings in FY22	New
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	Once a year	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	Via FPAC Directive	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	Annual Civil Rights Advisory Council Awards	New
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		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.				

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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	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.			
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)]	No	In progress and will be implemented 2/26/2023	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.	Yes	Chief Operating Officer, FPAC 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		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		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	March 2, 2022	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		New
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
	B.2 – The EEO Director controls all aspects of the EEO program.			
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		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		New

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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.]	Yes	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	New
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes		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		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		New
 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		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.	Yes	Under USDA's USDA One concept. FPAC is governed by USDA's Strategic Plan. USDA also has a DEIA Strategic Plan.	New

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 Compliance Indicator  Measures	C		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		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		B.4.a
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	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	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		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		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		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		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		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		New

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B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes		B.4.d
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		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		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		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		New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes		A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes		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		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		E.4.b

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 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		New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes		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		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)]	No	In Progress - FPAC is developing a plan that includes EEO Objectives and builds on the present USDA Strategic Plan – expected completion of June 2024.	D.1.c
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	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments	
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	Arkansas -Jan 2022 Hawaii/Pacific Basin – Feb 2022 Kentucky – Mar 2022 Minnesota – Apr 2022 Montana – May 2022 New Jersey – Jun 2022 New York – July 2022 West Virginia – Aug 2022 Louisiana – Sept 2022	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	Arkansas -Jan 2022 Hawaii/Pacific Basin – Feb 2022 Kentucky – Mar 2022 Minnesota – Apr 2022 Montana – May 2022	New

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			New Jersey – Jun 2022 New York – July 2022 West Virginia – Aug 2022 Louisiana – Sept 2022	
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715€(C)]	Yes		New
 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments	New Indicator
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		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		New
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		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		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		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		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)]	Yes		New

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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		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		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		New
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		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		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		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		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.	<u>Yes</u>	<ul style="list-style-type: none"> • https://www.fsa.usda.gov/help/accessibility-statement/index • https://www.nrcs.usda.gov/accessibility • https://www.rma.usda.gov/en/Web-Site-Policies-and-Important-Links/Accessibility-Statement • https://www.fpacbc.usda.gov/about/civil-rights-and-equal-employment-opportunity/accessibility/index.html 	New

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 Compliance Indicator  Measur-s	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments New Indicator	
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		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		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		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 and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes		New
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

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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
C.4	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.			
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		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		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		New
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes		New
C.4.e	Pursuant to Sec. 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		New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes		New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace [see MD-715, II(C)]	Yes		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes		New
 Compliance Indicator 	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	

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Measures				
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes		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	Currently under review.	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		New
 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	Annually	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		New
Essential Element D: PROACTIVE PREVENTION				
This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.				
 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	

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D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes		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		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 9 CFR 1614.203(d)(1)(iii)(C)]	Yes		New
 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	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes		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		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		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 comments column.	Yes	EEO Complaints Data, Grievances, Exit Interviews, FEVS, Employee Resource Groups, SEPs, and RA Program.	New



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 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		New
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		New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes		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	
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.	Yes	<ul style="list-style-type: none"> • https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/help/fpac_aap_report_fy2020_final.pdf • https://www.nrcs.usda.gov/sites/default/files/2022-10/FPAC-AAP-Report-FY2021.pdf • https://www.rma.usda.gov/-/media/RMA/AboutRMA/Civil-Rights/FY2021/FY2021-Affirmative-Action-Plan-Part-J.ashx?la=en • https://www.fpacbc.usda.gov/Assets/fpacbc/files/about/civil-rights/fy21_fpac_aap_report.pdf 	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		New





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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		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		New
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  Measures	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes		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		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 EEO case processing functions for formal complaints 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	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	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		New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	In 2013 USDA centralized EEO case processing functions for formal complaints 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	Yes	In 2013 USDA centralized EEO case processing functions for formal	New





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	completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		complaints by USDA, parent agency.	
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)?	No	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	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		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	In 2013 USDA centralized EEO case processing functions for formal complaints by USDA, parent agency.	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		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		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		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 Counsel outside of the Litigation Division handles 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		New
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





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E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? 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		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		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
 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		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		E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes		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		New

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E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes		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		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		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	
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under EEOC statutes? [see MD-715, II(E)] If “yes”, provide an example in the comments.	Yes		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	Collaborate with other USDA agencies in developing ERGs and participate in the Federal Community of Practice.	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		E.3.a
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 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		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

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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.
 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	
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes		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 EOC'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	USDA submits one Department-wide No FEAR report, and the FPAC Mission Area No FEAR report is provided to the parent agency timely.	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		New

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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
A.2.b.1 Posting contact information on the public/internal website	<p>Does the agency prominently post the following information throughout the workplace and on its public website: EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director?</p> <p>CREEOD posts contact information for the Director, Branch Chiefs, and SEPMS to the internal site.</p>
B.1.a Reporting structure for the EEO Director	<p>Is the Head of the Agency the immediate supervisor of the EEO Director?</p> <p>FPAC is currently in the final stages of aligning the CR and EEO Director to report to the Head of the Mission Area (FPAC Under Secretary), per the Elijah E. Cummings Act. This element will be completed 2/26/2023.</p>
B.3.b Agency Strategic Plan	<p>Does the agency’s current strategic plan reference EEO / diversity and inclusion principles?</p> <p>Under the USDA One concept FPAC is governed by USDA’s Strategic Plan –. USDA’s Strategic Plan includes EEO and diversity and inclusion concepts. In addition, FPAC is also governed by the USDA’s DEIA Strategic Plan.</p>
B.6.d EEO Action Plans	<p>Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?</p> <p>CREEOD is planning to create and deploy a new EEO Action plan in FY23. In the mean-time, FPAC is implementing all EEO objectives found in USDA’s Strategic Plan and USDA’s DEIA Plan.</p>
E.1.h Efficient, fair, and impartial complaint resolution process	<p>When the complainant does not request a hearing, does the agency timely issue the final agency decision?</p> <p>As of 2013, OASCR Employment Adjudication Division (EAD) conducts this process. FPAC CREEOD communicates weekly with OASCR’s EAD. CREEOD monitors, notify and escalates issues, concerns, and scheduled deadlines to EAD. EAD experienced staffing exigencies during FY21; however, Problems have been addressed, and we are seeing improvements this fiscal year.</p>
E.1.j Efficient, fair, and impartial complaint resolution process	<p>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?</p> <p>In 2013, USDA centralized EEO case processing functions for formal complaints by USDA, the parent agency.</p>

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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)
12/01/2022	Post contact information on FPAC Agency's public website.	12/31/2023		
12/01/2022	Design and disseminate a Civil Rights Contact poster listing Civil Rights Leadership Staff (Title VII Complaint Processing Lead & Special Emphasis Program Lead), including EEO Counselor contact information.	12/31/2024		
07/08/2021	Align EEO Director to report to the head of the Agency (Under Secretary of FPAC Mission Area).	12/31/2022	2/26/2023	2/26/2023
01/03/2023	Partner with HRD to implement EEO Action plan	12/31/2024		
01/03/2022	Work with OASCR EAD to improve timeliness of Final Agency Decisions (FADs).	12/21/2024		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, EEO Division	Stephen Thompson	Yes
Chief Human Capital Officer	Melissa Drummond	Yes
Chief Operating Officer, Acting	Robert Ibarra	Yes
Deputy Director, External Affairs	Kaveh Sadeghzadeh	Yes

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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)
12/31/2023	Design and Disseminate a Civil Rights Contact poster listing Civil Rights Leadership Staff (Title VII Complaint Processing Lead & Special Emphasis Program Lead), including EEO Counselor contact information <ul style="list-style-type: none"> • Poster designed External Affairs • Staff picture taken • Disseminate to FPAC Mission Area Field Office • Upload downloadable poster onto CRD intranet page 	Yes		
02/26/2023	Realign FPAC CR and EEO Director to report directly to the Under Secretary of the Mission Area.	Yes		
12/31/2023	<ul style="list-style-type: none"> • Collaborate with HRD staff to receive the available AFD timely. • Request collaborative meetings with other USDA agencies and federal agencies to learn best practices to capture this voluntary data better. 	Yes		
12/31/2023	<ul style="list-style-type: none"> • Provide OASCR with weekly status updates on any cases pending Final Agency Decisions nearing the regulatory deadline. • Meet with OASCR leadership team quarterly to address delays. 	Yes		
12/31/2023	<ul style="list-style-type: none"> • Schedule regular quarterly timeline with due dates to download reports and submit them to OASCR. • Request collaborative meetings with OASCR to seek process improvement. 	Yes		

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Accomplishments

Fiscal Year	Accomplishments
FY2022	CREEOD moved to get into compliance with the Cummings Act by realignment of the CR Director under the FPAC Agency Head. Realignment to be completed by 2/26/2023.
	CREEOD provided Annual and quarterly Special Emphasis Program Manager Training.
	CREEOD hosted 19 Cultural Observances/Events a 63% increase over FY2021 for the Mission Area workforce. CREEOD also produced 12 articles, a 42% increase over FY21.
	Achieved 100% on time rate for all Title VII (EEO) complaints processed in FY22.
	Conducted 103 EEO observations to assist agencies in hiring interviews for a variety of sensitive and supervisory positions.
	CREEOD conducted a total of 44 CR training events in FY22. This is an increase of 15 (52%) over the 29 produced in FY21; 26 included DEIA concepts.
	In collaboration with HRD, FPAC Mission Area attended 73 Outreach and Recruitment events.

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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 1:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
501 Regulatory Goals	Table B1, B6, B7	FPAC is not meeting the 501 regulatory goals of 12% Persons with a Disability (PWD). PWD are not meeting established Occupational Civilian Labor Force (OCLF) and Relevant Applicant Pool benchmarks for Major Critical Occupations (MCO) within FPAC.

EEO Group(s) Affected by Trigger

EEO Group
Persons with a Disability and Targeted Disability

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	Table B1: Total Workforce by Disability (Employee Gains and Losses, Schedule A) Table B6: Mission-Critical Occupations - by Disability, Table B7: Senior Grade Levels
Complaint Data (Trends)	Y	EEOC Form 462 Report
Grievance Data (Trends)	Y	Summary of ER/LR Grievance Reports
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Y	EEOC Form 462 Report / No FEAR Reports
Climate Assessment Survey (e.g., FEVS)	Y	FEVS results
Exit Interview Data	Y	FY2021-2022 Exit Interview Data
Focus Groups	Y	Monthly meetings with state-level DEPMS

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Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
Interviews	N	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Y	EEOC: The EEO Status of Workers with a Disability June 2022.
Other (Please Describe)	N	

Status of Barrier Analysis Process

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

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 PWD participation in the FPAC workforce.	01/02/2021	12/31/2024			
Partner with HRD to implement EEO Action plans.	01/02/2021	12/31/2024			
Provide a comprehensive Human Capital Operating Plan with sections on recruitment, hiring, and retention of individuals with disabilities and disabled veterans.	01/02/2021	12/31/2023			

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, CR EEO Division	Stephen R. Thompson	Yes
Chief Human Capital Officer	Melissa Drummond	Yes
Chief Operating Officer	Robert Ibarra	Yes

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Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
<p>Institutional Barriers: Workforce undercount of FPAC employees and applicant demographics exists due to the self-identification policy for race, national origin, ethnicity, gender, and disability. Identifying demographic data <i>is voluntary</i> for employees and applicants alike, making it difficult and near impossible to get accurate and reliable demographic data. Because of this ongoing policy and systemic issue, reportable demographic data are often skewed. The USDA Office of the Assistant Secretary for Civil Rights (OASCR) and the NFC Reporting Center are aware of the systemic data issues and working on providing specific responses to resolve them.</p> <p>Policies and procedures are in place for the hiring and advancement of all FPAC personnel at all levels. However, FPAC currently does not have a Selective Placement Coordinator or Team. Despite this, Schedule A, VEOA, and other special hiring authorities are now in use and highly encouraged for external hires. Although policy communications are fully disseminated, it is unclear if announcements are received in the manner they are distributed. FPAC can improve the follow-through and monitoring of AAP and EEO plans.</p>
<p>Attitudinal Barriers: Assessment of complaint activity does not confirm more than usual complaints, citing Disability, Reasonable Accommodations, or Harassment. HRD provided Special Hiring Authority and Reasonable Accommodations training to managers during FY2022. In addition, to improve awareness, diversity, and inclusion among FPAC's workforce, CREEOD provided training on Unconscious Bias, Ableism, and Disability Inclusion in the Workplace during the reporting period. Despite these actions, FPAC new hires for PWD and TD were below 501 regulatory goals of 12% for PWD and 2% for TD.</p>
<p>Physical Barriers: USDA FPAC service center's physical facilities experienced non-compliance with Federal standards and regulations for building accessibility, specifically the lack of [formerly named handicap] placard parking at urban areas buildings.</p> <p>The onsite review of physical and structural facilities is a standard part of the civil rights compliance review (CRCR) process for NRCS but not for all other mission agencies within FPAC. In addition, curtailing mission travel continues due to the pandemic which affects onsite compliance reviews using form AD 2056 Building Accessibility.</p>

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2023	Continue to offer equal access to all events, training, and career development opportunities.		
12/31/2023	Continue to monitor quarterly progress on hiring goals for major occupations.		
12/31/2023	HRD to publish a comprehensive Human Capital Operating and Recruitment Plan incorporating strategic information		

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Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
	regarding special hiring authorities.		
12/31/2024	Work with HRD to monitor the progress of FPACs Strategic Plan when available.		

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2023	CREEOD is conducting an in-depth Barrier Analysis and Lean Six Sigma analysis regarding the hiring and retention of PWD.	Yes		
12/31/2023	Develop a Human Capital Operating Plan to recruit, hire, and retain individuals with disabilities.	Yes		

Fiscal Year	Accomplishments
FY2021	After the SEPM program transition to CREEOD, there is improved coordination between the Disability Emphasis Program Managers (DEPMs), Veterans Employment Program Managers, and HRD's Outreach Coordinators.
	HRD planned and implemented a second resurvey of FPAC employees' Ethnicity, Race Identification (ERI), Gender, and Disability to update the status and representation categories in the FPAC community.
FY2022	We are implementing the Lean Six Sigma project to brainstorm ways to identify barriers relating to FPAC's Disability workforce.
	FPAC's disability workforce increased from 8.62% in FY 2021 to 9.55% in FY 2022.
	Conducted "Ableism" and "Diversity Inclusion in the Workforce" Training for FPAC workforce.

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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 15,430 employees, 9.55% (or 1,474) of employees voluntarily identified as having a disability below the EEOC benchmark of 12.00%. This indicates a trigger for this category.

Grade clusters for FY22 contained the following:

- GS/GM 1 – 10: 544 (8.77%) individuals
- GS/GM 11 – SES: 930 (10.08%) individuals

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

FPAC has a permanent workforce of 15,430 employees, 2.22% (342) employees in the disability workforce voluntarily identified as having a targeted disability above the EEOC benchmark of 2.00 percent. This does not indicate a trigger for this category.

Grade clusters for FY22 contained the following:

- GS/GM 1 – 10: 120 (1.93%) individuals
- GS/GM 11 – SES: 222 (2.41%) individuals

Cluster GS/GM 1 – 10 indicates a trigger as it does not meet the 2.00% benchmark.

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

1. Quarterly reports are also submitted to the USDA, Office of the Assistant Secretary for Civil Rights (OASCR).
2. Hiring goals are communicated to Hiring Managers during their mandatory management training. In this in-depth supervisor training, Hiring Managers are trained on the availability of special hiring authorities, such as Schedule A, Direct Hire Authority, VERA, and Veteran's Preference. In addition, each FPAC Division has an HR Specialist assigned to assist them with any HR-related needs, and they are encouraged to meet bi-weekly.
3. Per our Executive Summary, FPAC's Workforce Planning and Recruitment Section manages a robust Diversity Recruitment and Outreach Program to participate in Career Fairs with minority-serving institutions, colleges, and universities nationwide.
4. In September of 2022, HRD and CRD led a training event to educate the workforce on disability awareness in the workforce.

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 (Staffing Personnel)	84			William "Randy" Bridges Chief, Workforce Staffing william.bridges@usda.gov
Answering questions from the public about hiring authorities that take disability into account (Staffing Team Leads)	6			
Processing reasonable accommodation requests from applicants and employees	5			Monique Salahuddin Chief, Employee Services monique.salahuddin@usda.gov
Section 508 Compliance	4			Darren Ash

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Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1			Director Information Solutions darren.ash@usda.gov
Special Emphasis Program for PWD and PWTD	1		50	Michelle Hart Chief, Equal Employment Complaints Processing & Resolutions Branch michelle.hart@usda.gov

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

Yes X No 0

In response to employee feedback, HRD provided training for HR Staff, FPAC Supervisors, and all interested employees available in the AgLearn system and the agency's internal webpage. The Agency offers HR Staffing Employees, RA/PAS Program Managers, and Affirmative Employment Special Emphasis Program Managers sufficient resources, including training to carry out their position responsibilities.

HRD provided Hiring Manager courses discussing the use of special hiring authorities for 30% veterans, VRA, and Schedule A applications. Additionally, FPAC RA Program Managers and Outreach Staff stay abreast of relevant disability employment law, updates to agency policy and other topics via webinars and online education and learning systems like Linked-in Learning or Skillsoft.

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.

A. 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.

FPAC uses the following resources to identify PWD/PWTD applicants:

- Vocational Rehabilitation Services
- Veterans Administration – VR&E Employment Coordinators
- Vocational Rehabilitation and Employment (VR&E)

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- Nonpaid Work Experience Program
- Recruitment and Outreach Events
- Job and Career Fairs (for students)

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.

FPAC employs non-competitive hiring authorities established by law or Executive Order (EO) that allows for the quick appointment of qualified candidates while also adhering to Merit System principles.

FPAC generally employs the following hiring authorities:

- 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 FPAC open positions. Next, qualified, eligible candidates are referred from vocational rehabilitation offices or other organizations and groups representing persons with disabilities to the agency program manager.

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 N/A 0

FPAC's Employee Development Section (EDS) provided specialized training for hiring managers during the 1st quarter of FY22. Additionally, HRD offers hiring managers training online through streaming webinars, presentations, and guidance that is available on the HRD internal website and AgLearn.

B. Plan to Establish Contacts with Disability Employment Organizations

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

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HRD leads FPAC's Workforce Planning, Outreach, and Recruitment Section, which manages the mission area's Diversity Recruitment and Outreach initiatives. Per our executive summary, we have a yearly schedule of targeted institutions, colleges/universities that include organizations focused on the advancement of individuals with disabilities. For instance, FPAC partners with "CAREERS & the disABLED" to enhance recruitment opportunities. In addition, in FY22, we established and developed partnerships with organizations such as America Job Centers, Centers for Independent Living, and Employment Network Service providers.

FPAC CREEOD's Affirmative Employment Team and affinity group Program Managers promote outreach activities by working closely with State-level DEPMs, VEPMs, and Selective Placement Coordinators.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. New Hires for Permanent Workforce (PWTD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

During FY22, the number of New Hires saw an overall decrease from the previous year at 6.64% to 6.94% during FY21. This falls short of the 12.00% regulatory goal set by the EEOC/OPM. Respectively, this indicates a trigger for this group.

FPAC HRD encourages all employees to voluntarily update their ERI and Disability status in the employee personnel system to increase the accuracy of this data.

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. New Hires for MCO (PWTD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

FY22 applicant flow reveals non-selection (0.00 percent) for the following newly hired major critical occupations:

- GS0401 Natural Resources Management Series
- GS1100 General Business and Industry Series 1145 and 1165
- GS1801 General Inspection, Investigation, Enforcement, And Compliance Series

This indicates a trigger for these MCO.

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. Qualified Applicants for MCO (PWTD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

FY22 applicant flow reveals non-selection (0.00 percent) for the following internal applicant major critical occupations indicating a trigger:

- GS0401 Natural Resources Management Series
- GS1100 General Business and Industry Series 1101 and 1145
- GS1801 General Inspection, Investigation, Enforcement, And Compliance Series
- GS2210 Information Tech Management

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

FY22 internal promotions for PWTD employees are below the OCLF in all MCO series.

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 FPAC 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.

Individual Development Plans, or IDPs, are used to identify short-term and long-term goals for employee development. Each Mission Area agency identifies yearly funding for staff development opportunities. FPAC utilizes mandatory, quarterly performance meetings between employee and supervisor to discuss performance goals, measures, employee development and identify stretch assignments.

HRD/EDS has developed updated career paths for most major occupations for all FPAC mission areas. The plans are available to all FPAC EDS intra-net site employees. Free training is offered through AgLearn on diverse topics using various web-based and on-demand technologies. Linked-in Learning modules and Skillsoft course catalogues were expanded to include leadership, administrative, diversity and inclusion, and various learning and educational topics. Enhanced opportunities and resources are offered through Detail assignments which are announced through email distribution and the FBC intra-net site.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

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Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	1,383	249	18.00%	0.07%	1.80%	0.00%
Other Career Development Programs (SLDP)	19	8	42.1%	42.1%	0.00%	0.00%

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 0 No X
- b. Selections (PWD) Yes X No X

FY22, the relevant applicant pool for interns who identify as TD is 0.44%. With this in mind and no selections or 0.00% for intern positions indicate a trigger.

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

A trigger exists for PWTD as it is below the relevant applicant pool of .44% at 0.07% for Interns and no selections or 0.0% for the leadership development program.

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 X No 0

Using a suitable inclusion rate of 11.09% PWD Time-off Awards are below 9.98%. Cash Awards for PWD was 10.05% during FY22. This is closer to the inclusion ratio of 11.17% but slightly below. PWTD are below the inclusion ratio at Time-off and Cash awards, indicating a trigger.

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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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b. Pay Increases (PWTD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

The Performance-based inclusion index was 8.03%, and PWD and PWTD were below the rate at 7.43% and 2.03%, respectively. This indicates a trigger.

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 <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| b. Other Types of Recognition (PWTD) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |

NA

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 <input type="checkbox"/> | No <input type="checkbox"/> | NA <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | NA <input checked="" type="checkbox"/> |

b. Grade GS-15

- | | | |
|--|---|-----------------------------|
| i. Qualified Internal Applicants (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

c. Grade GS-14

- | | | |
|--|---|-----------------------------|
| i. Qualified Internal Applicants (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

d. Grade GS-13

- | | | |
|--|---|-----------------------------|
| i. Qualified Internal Applicants (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

In all cases, senior grade level applicants or selections for GS 13 – 15 Individuals with a Disability (PWD) did not meet the Relevant Applicant Pool benchmarks.

SES-level is managed through the Department and was unavailable for this reporting period. Non-GS pay plan data was not obtainable in the NFC Reporting Center.

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2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES

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

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

GS-14 applicants in the Targeted Disability (TD) group met Relevant Applicant Pool benchmarks, however there were no selections made at this level. GS-13 applicants exceeded the Relevant Applicant Pool benchmarks; however, TD were below the goal for internal selections.

SES-level is managed through the Department and was not available for this reporting period.

Non-GS pay plan data was not obtainable in the NFC Reporting Center.

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.

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a. New Hires to SES (PWD)	Yes 0	No 0	NA X
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 0	No X	

Although there were applicants at the GS-15 and -14 senior levels, both were below the 12.00% regulatory goals and both had no selections for new hires.

SES-level information is managed through the Department and was not available for this reporting period. Non-GS pay plan data was not obtainable in the NFC Reporting Center.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

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

Although there were applicants at the GS 15 - 13 level, there were no selections for PWTB new hires at the senior levels.

SES-level information is managed through the Department and was not available for this reporting period. Non-GS pay plan data was not obtainable in the NFC Reporting Center.

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 0	No X
ii. Internal Selections (PWD)	Yes 0	No X

b. Managers

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

c. Supervisors

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

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6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

a. Executives

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

b. Managers

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

c. Supervisors

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

Internal selections for PWTB Managers were slightly below the benchmark (relevant applicant pool at 0.50%; selections 0.46%).

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

There were no selections during the reporting period indicating a trigger.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

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

There were no selections during the reporting period indicating a trigger.

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

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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 N/A 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 0	No X
b.	Involuntary Separations (PWD)	Yes X	No 0

Involuntary separations for PWD at 13.5% exceeded the inclusion rate of 11.96% indicating a trigger.

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

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

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

During FY22 Q1, employees who participated in exit interviews stated the top reasons for separating were due to: retirement, 91 employees or 67%; inadequate equipment for reasonable accommodation, 25 employees or 18%; and voluntary separation due to job stress with the following examples being: mandated COVID vaccine, testing, and masking requirements, 25 employees or 15%.

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.

- USDA: <https://www.usda.gov/accessibility-statement>
- FSA: <https://www.fsa.usda.gov/help/accessibility-statement/index>

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- NRCS: <https://www.nrcs.usda.gov/accessibility>
- RMA: <https://www.rma.usda.gov/en/Web-Site-Policies-and-Important-Links/Accessibility-Statement>
- FPAC BC: <https://www.fpacbc.usda.gov/about/civil-rights-and-equal-employment-opportunity/accessibility/index.html>

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 Access Board is the federal agency responsible for enforcing the ABA. The Access Board's accessibility standards are available on their website at <https://www.access-board.gov/aba/>.
For information about filing a complaint, go to <https://www.access-board.gov/enforcement/>

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.

At the time of reporting there were no new programs, policies, or practices to review.

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 FY2022 to process initial requests for reasonable accommodations was 22 business days out of the 30 business days required. The customer is allowed 15 business days to obtain all the sufficient medical documentation to support their claim and 30 business 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.

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RA Program Effectiveness:

- The number of requests received in FY2022 was 1,393 requests
- The average processing timeframe for each request was 22 days
- The FY22 approval ratio was 99%

QTR	RECEIVED	AVERAGE #DAYS	ACCEPTED	DENIED	APPROVAL RATIO
1 QTR	726	29	31	0	100%
2 QTR	209	26	88	4	96%
3 QTR	228	18	144	1	99%
4 QTR	230	14	108	1	99%
Total	1393	21.75	371	6	99%

FY2022 RA Training Conducted:

- The number of trainings conducted within the RA Program Area during the FY was 5 RA Webinars (1 hr. each). These included outside presenters from the Office of General Council.

Topics included: Essential Duties, Fit for Duty, PAS, Service/Emotional Support Animals Performance and Conduct relative to an existing RA and Environmental Sensitivities.

D. 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.

1. 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 five (5) Webinars throughout the mission area involving Reasonable Accommodations to include the PAS requirement.

FY2022 RA Training Conducted:

- The number of trainings conducted within the RA Program Area during the FY was 5 RA Webinars (1 hr. each). These included outside presenters from the Office of General Council.
- Topics included: Essential Duties, Fit for Duty, PAS, Service/Emotional Support Animals Performance and Conduct relative to an existing RA and Environmental Sensitivities.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint data involving Harassment

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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 0 No X 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 0 No X N/A 0
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.

Complaints Alleging Harassment

- FY22 Government Average: ##% (The EEOC issues the government average)
- FY22 FPAC Average: 22.0%

The Agency incurred one (1) findings of discrimination during FY22. The finding did not cite a harassment based on a disability.

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 0 No X 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 0 No X 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.

Complaints Alleging Failure to Provide a Reasonable Accommodation

The Agency incurred one (1) findings of discrimination during FY22. The finding did not cite a failure to provide a reasonable accommodation.

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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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.

Barrier(s)	Retention and Advancement of PWD and TD in Major Critical Occupations (MCO)
Trigger 1	Low Entry High Exit (LEHE) conditions may exist for hiring and separation of employees with targeted disabilities
Trigger 2	PWD and TD are not meeting established OCLF and Relevant Applicant Pool benchmarks for Major Critical Occupations (MCO)
Objective(s)	Increase the participation rate of PWD and PWTD in the workforce

Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)
Chief Human Capital Officer	Yes
EEO Director	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	Table B1: Total Workforce by Disability (New Hires, Separations, Schedule A).
Complaint Data (Trends)	Y	EEOC Form 462 Report
Grievance Data (Trends)	Y	Summary information on FY22 Grievances
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Y	EEOC Form 462 Report / No FEAR Reports
Climate Assessment Survey (e.g., FEVS)	N	
Exit Interview Data	Y	Summary report FY22 Quarters 1 and 2
Focus Groups	N	
Interviews	N	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	N	
Other (Please Describe)	Y	Monthly meetings with state-level DEPM's

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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		(Yes or No)		
12/31/2023Ac	Conduct a deeper dive Barrier Analysis	Yes		
12/31/2023	Develop a Human Capital Operating Plan for the recruitment, hiring, and retention of individuals with disabilities.	Yes		

Fiscal Year	Accomplishments
FY2021	FPAC HRD completed the transition of the Special Emphasis Program to CREEOD and stood up the Affirmative Employment Program housed under the Equal Employment Complaints Processing and Resolutions Branch of the Division.
	FPAC met FY21 diversity hiring goals which included race, ethnic, and diversity applicants.
	HRD planned and implemented the resurvey of FPAC employees Ethnicity, Race Identification (ERI), Gender and Disability to update the status and representation categories in the FPAC community.

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

Planned activity deadlines have longer term due dates (2 - 3 years).

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

Although still under the 12% 501 regulatory goals, the number and percentage of PWD employees in the current workforce increased from the prior fiscal year.

- FY21 #1,478 9.33%
- FY22 #1,506 9.56%

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

HRD is working toward completing FPACs comprehensive Human Capital Operating and Recruitment Plan incorporating strategic information regarding special hiring authorities. CREEOD intends to work with HRD to monitor the progress of FPACs Strategic Plan, when it becomes available.