

USDA Farm Production and Conservation

For period covering October 1, 2020 to September 30, 2021

PART A
Department
or Agency
Identifying
Information

1. Agency

1. USDA Farm Production and Conservation

1.a 2nd level reporting component

2. Address

2. 1400 Independence Avenue SW

3. City, State, Zip Code

3. Washington, DC 20250

4. Agency Code

5. FIPS code(s)

4. AGFP

5. 11001

PART B
Total
Employment

1. Enter total number of permanent full-time and part-time employees

1. 15782

2. Enter total number of temporary employees

2. 93

3. TOTAL EMPLOYMENT [add lines B 1 through 2]

4. 15875

PART C

Agency Official(s) Responsible
For Oversight of EEO
Program(s)

Title Type

Name

Title

Head of Agency Designee

Robert Bonnie

Under Secretary, Farm Production
and Conservation (FPAC)

Head of Agency Designee

Timothy Gannon

Chief of Staff (Acting), Farm
Production and Conservation (FPAC)

Principal EEO Director/Official

Stephen Thompson

Acting Director, Office of Civil
Rights

Affirmative Employment Program Manager

Michelle Hart

Chief, Equal Employment
Complaints Processing & Resolution

Complaint Processing Program Manager

Michelle Hart

Chief, Equal Employment
Complaints Processing & Resolution

Hispanic Program Manager (SEPM)

Travis Watkins

Nat'l. Hispanic Employment
Program Manager

Women's Program Manager (SEPM)

Catherine Cadie Pruss

Nat'l. Federal Womens Program
Manager

Disability Program Manager (SEPM)

Michelle Jordan

Nat'l. Disability Emphasis Program
Manager

Reasonable Accommodation Program Manager

Count Branham

Chief, Reasonable Accommodation
Program

Anti-Harassment Program Manager

Janet Card

Chief, Employee and Labor
Relations

ADR Program Manager

Sandra McWhirter

Team Lead, Equal Employment
Complaints Processing & Resolution

Compliance Manager

Brian Garner

Chief, Compliance and Training
Branch

Principal MD-715 Preparer

Camille Kimbrough

Program Analyst

Principal MD-715 Preparer

Demitrice Boozer

HR Specialist

For period covering October 1, 2020 to September 30, 2021

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	USDA Farm Production and Conservation Washington, DC	United States	AG00
	USDA Farm Production and Conservation Washington, DC	United States	AGFA
	USDA Farm Production and Conservation Washington, DC	United States	AG16
	USDA Farm Production and Conservation Washington, DC	United States	AG08

EEOC FORMS and Documents	Required	Uploaded	
Agency Strategic Plan	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Organization Chart	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	

EXECUTIVE SUMMARY: MISSION

Part E.1 - Executive Summary: Mission

U.S. Department of Agriculture (USDA)

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

USDA Mission Area: Farm Production and Conservation (FPAC)

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

Mission Agency Name: FPAC Business Center (FBC)

The FPAC Business Center provides mission support services that serve our Nation's farmers and ranchers professionally, efficiently, equitably, and in a manner that is customer, taxpayer, and employee friendly. The agency delivers management support and enterprise 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.

Mission Agency Name: Farm Service Agency (FSA)

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

Mission Agency Name: Natural Resources Conservation Service (NRCS)

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

Mission Agency Name: Risk Management Agency (RMA)

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

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Part E.2 - Essential Elements

Element A – Demonstrated Commitment from Agency Leadership

The USDA Secretary confirmed and endorsed his Civil Rights (CR) and Equal Employment Opportunity (EEO) commitment with the issuance of the USDA Civil Rights Policy Statement published in April 2021. 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](#). 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.

During FY2021, USDA, Office of the Assistant Secretary for Civil Rights (OASCR) launched a one-stop Civil Rights Mmobile Application (App) highlighting policy, guidance, processes, and related topics. The convenient App is designed to provide quick and easy access to information and guidance on all manner of CR/EEO topics, policy, regulations, and interests; some with historical significance, newsworthy articles and the latest of CR/EEO news. It is available to download for all employees, applicants, and the general public.

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

Assess and Ensure EEO Principles are Part of its Culture

USDA and FPAC leadership, under the “OneUSDA policy,” commits to the values of diversity, equity, inclusion, and accessibility for all of our internal and external customers. individuals served. The Mission Area reaffirmed its commitment to “equal opportunity” which is the bedrock and guiding principle of “advancing equity, civil rights, racial justice, and equal opportunity. FPAC leadership is dedicated to ensuring the Mission Area remains a model EEO program that respects employees' civil rights while improving their confidence in the civil rights and EEO process. They also work to ensure FPAC employees, former employees, and applicants for Federal employment have access to information regarding rights and remedies applicable under the employment discrimination and whistleblower protection laws. (e.g., [No FEAR Act](#)).

FPAC remains committed to the USDA Anti-Harassment Program and policy to ensure a discriminatory free workplace by identifying and addressing harassing behaviors at the earliest point. Additionally, on June 1, 2021, FPAC's Deputy Undersecretary issued a memorandum to agency leadership on “Guidance for Managers and Supervisors on Addressing Workplace Harassment” with best practices and training resources.

FPAC's Human Resources Division (HRD) confirmed and issued its Reasonable Accommodation (RA) policy and procedures, including Personal Assistant Services (PAS) pursuant to 29 C.F.R. 1614.203(d) (5) (v) to the U.S. on October 27, 2020. The FPAC Human Resources Division issued its Reasonable Accommodation and Personal Assistance Services Policy Manual on May 9, 2019.

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

FPAC integrates diversity, inclusion, equity, and accessibility into the Mission Area's strategic mission through the involvement of its leadership, Civil Rights and Equal Employment Opportunity Division (CREEOD) personnel and Human Resources Division (HRD) personnel, agency partners and stakeholders in resource allocation, outreach, special initiatives, agency events, and budget to produce and maintain an effective CR/EEO program.

Although the FPAC Undersecretary and Mission Area (Agency) Head is currently not the immediate supervisor of EEO Director, FPAC is diligently working on aligning the EEO Director to report directly to under the FPAC Agency Head. The EEO office is currently aligned to the head of the organization via the Chief Operating Officer of the FPAC Business Center. The CREEOD provides mission-wide support for full-service civil rights and EEO delivery to the FPAC mission agencies (the Business Center, Farm Service Agency (and County Offices), Natural Resources Conservation Service, and Risk Management Agency).

The Division advances and updates Civil Rights and EEO policies and procedures for federal and county employees, performs internal and external civil rights and EEO reviews to ensure quality, audits compliance to federally mandated CR and EEO policy, and provides mission area civil rights and EEO training and education. Finally, CREEOD collaborates with the appropriate organizations to accept, process, counsel and resolve employee, applicant and customer complaints and requests.

The FPAC Civil Rights Director oversees all aspects of the mission area's Civil Rights Program which includes: CR/EEO Operations, EEO Complaints Processing and Resolution (Title VII), Alternative Dispute Resolution Program, Program Complaints Processing and Resolution (Title VI), Limited English Proficiency Program, Civil Rights Impact Analysis, Civil Rights Compliance Review and Civil Rights Training. CREEOD proactively partners and collaborates with OASCR and FPAC's HRD leadership on the implementation of CR/EEO and HR initiatives. The CREEOD management and staff are

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thoroughly trained to carry out their responsibilities, assuring the Civil Rights program's integrity.

To increase awareness and outreach, FPAC employs its internal and public websites to communicate and provide services to all employees. FPAC uses various media to distribute CR/EEO information concerning federal EEO laws, regulations, requirements, rights, duties, and responsibilities and promote best workplace practices. Furthermore, all employees are specifically directed to partake continuous, on-demand training through the CREEOD Compliance and Training Branch, which provides topical and informational webinars, live events, tools, and resources to address discrimination in all forms, conflict management, diversity and inclusion, and unconscious bias.

CREEOD serves as a resource to managers and supervisors by providing direction, guidance, and monitoring critical activities to achieve a diverse workplace free of barriers to equal opportunity. Under the mandate of OASCR, the Special Emphasis Program moved under the management and guidance of CREEOD from HRD. Two full-time employees joined the CREEOD staff to serve as full-time National Special Emphasis Program Managers. The National SEPMs provide technical assistance and procedural guidance to FPAC's Leadership, Agency state SEPM's, NRCS's Civil Rights Advisory Committee, and Management Officials regarding CR and EEO events, initiatives, workforce analysis, and training/career development opportunities.

The FPAC Business Center ensures Mission Area employees, former employees, and applicants for federal employment have access to information regarding their rights and remedies applicable under the employment discrimination and whistleblower protection laws (e.g., No FEAR Act). OASCR posts individual agency's summary statistical data under Title III, "Equal Employment Opportunity Complaint Data Disclosure," of the No FEAR Act. Mandatory No FEAR Act Comprehensive Training is required of all USDA newly hired, onboarding personnel, affiliates, partners, and transfers within the first 90 days of hire.

Essential Element C: Management and Program Accountability

FPAC's MD-715 model EEO program integrity checking involves the entire enterprise:

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

FPAC successfully conducted eight state-level Civil Rights Compliance Reviews during the fiscal year at the following mission offices: Puerto Rico and the Caribbean Area, Maryland, Delaware, Nebraska, Indiana, Ohio, Michigan, and Maine to assess FPAC's compliance with Equal Opportunity laws and regulations. The reviews collected the following data to analyze the current and prior years' local workforce by Race, Sex, National Origin and Disability Status (RSNOD); and the effects of management actions such as recognition and awards. The review also looks at personnel actions including Hiring, Internal Promotions, and Separations. Additional analyses are conducted as needed when disparities are noted. Action summaries of review activities, including a copy of each review report, findings, corrective actions, and recommendations are provided to FPAC and State or Regional leadership.

Findings / Disciplinary Actions

There were no findings of discrimination reported during the fiscal year.

Coordination/Partnership with HR

FPAC's HRD and CREEOD personnel and programs support and verify managers, supervisors, EEO officials, and personnel officers accountability for implementing and conducting all CR initiatives and programs. The coordination of like activities and tasks allow us to advise and provide appropriate assistance to FPAC managers/supervisors about the status of each area of responsibility in an effort to make FPAC a model EEO program. The CREEOD's Equal Employment Complaints Processing Resolutions Branch provides quarterly workforce analysis and status reports to FPAC leadership and OASCR. The quarterly status report identify trends likely to impact HR and EEO strategies.

Anti-Harassment

CREEOD and HRD continue to reinforce the Anti-Harassment policy and guidance under the "OneUSDA policy" signed by the Agriculture Secretary. 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 Undersecretary in June of 2021, HRD and CREEOD conducted several webinars and live event topics on recognizing and mitigating discriminatory workplace behaviors. The training helps participants identify unconscious bias, sexual harassment, gender discrimination, disability discrimination, and other negative workplace behaviors.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Reasonable Accommodation

FY2021 was an extremely busy and productive year for FPAC's Reasonable Accommodations (RA) / Personal Assistive Services (PAS) Program. USDA and FPAC's RA and PAS Program provides qualified individuals with disabilities the opportunity to obtain and successfully perform a job to the same extent as employees without disabilities enabling the affected personnel the benefits and privileges of full employment. OASCR mandated Reasonable Accommodation Training for all employees during FY2021. FPAC completions for nonsupervisory employees was 99% and for supervisors stood at 98%.

Essential Element D: Proactive Prevention of Unlawful Discrimination

Managers and supervisors are held accountable on taking appropriate actions to create and maintain an environment free from discrimination and harassment on all protected bases, including, but not limited to, sexual harassment or intimidation of an employee or an applicant for employment. Supervisors, managers, and employees are encouraged to resolve EEO issues at the lowest level and utilize the FPAC's Alternative Dispute Resolution (ADR) program, the Employee Assistance Program (EAP), and other workplace conflict resolutions and early intervention programs.

Departmental Regulation 4040-430 - Employee Performance Management is the basis of the newly developed USDA and FPAC managers, supervisors, and employees' FY2021 Performance and Appraisal Plan and Progress Review. All performance plans for both supervisors and non-supervisors contain elements and standards to gauge CR/EEO performance. Performance standards for all new employees and transfers are required to be in place within 30 days of entry on duty.

FPAC HRD collects race, national origin, and gender data, in addition to disability and veterans status which is critical to Civil Rights/EEO reporting, compliance reviews, civil rights impact analysis, employment trends, trigger and barrier analysis. FPAC depends on several personnel and data collection systems that are maintained by the USDA Enterprise Data Analytics Services. USAStaffing, Power BI, and the USDA EPROD systems are used to collect and maintain data for reporting purposes. FPAC utilizes the data to monitor and assess trends in participation to identify barriers and make recommendations for improvement. At the Department level, USDA maintains databases which house the Pathways Intern Program, and Executive/SES-level program data.

CREEOD provides on-demand and as requested data and workforce analysis reports on the state, regional, and national level to senior officials, SEP managers, and program specialists regarding affirmative employment. The reports are categorized by Race, Sex, National Origin, and Disability status for the following areas: workforce profiles, recognition and awards, and personnel actions such as hires, promotions, and separations.

The CREEOD Compliance and Training Branch provides monthly Civil Rights and EEO training topics for managers, supervisors, and employees. The subjects provided ensure supervisors and employees receive regular CR/EEO training and information regarding diversity and inclusion, conflict management and other supplemental civil rights/EEO topics. The training team took advantage of new virtual platforms to provide online training for remote locations and by conducting webinars and online live events to eliminate travel [generally due to COVID travel restrictions] and reduce lost work time. The team took full advantage of "pooling" or sharing trainers, educational, developmental, and related resources with our other sister USDA agencies.

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

FPAC's Human Resources Division initiated a mission area wide "Dialogue at Work" - Alternative Dispute (ADR) Program focusing on non-EEO workplace disputes. It is available to employees and managers, and it offers a variety of techniques including mediations, dynamic problem solving for groups, and individual conflict management coaching sessions. This is a practical application of effective and immediate early intervention before a dispute escalates to the grievance or complaint process. Cases are referred to the program after other avenues are unsuccessful at producing effective changes.

Essential Element E: EfficiencyEfficient, Fair, and Impartial Complaint Resolution Process

During FY2021, FPAC CREEOD completed 86 EEO pre-complaint counselings. Of the 86 counselings that were completed in FY2021, all were timely completed, which is an improvement compared to 119 (97%) that were timely completed in FY2020. More specifically, of the 86 counselings that were completed, forty-two were timely completed within 30 days; twelve were timely completed with written extensions of no longer than 60 days. Thirty-two were processed through the agency's ADR program and were timely completed within 90 days. In each of these counselings, FPAC CREEOD provided individuals with their rights and responsibilities in the EEO process. To help ensure that counselings are promptly processed, the timely processing of counselings has been tied to FPAC CREEOD staff's performance standards.

Throughout FY2021, FPAC CREEOD continued its collaboration with OASCR for the issuance of acceptance letters/dismissal decisions, the completion of formal EEO complaint investigations, and for the issuance of final actions. During FY2021, 48 new formal EEO complaints were filed, compared with 63 in FY 2020. In each of these new formal EEO complaints, OASCR issued acknowledgement letters immediately upon receipt of a formal complaint. In

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

addition, for each of these new formal complaints, OASCR issued acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor's report. In FY2021, the average length of time for issuing the accept/dismiss communication for the 48 formal complaints was 22 days.

In FY2021, 34 formal EEO complaints were investigated, which is a decrease from the 76 that were completed in FY 2020. Of the 34 investigations that were completed in FY 2021, 32 (94%) were timely completed, which is an increase in percentage from the 58 (76%) that were timely completed in FY2020. FPAC CREEOD recognized its need to improve on the timeliness by which it completed EEO investigations. During FY2022, FPAC will work closely with OASCR to continue to improve the rate of timely completed investigations.

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

In FY2021, the Mission Area issued 40 merit Final Agency Decisions (FADs) with an average processing time of 61 days. Of the 40 merit FADs issued, 26 (65%) were timely issued, which is a decrease from the 49 (82%) that were timely issued in FY2020. FPAC CREEOD recognizes its need to improve on the timeliness by which FADs are issued. During FY2022, FPAC will work closely with OASCR to improve on the timeliness by which it issues merit FADs.

Once FPAC CREEOD receives notice that a complainant has requested an EEOC hearing before an EEOC Administrative Judge or has filed an appeal of a final agency action with EEOC's Office of Federal Operations (OFO), the agency promptly uploads the appropriate complaint file and other associated documents in the proper format to EEOC's Federal Sector EEO Portal (FedSEP). The Mission Area also ensures that OASCR issues final actions 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, FPAC 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. In the event that a legal sufficiency review is required, reviews are handled by a functional unit that is separate and apart from the department responsible for defending the Department against EEO complaints. Furthermore, the FPAC CREEOD ensures that OGC representatives do not intrude upon the counseling, investigation, and final agency decision stages of the EEO process.

Widespread and Fair ADR Program

During FY2021, FPAC CREEOD offered and encouraged participation in its established, impartial ADR program at the pre-complaint and formal complaint stages. The Mission Area encourages all employees to use ADR, when appropriate. Once ADR is offered to an aggrieved or complainant, FPAC managers and supervisors are required to participate in good-faith. Under the FPAC CREEOD'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 FY2021, CREEOD analyzed post-ADR program participant survey responses on a quarterly basis and evaluated ADR program data on an annual basis. Additionally, CREEOD offered quarterly training to new and existing Resolving Officials in order to build the cadre of Resolving Officials and keep them up-to-date on best EEO practices.

In FY2021, FPAC's ADR offer rate at the pre-complaint stage of the EEO complaint process was 82 percent, which is an improvement from the rate of 66 percent in FY2020. During FY2021, FPAC's ADR resolution rate was 50%, which is a significant improvement from the rate of 36% in FY2020.

Effective and Accurate Data Collection Systems

FPAC 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 allow FPAC CREEOD to process, track, manage, and report on EEO cases filed against the Mission Area. Additionally, the web-based system has capacities that allow the Mission Area to evaluate the effectiveness of its EEO program, including analyzing pre-complaint data, formal complaint data, ADR program data, and final action data.

Identify/Disseminate Trends and Best Practices

During FY2021, FPAC CREEOD identified, monitored, and reported on significant trends reflected in its EEO complaint processing activity to determine whether that Mission Area is meeting its obligations under the statutes EEOC enforces. During FY 2021 FPAC CREEOD reviewed other agencies' best practices as well as compared its performance to that of other agencies of comparable size. Following the review, the agency implemented measures and processes to improve on the timely completion rate of pre-complaint counselings.

Essential Element F: Responsiveness and Legal Compliance

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Ensure Timely and Full Compliance with the Law and EEOC Orders and Settlement Agreements

Throughout FY2021, FPAC CREEOD had a system of processes to ensure timely and full compliance with all laws and EEOC regulations, management directives, orders, written instructions, final agency actions, and settlement agreements. When FPAC 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 FY2021, the Mission Area responded on time and fully complied with all EEOC orders and requests issued as part of the hearing and/or appeals process. FPAC CREEOD staff is also 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, FPAC CREEOD staff responsible for EEO compliance are evaluated and held accountable to annual performance standards that require timely compliance with orders and agreements. The effectiveness of these measures and processes are demonstrated in that the Mission Area has never been cited or sanctioned by the EEOC for failure to comply with any EEOC order, final agency action, or settlement agreement.

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Report of Efforts and Accomplishments to the EEOC

USDA posts individual agency summary statistical EEO complaint data on a quarterly basis under Title III, "Equal Employment Opportunity Complaint Data Disclosure," of the No FEAR Act on its public facing website. No FEAR Act training is assigned to new USDA personnel, partners and technical service providers hire. FPAC had a training completion rate of 88% during FY21 according to the AgLearn learning management system status and completion reports.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Part E.3 -- Workforce Analyses

Workforce Composition

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

The FY2021 FPAC permanent workforce consisted of 15,782 employees. The number of permanent employees increased during FY2021 by 1,161. Last fiscal year's FPAC permanent employees totaled 14,621. The permanent employee participation net ratio positively affected the following populations: Hispanic males (+0.18%), Hispanic females (+0.34%), White females (+0.46%), Black males (+0.04%), Black females (+0.34%), Asian males (+0.13%), Asian females (+0.16%), American Indian / Alaskan Native females (+0.10%) and Persons with a Disability (+0.08%). The net ratio decreased in the following populations: White males (-1.22%), American Indian / Alaskan Native males (-0.01%), Two or More Race males (-0.32%), Two or More Race females (-0.19%), and Targeted Disabilities (-0.20%).

Participation rates of minority groups: Hispanic male and female, Asian male and female, Native Hawaiian Other Pacific islander male and female, and Two or More Race male and female are lower than the benchmark goals of the National Civilian Labor Force (NCLF) / American Community Survey (ACS). Additionally, Persons with a (self-identified) Disability remain lower than U.S. EEOC-established numerical goals.

New Hires by Permanent Appointment

FPAC on-boarded 2,376 external hires for permanent appointments, a numerical increase of 343 employees from FY2020. Although the numerical increase is positive for all groups, Native Hawaiian Other Pacific Islander females decreased during FY2021.

Ratio changes in hiring for all males saw a decrease by minus 2.85% when compared to FY2020 hiring. Other category decreases were Hispanic males (-0.04%), White males (-3.79%), White females (-0.55%), Native Hawaiian Other Pacific Islander females (-0.12%), and American Indian/Alaskan Native Males (-0.09%). The external hire rate of (self-identified) Persons with Disabilities and Targeted Disabilities was 6.94% (165) and 1.43% (34) 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.

Separations

During FY2021, 1,229 employees separated from FPAC (1,005 voluntarily and 224 involuntarily). More than half of all separations were male at 56.96% (700). Female employees separated at 43.04% (529). Minority groups separated at 18.02% percent (222). Employees with disabilities separated at a rate of 11.15% (137), and 3.66% (45) were employees with targeted disabilities.

Veteran Participation in the Workforce

At the conclusion of the fiscal year, there were a total of 1,428 employees claiming veteran status. Of the self-identified Veterans, 73.32% (1,047) were males, 26.68% percent (381) were females, and 26.47% percent (378) were members of a minority group. Veterans' participation rate represented 9.05 % of the current FPAC permanent workforce, remaining well below the USDA's goal of 22 percent of an agency's permanent population.

Management Participation in the Workforce

FPAC's management population consists of employees showing supervisory status codes of (2) Supervisor/Manager, (4) Supervisor (CSRA [1]), and (5) Manager (CSRA). The management category may be a mix of general schedules grades beginning at GS 11 and following-on to the GS/GM-15 and SES-level. It may also involve any of FPAC's major occupational series.

At the conclusion of FY2021, FPAC's leadership and managerial workforce totaled 1,562 which is 10.08% of the permanent workforce. This is a decrease from FY2020 when the managerial population totaled 1,612 or 11.02% of the permanent workforce. Male managers are at 62.29% (991) while female managers are at 37.71% (600) with minority groups at 20.80% (331) of the workforce. Persons with a disability made up 6.70% (107) and persons with targeted disability made up 1.88% (30) of FPAC's managers and supervisors.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

[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.

Leadership Participation in the Workforce

FPAC's Leadership population consists of management categories GS/GM-15 and SES-level. It may also contain any of FPAC's major occupational series, but are generally Administrative, Professional or Technical occupations.

At the conclusion of FY2021, FPAC's senior leadership totaled 308 which is 1.95% of the permanent workforce. Male senior leaders are at 61.36% (189) which exceeds the 2018 NCLF goal of 53.70% for males. FY2021 female senior leaders are at 38.64% (119) which is below the 2018 NCLF goal of 46.30%. While all minority groups are below the 2018 CLF benchmark of 31.70% with FPAC at 26.90% (99). Persons with a disability made up 9.42% (29) which did not meet OPM benchmark goals of 12.00%. While Persons with Targeted Disability made up 2.60% (8) of FPAC's senior leaders which surpassed OPM benchmarks of 2.00%.

Participation for Major Occupations (MO)

For FY2021, OPM approved FPAC for a Direct Hire Authority (DHA) program. This will assist FPAC to provide a timely financial safety net, disaster assistance, and services to American farmers and ranchers. Within the FPAC agencies, the major occupational positions identified for the FY2021 DHA are:

- GS0457 - Soil Conservationists (NRCS)
- GS0458 - Soil Conservation Technicians (NRCS)
- GS0500 - Accountants (FPAC BC)
- GS0510 - Budget Analysts (FPAC BC)
- GS1101 - Program Technicians (FSA/RMA)
- GS1145 - Loan Technicians (FSA/RMA)
- GS1165 - Loan Assistants (FSA)
- GS1850 - Compliance Investigators (RMA)

Summary of Employee Awards and Recognition

Time Off Awards (TOA)

The FPAC workforce received 2,538 (16.08%) total Time-off Awards during FY2021. Hours awarded totaled 43,578 with an average of 17 hours per awardee. Female employees, in general, received 64% and male employees received about 36% of the awards.

Cash Awards Up to \$1,000

During FY2021, a total of 8,024 (50.84%) of the FPAC workforce received a Cash Award. The total amount of awards was \$5,037,988 with an average award of \$628. Male employees received 50.79% and female employees received 49.17%.

Cash Awards between \$1,001 - \$3,999

During FY2021, a total of 11,031 (69.89%) of the FPAC workforce received a cash award between \$1,001 - \$3,999. The total amount awarded was \$17,693,952 with an average award of \$1,604. Male employees received 55.55% of the awards, and female employees totaled 44.45% of employees awarded.

Cash Awards Over \$4,000

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During FY2021, a total of 269 (1.70%) of the FPAC workforce received the larger cash awards of over \$4,000. The total amount awarded was \$1,255,688 with an average award of \$4,668. Male employees received 50.19% of the larger awards and female employees received 49.21% of the awards.

Performance-based Awards

Performance-based awards include monetary awards in the following categories: Special Act, Extra Effort, and Spot awards. 1.95% (309) of FPAC employees were awarded based on current performance. The total benefit awarded was \$701,818 with an average benefit of \$2,271. Female employees received 56.63% of the performance awards while Male employees received 43.37% of the awards.

Part E.3.1 – Responsiveness and Legal Compliance

Essential Element E: Efficiency

Efficient, Fair, and Impartial Complaint Resolution Process

During FY2021, FPAC CREEOD completed 86 EEO pre-complaint counselings. Of the 86 counselings that were completed in FY2021, all were timely completed, which is an improvement compared to 119 (97%) that were timely completed in FY2020. More specifically, of the 86 counselings that were completed, forty-two were timely completed within 30 days; twelve were timely completed with written extensions of no longer than 60 days. Thirty-two were processed through the agency's ADR program and were timely completed within 90 days. In each of these counselings, FPAC CREEOD provided individuals with their rights and responsibilities in the EEO process. To help ensure that counselings are promptly processed, the timely processing of counselings has been tied to FPAC CREEOD staff's performance standards.

Throughout FY2021, FPAC CREEOD continued its collaboration with OASCR for the issuance of acceptance letters/dismissal decisions, the completion of formal EEO complaint investigations, and for the issuance of final actions. During FY2021, 48 new formal EEO complaints were filed, compared with 63 in FY 2020. In each of these new formal EEO complaints, OASCR issued acknowledgement letters immediately upon receipt of a formal complaint. In addition, for each of these new formal complaints, OASCR issued acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor's report. In FY2021, the average length of time for issuing the accept/dismiss communication for the 48 formal complaints was 22 days.

In FY2021, 34 formal EEO complaints were investigated, which is a decrease from the 76 that were completed in FY 2020. Of the 34 investigations that were completed in FY 2021, 32 (94%) were timely completed, which is an increase in percentage from the 58 (76%) that were timely completed in FY2020. FPAC CREEOD recognized its need to improve on the timeliness by which it completed EEO investigations. During FY2022, FPAC will work closely with OASCR to continue to improve the rate of timely completed investigations.

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

In FY2021, the Mission Area issued 40 merit Final Agency Decisions (FADs) with an average processing time of 61 days. Of the 40 merit FADs issued, 26 (65%) were timely issued, which is a decrease from the 49 (82%) that were timely issued in FY2020. FPAC CREEOD recognizes its need to improve on the timeliness by which FADs are issued. During FY2022, FPAC will work closely with OASCR to improve on the timeliness by which it issues merit FADs.

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

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As part of FPAC's effort to preserve the integrity and impartiality of the EEO process, FPAC 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. In the event that a legal sufficiency review is required, reviews are handled by a functional unit that is separate and apart from the department responsible for defending the Department against EEO complaints. Furthermore, the FPAC CREEOD ensures that OGC representatives do not intrude upon the counseling, investigation, and final agency decision stages of the EEO process.

Widespread and Fair ADR Program

During FY2021, FPAC CREEOD offered and encouraged participation in its established, impartial ADR program at the pre-complaint and formal complaint stages. The Mission Area encourages all employees to use ADR, when appropriate. Once ADR is offered to an aggrieved or complainant, FPAC managers and supervisors are required to participate in good-faith. Under the FPAC CREEOD'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 FY2021, CREEOD analyzed post-ADR program participant survey responses on a quarterly basis and evaluated ADR program data on an annual basis. Additionally, CREEOD offered quarterly training to new and existing Resolving Officials in order to build the cadre of Resolving Officials and keep them up-to-date on best EEO practices.

In FY2021, FPAC's's ADR offer rate at the pre-complaint stage of the EEO complaint process was 82 percent, which is an improvement from the rate of 66 percent in FY2020. During FY2021, FPAC's ADR resolution rate was 50%, which is a significant improvement from the rate of 36% in FY2020.

Effective and Accurate Data Collection Systems

FPAC 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 allow FPAC CREEOD to process, track, manage, and report on EEO cases filed against the Mission Area. Additionally, the web-based system has capacities that allow the Mission Area to evaluate the effectiveness of its EEO program, including analyzing pre-complaint data, formal complaint data, ADR program data, and final action data.

Identify/Disseminate Trends and Best Practices

During FY2021, FPAC CREEOD identified, monitored, and reported on significant trends reflected in its EEO complaint processing activity to determine whether that Mission Area is meeting its obligations under the statutes EEOC enforces. During FY 2021 FPAC CREEOD reviewed other agencies' best practices as well as compared its performance to that of other agencies of comparable size. Following the review, the agency implemented measures and processes to improve on the timely completion rate of pre-complaint counselings.

Essential Element F: Responsiveness and Legal ComplianceEnsure Timely and Full Compliance with the Law and EEOC Orders and Settlement Agreements

Throughout FY2021, FPAC CREEOD had a system of processes to ensure timely and full compliance with all Laws and EEOC regulations, management directives, orders, written instructions, final agency actions, and settlement agreements. When the FPAC 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 FY2021, the Mission Area responded on time and fully complied with all EEOC orders and requests issued as part of the hearing and/or appeals process. FPAC CREEOD staff is also 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, FPAC CREEOD staff responsible for EEO compliance are evaluated and held accountable to annual performance standards that require timely compliance with orders and agreements. The effectiveness of these measures and processes are demonstrated in that the Mission Area has never been cited or sanctioned by the EEOC for failure to comply with any EEOC order, final agency action, or settlement agreement.

Report of Efforts and Accomplishments to the EEOC

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USDA posts individual agency summary statistical EEO complaint data on a quarterly basis under Title III, "Equal Employment Opportunity Complaint Data Disclosure," of the No FEAR Act on its public facing website. No FEAR Act training is assigned to new USDA personnel, partners and technical service providers hire. FPAC's No FEAR training completions logged in at 88% for FY21 according to the AgLearn Learning Management System reports.

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Part E.4 Executive Summary: Accomplishments

A diverse and highly skilled workforce is vital to FPAC mission delivery of technical assistance and services it provides to the American Public.

Special Emphasis Programs

The FPAC Special Emphasis Programs (SEP) are charged to work on all affirmative employment and equal employment opportunity matters. FPAC currently has two full-time National SEP Managers (SEPMs) and intends to build its full time SEPM cadre over the next fiscal year. Currently, FPAC uses the support of over 300 collateral duty SEPMs to manage all eight program areas: Hispanic American Emphasis, Disability Emphasis, Federal Women's Program, Black Emphasis, Veteran's Emphasis, LGBTQ+ , American Indian/Alaska Native Emphasis, and an Asian American/ Pacific Islander Emphasis program. The SEPMs support Agency-wide EEO initiatives, including:

- Support the commemoration of special emphasis heritage cultural observances.
- Develop strategies for improving the representation and retention of diverse employee groups in mission-critical occupations.
- Identify challenges and barriers in recruitment, hiring and placement, career development, employee recognition, and retention.
- Establish and maintain relationships with affinity groups in the community.
- Expand recruitment and outreach activities.

Comprehensive Data and Barrier Analysis

FPAC HRD and CREEOD remain committed to developing a data-driven comprehensive barrier analysis process with the intent of identifying, reducing, and/or eliminating barriers. Ultimately these efforts are meant to increase workforce diversity, address areas of disparity, and close gaps in meeting NCLF benchmarks.

Promoting Targeted Recruitment Efforts

Diversity outreach and recruitment activities fall in line with USDA's Diversity, Equity, Inclusion and Accessibility approach. The vision is to create practical career paths for veterans, students, and skilled job seekers and assimilate them into the USDA workforce. In addition to participating in targeted recruitment opportunities, FPAC played significant roles in outreach efforts. Efforts consist of strengthening partnerships with educational institutions and various outreach organizations for recruitment and outreach purposes, including, but not limited to: Historically Black Colleges and Universities (HBCU); Minority Serving Institutions (MSI); Hispanic Serving Institutions (HSI); veteran placement and support organizations and vocational rehabilitation organizations.

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

FY2021 Student Workforce Profile

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

In FY2021, the FPAC mission area offered internships to students to serve as a pipeline to journeyman level positions. At the conclusion of FY2021, the demographic breakdown of the 607 Pathways Programs Student Interns, recent graduates, and PMFs on FPAC mission area rolls included: 33 Hispanic or Latino participants, 464 White participants, 70 Black or African American participants, 14 Asian American participants, one Native Hawaiian or Other Pacific Islander participant, four American Indian or Alaska Native participants, and 21 participants who identified as being Two or More Races.

Diversity Outreach and Recruitment

Continuing to recruit a talented and diverse Federal workforce is both a goal of leadership and a value to our priority of a customer-centric approach to service delivery. As interest for participation in outreach events continues to grow, a strategic approach is essential. FPAC's Diversity Outreach and Recruitment Interest Survey is a critical component of the strategic planning process and is supported by the USDA's Strategic Goal 1: Ensure USDA programs are delivered efficiently, effectively, with integrity and a focus on customer service. Objective 1.2: Maintain a high-performing workforce through employee engagement and empowerment.

In order to plan and conduct outreach and recruitment activities in an effective and efficient manner, FPAC agency leaders were asked to participate in the

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survey to share their voice and opinions on the needs of diversity outreach and recruitment. The purpose of the survey is to identify effective and efficient outreach and recruitment opportunities that would benefit FPAC agencies to reaching their diversity goals. FPAC agency leaders were also asked to share feedback on which colleges and universities, and national organizations, would be best to target for a strategic approach to diversity recruitment. This targeted approach allows the ability to reach a pool of highly qualified and diverse candidates. The survey was disseminated in August 2021, and results were shared in November 2021. It was updated to include informational data to aid FPAC leadership decision-making for diversity workforce priorities to target underrepresented groups. This targeted approach allows FPAC the ability to reach a pool of highly qualified and diverse candidates. The survey was disseminated to 171 FPAC agency leaders, yielding a 62% participation rate. The results of the survey were a vital component in attending 79 diversity outreach and recruitment events in FY2021.

Additional accomplishments of the survey included:

- 7 virtual events
- 20+ Minority Serving Institutions participation
- Expanded recruitment and outreach activities
- Increased use of special hiring authorities (e.g., Schedule A, special hiring authorities for veterans)

Diversity Programs and Initiatives

FPAC supports the effectiveness and sustainability of a national diversity recruitment and inclusion efforts by establishing various diversity recruitment frameworks and diversity investment.

In FY2021, FPAC committed resources to support numerous diversity events and/or programs. Sixteen diversity initiatives were approved for funding totaling over \$2 Million . These initiatives included:

1. Thurgood Marshall College Fund (\$50,000)
2. Tribal Recruitment Initiative - Tribal Natural Resources Career Development Program (Tribal NRCDDP) (\$10,000)
3. Hispanic Recruitment Initiative - Natural Resources Career Development Program (NRCDDP) (\$725,000)
4. Hispanic Serving Institutions National Program (HSINP) (HACU) (\$172,000)
5. American Indian Science and Engineering Society (AISES) (\$39,000)
6. "Out and Equal" Workplace Summit (\$10,000)
7. Future Farmers of America (FFA) (\$25,000) administered by NRCS Indiana
8. NRCS Central National Technical Support Center/Texas A&M University, Kingsville (CNSTC/TAMUK) (\$120,000)
9. Hispanic Association of Colleges and Universities (HACU) Conference Sponsorship (\$8,000)
10. Federal Asian Pacific American Council (\$10,000)
11. Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) (\$50,000)
12. Women's Recruitment Initiative (\$100,000)
13. LGBTQ+ Recruitment Initiative (\$10,000)
14. Florida A&M University (\$250,000)
15. Tennessee State University (\$250,000)
16. North Carolina A&T State University (\$250,000)

Each of these diversity initiatives supports FPAC's achievements in meeting mission area recruitment goals and promote employment opportunities with underrepresented communities. Through the administration of these grants, contribution and cooperative agreements, Program Managers were instrumental in furthering partnership efforts with their respective affinity groups.

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Scholars and Third-Party Internship Programs

FPAC participates in scholars and third-party internship programs and initiatives support targeted recruitment efforts to address underrepresentation in the mission area's workforce by increasing the number of students who qualify and compete for the Pathways Programs. During FY2021 FPAC supported:

- 44 - Black/African American Scholars
- 6 - Two or More Race Scholars
- 1 - American Indian/Alaska Native Scholar

Note: There were an additional 41 New Scholars that were selected in FY2021, but were not onboarded by the end of the fiscal year.

Diversity Recruitment and Workforce Planning

In response to the President's Executive Order 13985, "Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workplace", FPAC embraces diversity as a priority goal in that diverse applicants are provided opportunities to apply to open positions. In doing so, FPAC creates agency specific integrated workforce planning presentations including a diversity component, predicted attrition, projected vacancy component, and a hiring strategy component. The purpose is to identify the positions and vacancies at mid-entry and journeyman levels, and the hiring strategies associated with filling those positions. FPAC underscores diversity as an integral and major component of its hiring strategy.

FY2021 Hiring Task Force

The FPAC Hiring Task Force created goals for FY2021 to keep pace and avoid undue interruption of support services to agencies as they grow and expand. FY2021 accomplishments included:

- Increase the hiring of Veterans by 10% (330 veterans) as compared to FY2020 data. At the end of FY2021, there were 278 Veteran hired meeting only 84% of the goal.
- Increase diversity hires by 20% (602 candidates) as compared to FY2020. At the end of the fiscal year, FPAC met and exceeded diversity hiring goals by 5% (633 candidates)

Special Employment Programs/Special Hiring Authorities

Direct Hire Authority (DHA) is an appointing authority that the Office of Personnel Management (OPM) grants to Federal agencies to fill vacancies when there is a critical hiring need or if severe shortages of candidates exist. OPM approved FPAC's 2021 request through September 30, 2021 which resulted in 1,707 Hires at 70% of total new hires (total FY new hires 2,443).

Employee Training and Development

Diversity and inclusion training programs consists of training and education that provide guidance for employee behavior and perspective in the workplace. This training raises employee awareness about workforce diversity, teach about diversity in hiring and promotion, and help 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 train through the Mission Area's Employee Development Section (EDS) and CREEOD Compliance and Training Branch which provides solutions and tools for addressing discrimination in all forms, conflict management, diversity and inclusion, and unconscious bias in program delivery.

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

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In FY2021, diversity and inclusion training courses were completed by employees nationwide via AgLearn. For example, the following courses represented a total of 4,049 Certificates of Completion:

- Diversity Day (195 completions)
- Cultural Resources Training Series (2,376)
- Unconscious Bias (1,064 completions)
- Leading Diversity (386 completions)
- Bridging the Diversity Gap (28 completions)

The Civil Rights and EEO Training Section established the Conflict Management Training Webinar Series in FY2019 which continued into FY2021. The series and live events are implemented to provide a succession of soft skill training with the goal of increasing participants' knowledge of issues that typically result in the initiation of EEO complaints and grievances. The topics also provided tools to participants in addressing and resolving conflict at the lowest level. The topics during FY2021 include the following:

- Communication Skills: How to Interact when Conversations turn Difficult
- Conversations Between Employees and Supervisors
- Dealing with Conflict (a Virtual TV show)
- Navigating Generational Differences in the Workplace – Recording
- The Intersection of Social Media and Civil Rights
- Understanding Harassment, Workplace Violence, and Hostile Environment Claims
- Civility and Respect in the Workplace
- Respect Comes in All Generations
- Conflict Management - Conversations between Employees and Supervisors
- What's My Communication Style? (a Virtual TV show)

The training section also launched a series of Diversity, Equity, Inclusion, and Accessibility Webinars:

- Diversity, Equity, Inclusion, and the New IQ
- Unconscious Bias for FPAC-BC Supervisors and Managers
- Unconscious Bias or Field Supervisors and Managers-Mandatory
- Unconscious Bias Training (FPAC Non-Supervisors/Non-Mandatory)
- Addressing Bias and Stereotypes in Delivery of USDA Programs and Services
- Advancing Workplace Diversity
- FSA Minnesota All Employees Civil Rights/Diversity & Inclusion Training
- Cultural Sensitivity: Actions Not Suitable for Work
- Gender Equity and Gender Sensitivity: Please Advise
- FSA Minnesota All Employees Civil Rights/Diversity & Inclusion Training

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To support the culture of inclusion and diversity in the workplace, Equality USDA, an Employee Resource Group for USDA's employees and retirees, is focused on enriching the work environment of LGBTQ+ employees and retirees by building a Federal workplace where employees feel safe bringing their full authentic selves to work. In partnership with Equality USDA, FPAC has provided training session reviewing USDA communication policies, LGBTQ+ terms and definitions, best practices for sharing pronouns, and frequently asked questions about pronouns in the workplace. In FY2021, 12 virtual training sessions were delivered to over 500 FPAC employees via Microsoft Teams. In addition, FPAC was a sponsor of USDA's annual Pride Month Observance in June 2021, with over 2,200 views, and FPAC employees participated in a Pride Month Town Hall with Deputy Secretary of Agriculture, Dr. Jewell Bronaugh.

FPAC Employee Participation in the Mentoring Program

Mentoring has been proven to positively impact attitudes, relationships, and internal affective states such as self-esteem. Mentoring offers the opportunity to share experiences and utilize our diverse backgrounds as opportunities for leadership and personal development. In FY2021, there were seven mentors matched with nine proteges within FPAC.

FPAC Strategic Leadership Development Program (SLDP)

FPAC provided the Strategic Leadership Development Program (SLDP) as a career development opportunity for current employees in grades 13 - 15. The SLDP is a 10-month program for aspiring strategic leaders. The program focuses on deepening knowledge and practicing skills. It includes: 1) classroom training (virtual or in-person); 2) participating on learning teams; 3) coaching and mentoring; 4) a targeted stretch assignment; and 5) a group project focused on an Agency priority, challenge, or opportunity. The program is designed to develop a pool of effective leaders who are capable of moving into positions with increasing strategic responsibilities within FPAC over the next five years.

- Twenty-eight (28) employees applied for the 2021/2022 SLDP
- Twenty-five (25) employees were selected
 - 10 White males, six White females, five Black or African American females, two Black or African American males, one Hispanic or Latino female and one female who identified as Two or More races
- 3 individuals self-identified as a person with a disability (PWD)
- Self-identified PWD represents 12% of the SLDP Class of 2022
- Minorities are represented at 36% of the SLDP Class of 2022

Workforce Engagement

The Federal Employee Viewpoint Survey (FEVS) is just one measure of FPAC's achievements in EEO and diversity and inclusion (D&I). FPAC Business Center leadership established the Workforce Engagement (WE) Team to collaborate with and facilitate employee engagement by ensuring effective communications are consistent throughout all FPAC agencies. Team is comprised of WE representatives from each FPAC agency. It also includes other employees across FPAC who have expressed interest in volunteering their time and talents to further the WE efforts.

WE Team FY2021 accomplishments include:

- Reviewed and analyzed data from the 2021 FEVS scores to identify strengths and weaknesses, gathered input from employees, and used the information to identify improvement actions needed to increase the FPAC mission area and each mission agencies' FEVS scores
- Developed FPAC Deputy Under Secretary communication series called "FEVS – Engaging with You for Positive Change" for the Friday Roundup on a bi-weekly basis
- Provided briefings of the 2021 FPAC FEVS results to various leadership and the FPAC Under Secretary
- Developed a quarterly WE Toolkit for leadership
- Developed a FPAC WE Action Plan to address challenges and meet their engagement goals
- Provided high-level consultations to help organizations develop their FEVS action plans targeting the less-than-optimal results

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- Conducted high-level analysis of results to assist organizations with understanding the best practices and organizational challenges identified by the FEVS results.
 - Managed, coordinated, and facilitated focus groups to address developing action plans
 - Engaged seven divisions and six states in focus groups resulting in 19 employee sessions, 1 session with team leads, 6 sessions with supervisors and 2 sessions with FPAC leadership.
- Maintained the “WEareFPAC” SharePoint site, which contains the FEVS data and resources, providing access for all employees to help improve engagement across the mission area
- Created a lunch and learn series called “Feed Your Mind” to connect and improve the engagement culture within the HR community providing multiple faceted information of an employee’s work and personal life
- Developed a new Chief Human Capital Officer (CHCO) Leaders Succession Planning Program
- Offered Empowerment training to the FPAC Human Resources Professional Workforce
 - Developing Empowered Employees for supervisors [19 completions (86.4% completion rate)]
 - Embracing Empowerment for employees [229 completions (95.6% completion rate)].

Employee Onboarding Process and Resources

The New Employee Onboarding Experience webpage was created to illustrate the diverse culture of our Mission Area. The first of its kind across the federal government, the site directly assists new employees in the onboarding process. This site is not just for new hires, but provides a one-stop shop of valuable information and resources for all employees. The site includes the Onboarding Portal, Employee Resources, Employee Assistance Programs (EAP), and Reasonable Accommodations Program.

Employee Profile Data/Updating Employee Personnel Page (EPP) Records

In efforts to ensure accurate reporting of diversity representation in the workforce, FPAC employees were asked to review and update their Ethnicity, Race Identification (ERI) record for gender, race or ethnicity, and disability status. By verifying and updating ERI, gender, and disability status employees assist FPAC’s accuracy in the reporting of its workforce demographics. In FY2021, FPAC initiated and completed actions to encourage employees to validate their ERI, gender, and disability status within the Employee Personal Page (EPP), the Web-based application that provides employees self-service access to their personal information.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Part E.5 - Planned Activities

FPAC strives to be a model for diversity, equity, inclusion, and accessibility, where the workforce reflects the diversity of the American people. Accordingly, FPAC plans to continue to strengthen its ability to recruit, hire, develop, promote, and retain our Nation's talent and remove barriers to equal opportunity. FPAC plans to provide resources and opportunities to strengthen and advance diversity, equity, inclusion, and accessibility. A diverse, equitable, inclusive, and accessible workplace yields a higher-performing organization.

Diversity Outreach and Recruitment

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

In efforts to ensure that each FPAC agency is continually aware and working to address diversity recruitment, HRD's Workforce Planning and Recruitment Section will employ the results of the FY2022 Diversity Outreach and Recruitment Interest Survey. The results of the survey will be used in establishing the FY2022 diversity outreach and recruitment events agenda. Thus far, the survey generated interest in 50 diverse events for FY2022. Priority will be given to those events with the greatest potential to increase the agency's diversity. Results will also be directly linked to specific items identified in the FY2022 Hiring and Attrition Plan and other HRD recruitment goals and initiatives.

Special Employment Programs/Special Hiring Authorities

Federal agencies have specific hiring programs for veterans, people with disabilities, students, recent graduates and other applicants. FPAC plans to increase its use of special hiring authorities (e.g., Schedule A, special hiring authorities for veterans) to hire persons with disabilities and veterans to help meet identified hiring goals and objectives in FY2022.

FPAC has requested, Direct Hire Authority to fill mission critical positions for specific occupational series and grades nationwide for FY2022/FY2023. If OPM grants approval, FPAC plans to augment the required public notice period with specific agency hiring events in an effort to attract underrepresented candidates to diversify the workforce.

Student Workforce

In FY2022, FPAC will continue to offer internships to students which serves as our pipeline to Federal Journeyman level positions. FPAC plans to recruit 578 total participants for FY2022 to include: 485 Student Interns and 93 Recent Graduates.

- FPAC is currently planning for a Pathways Recent Graduate Spring Recruitment (March Timeframe) to allow May Graduate applicants opportunities to apply
- FY2022 recruitment of 1890 National Scholars and 1994 Tribal Scholars are in the planning stages

Diversity Programs and Initiatives

FPAC supports the effectiveness and sustainability of a nationally diversity recruitment and inclusion effort by establishing various diversity recruitment frameworks and diversity investment funding. Notably continuing and new collaborative initiatives for FY2022 include:

- Thurgood Marshall College Fund (\$300,000)
- Veterans Recruitment Initiative (\$85,000)
- Cultivating Change (\$10,000)

Scholars and Third-Party Internship Programs

FPAC will continue to participate in the USDA 1890 National Scholars Program, a partnership between USDA and the 1890 Historically Black Land-Grant Universities and the 1994 Tribal Scholars Program. The program awards scholarships to students who attend one of 1890 Historically Black Land-Grant Universities or 1994 Tribal Colleges and Universities, respectively. FY2022 recruitment of 1890 National Scholars and 1994 Tribal Scholars are in the planning stages.

- FPAC-sponsored 41 new scholars who will complete onboarding in FY2022, Quarter 2 in preparation for the summer 2022 work period

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

- FPAC is in the final selection phase for two 1994 Tribal Scholars. Upon selection, the new scholars will complete onboarding in FY2022, Quarter 2 in preparation for the summer 2022 work period

In terms of the FPAC third-party student internship program, plans are 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), LGBTQ+ 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).

FY2022 Hiring Task Force

The FPAC Hiring Task Force created goals for FY2022 in efforts to keep pace and avoid undue interruption of support services to agencies as they grow and expand. FY2022 goals include:

- Meet 100% diversity recruitment goals as provided by approved hiring plans for FPAC overall mission area.
- Improve overall diversity of FPAC's On-Board Strength (OBS) by 20% based on FPAC recruitment plans.
- Improve diversity retention by 10% based on FPAC agencies' OBS diversity workforce plans
- Increase FPAC 1890 Scholar Accessions by 10% of FY 2020 accessions.
- Increase FPAC 1994 Scholar Accessions by a minimum of 10 Scholars over 2 FPAC mission agencies.

FY2022 Human Capital Plan

Currently, there is no FPAC-wide strategic plan for which a Human Capital Operating Plan (HCOP) is a component. Therefore, in the interim, we are designing and will be tracking the outcomes associated with Enterprise Risk Management which has a Human Capital component as a substitute until such time as the HCOP can be developed.

The HCOP will create a framework that enables FPAC leadership to proactively anticipate and connect human resources and related budgetary decisions to short- and long-term organizational goals. FPAC Human Resources Division (HRD) will continue to engage FPAC agencies' leadership to identify human capital strategies and actions needed to ensure mission accomplishment. It will serve as key content for the HCOP, and additionally to any other agency-specific resources that will help inform and guide human capital management in FPAC. These activators will develop the foundational human capital strategies to include all scholars and third-party internship programs, as well as special hiring authorities for veterans and disability populations.

Equity Action Plan and Human Resources Division (HRD) Performance Measure

Under Secretary Vilsack's leadership, USDA is committed to equity across the Department by removing systemic barriers and building a workforce more representative of America. FPAC is aligned to the Secretary's endeavors and is establishing a vetting processes to ensure that diversity is understood as critical to attract, hire, develop, engage, and retain a high performing diverse workforce within its four agencies.

FPAC plans to enact an Equity Action Plan to certify that external hires include underrepresented populations. In support of the President's Executive Order, candidates from underrepresented diverse populations will be included in the area of consideration at least 25% of the time for external applicants. This measure has been added to FPAC's HRD Performance Measures for Goal 1: Build a high-performing, diverse, and inclusive workforce. Doing so will address traditional barriers and invest in underserved communities.

Workforce Engagement

Secretary Vilsack has recognized Employee Engagement (EE) as a top priority, and his goal is for USDA to become one of the top ten best places to work within the Federal Government. He has required all USDA agencies to develop and submit an EE Action Plan. To collaborate among agencies and divisions and ensure overall effective communications are consistent, the WE Team continues to work with each FPAC WE POCs. It also includes other employees across FPAC who have expressed interest in volunteering their time and talents to further the WE efforts.

In FY2022, the WE Team plans to:

- Facilitate focus groups to ascertain root cause and underlying factors which may contribute to low FEVS scores
- Compile and report findings from FEVS for FPAC agencies and leaders

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- Provide FEVS, EE, and Change Management training
- Market the 2022 FEVS Survey and encourage all FPAC employees to participate

New Employee Onboarding Process and Resources

Despite our strong track record of diversity, we recognize that the goal of creating an environment that embraces diversity and inclusion is ongoing. Therefore, we have taken deliberate steps like enhancing our New Employee Orientation to reaffirm our commitment and transform the way we engage in the business of diversity and inclusion.

The New Employee Onboarding Team plans to adjust the new employee survey to include a question on diversity, equity, and inclusion to the 30-day/90-day/annual new employee survey to evaluate the existing culture. Diversity, equity, and inclusion are crucial business performance issues that FPAC will continually embed in business culture and processes in efforts to attract top talent, foster new relationships and build a strong reputation among employees, applicants, and other stakeholders.


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

 am the
(Insert Name Above) (Insert official
title/series/grade above)

Principal EEO Director/Official for


(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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Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.			
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		https://www.usda.gov/oascr/civil-rights-statements 4/9/2021
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)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X		

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Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			Released : 04/29/2021
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	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)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR § 1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.usda.gov/ra
	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 and the means by which such training is delivered.	X			Available 24/7 - resources are posted on the web and available in the new Civil Rights App
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	X			Available 24/7 - resources are posted on the web and available in the new Civil Rights App
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	X			Available 24/7 - resources are posted on the web and available in the new Civil Rights App
	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.	X			Available 24/7 - resources are posted on the web and available in the new Civil Rights App

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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.

X

Available 24/7 - resources are posted on the web and available in the new Civil Rights App (FPAC-N 4200-001 Procedures for Recognizing and Responding to Workplace Violence)

 **Compliance Indicator**

Measure Has Been Met

For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report

 **Measures**

A.3. The agency assesses and ensures EEO principles are part of its culture.

Yes

No

N/A

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. .

X

Example 1-FPAC-BC's Chief Operating Officer Awards for exemplary service in moving the mission forward. Example 2-NRCS annually awards the Chief's EEO awards through the NCRACC • Chief's National Civil Rights Award Recipient • Chief's Awards for Workforce Diversity

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]



X

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

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.			
	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)]		X	FPAC is diligently working on aligning the EEO Director under the Agency Head.
	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.	X		Chief Operating Officer, Farm Production and Conservation Business Center
	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)]	X		
	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]	X		The EEO Director now has regular access to FPAC's Under Secretary and Deputy Under Secretary, and they meet frequently. A change from previous years.
	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.	X		04/26/2021
	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)]	X		

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	Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures		Yes	No	N/A	
	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)] If not, identify the office with this authority in the comments column.		X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]		X			
	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.]		X			In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency.
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X			In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency.
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]		X			
	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)]		X			
	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); (c)(3)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
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)]		X			
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.			X		The new Administration released the new Department-wide Strategic Plan in February of 2022, and FPAC is currently in the process of drafting a strategic plan to mirror it.

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	Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures		Yes	No		
		B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
		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)]	X			
		B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
		B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
		B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
		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)]	X			
		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.	X			
		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)]	X			
		B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
		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.	X			
		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]	X			
		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]	X			
		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)]	X			
		B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
		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?	X			
		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?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	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)]	X			
	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)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	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]	X			
	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)]		X		The new Administration released the new Department-wide Strategic Plan in February of 2022, and FPAC is currently in the process of drafting a strategic plan to mirror it.

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		The FPAC Compliance Section audits 8 to 10 State and Area offices each fiscal year on a rotating 5-year schedule. Puerto Rico, Virgin Islands – January 2021 Maryland, February 2021 Delaware, March 2021 Nebraska, April 2021 Indiana, May 2021 Ohio, June 2021 Michigan, July 2021 Maine, August 2021
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.		X		The FPAC Compliance Section audits 8 to 10 State and Area offices each fiscal year on a rotating 5-year schedule. Puerto Rico, Virgin Islands – January 2021 Maryland, February 2021 Delaware, March 2021 Nebraska, April 2021 Indiana, May 2021 Ohio, June 2021 Michigan, July 2021 Maine, August 2021
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
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)]		X			
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]		X			
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)]		X			
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)]		X			
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.]		X			
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 Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			
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)]		X			A new course was developed in a partnership between CRD and OGC in FY21. This course will be mandatory to all employees in FY22.
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)]		X			
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)]		X			
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)]		X			
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)]		X			
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)]		X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		X			

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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)]		X			
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.		X			https://www.usda.gov/ra
 Compliance Indicator	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
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?		X			
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]		X			
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)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
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]		X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
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)]		X			
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)]		X			
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)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.4. The agency ensures effective coordination between its EEO program 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)]	X			
	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]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X		Although we receive applicant flow data from the USA staffing system annually, we do not have access to complete data, as that information is voluntary for applicants to submit.
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	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.	X			There were no findings (0) of discrimination during the FY2021 cycle.
	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 (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	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.	X			Annually The EEO Leadership meets with managers to discuss specific issues that arise on an Ad Hoc basis.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			
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; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X			
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)]		X			
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)]		X			
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, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X			<ul style="list-style-type: none"> • Complaint data • FEVS • Special Emphasis Program • Employee Resource Groups

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	D.3. The agency establishes appropriate action plans to remove identified barriers.				
	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)]	X			
	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)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.fpacbc.usda.gov/about/civil-rights-and-equal-employment-opportunity/accessibility/index.html#aap
	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)]	X			
	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)]	X			
	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)]	X			

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Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.					
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
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)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency
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(I)? If so, please provide the average processing time in the comments.		X			In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency
E.1.e. Does the agency ensure that 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)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?				X	In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency

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Agency Self-Assessment Checklist

E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?			X	In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X		Although OASCR is responsible for the processing of FADs, FPAC CRD monitors, notifies, and escalates untimeliness issues.
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)?	X			In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency
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.			X	In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency.
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)]	X			
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)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2. The agency has a neutral EEO process.					
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)] If "yes", please explain.		X			These functions are maintained under two separate divisions of FPAC Business Center: CREEOD and the Agency Rep Staff
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.		X			Agency Representative staff completes this function.
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)]		X			
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)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.					
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)]		X			
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)]		X			
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			Provide awareness campaign in Part H
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)]		X			
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)]		X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	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)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			Submission by employees is voluntary. FPAC led a campaign to encourage employees to update their Race, Gender, and Disability Status.
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	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)]		X		AFD is not collected by the NFC Reporting Center, the system which provides FPAC MD 715 Workforce data.
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	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]	X			
	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]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.		X			FPAC provides quarterly updates to the Department (OASCR).
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.		X			All USDA agencies meet for quarterly cohort meetings (MD715 Work Group).
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)]		X			

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Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.			
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)]		X		In 2013 USDA centralized all formalized all EEO case processing functions. Process is centralized and handled by USDA, parent agency.
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)]		X		
F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X		
F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X		
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)]		X		

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	X			
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)]		X			
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]		X			
F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]				X	In 2013 USDA centralized EEO case processing functions for formal complaints. Process is centralized and handled by USDA, parent agency
F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
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)]	F.3. The agency reports to EEOC its program efforts and accomplishments.	X			USDA submits one Department-wide No FEAR report, and the FPAC Mission Area No FEAR report is provided to the parent agency timely.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			https://www.usda.gov/nofear

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency:	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)]
--	--

Is the Head of the Agency the immediate supervisor of the EEO Director? The FPAC Business Center COO is the immediate supervisor of the EEO Director. FPAC leadership is working to see how this can be implemented for the Mission Area.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
07/08/2021	12/31/2022			Align EEO Director to report to the head of the Agency (Under Secretary of FPAC Mission Area).

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes
Chief Human Capital Officer	Melissa Drummond	Yes
Chief Operating Officer, Acting	Robert Ibarra	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2024	Realign FPAC CR and EEO Director to report directly to the Under Secretary of the Mission Area	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	CRD has received increased access to FPAC senior leadership. The CR and EEO Director regularly meet with the Deputy Under Secretary to brief her on challenges and accomplishments.

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:	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)]
--	--

EEO Action Plans Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? Similar to B.3.b, FPAC followed USDA's Department Strategic Plan FY2018 - 2022 for this reporting cycle. USDA released an updated Strategic Plan in February of 2022 that includes EEO Objectives and D&I principles and FPAC is developing a like plan.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2021	12/31/2024			Ensure CR/EEOD collaborates with FPAC Leadership on the FPAC Strategic Plan, when available, to implement EEO Action plans.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes
Chief Operating Officer, Acting	Robert Ibarra	Yes
Chief Human Capital Officer	Melissa Drummond	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2024	Work with HRD to monitor the progress of the Department's Strategic Plan and provide EEO and diversity principles to be included in the FPAC strategic and Human Capital Operation Plan.	Yes		

Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency:	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.
--	--

Does the agency's current strategic plan reference EEO / diversity and inclusion principles? FPAC follows USDA's Department Strategic Plan FY2018-2022 for this reporting cycle, which does not include EEO and Diversity and Inclusion Principles. However, a new Department Strategic Plan was released in February of 2022 that includes EEO Objectives, Diversity, Equity, Inclusion and Access and FPAC is developing a like plan.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2021	06/30/2023			Ensure FPAC's Strategic Plan includes references to EEO and Diversity in line with the Department's Strategic Plan for all USDA agencies.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes
Chief Human Capital Officer	Melissa Drummond	Yes
Deputy Director, External Affairs	Kaveh Sadeghzadeh	Yes
Chief Operating Officer, Acting	Robert Ibarra	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2024	Work with HRD to monitor the progress of the Department's Strategic Plan and provide EEO and diversity principles to be included in the FPAC strategic and Human Capital Operation Plan.	Yes		

Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.4

Brief Description of Program
Deficiency:

C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]

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Plan to Attain Essential Elements

PART H.5

Brief Description of Program Deficiency:	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.
--	--

Agency hasn't posted its procedures for processing requests for Personal Assistance Services (PAS) on its public website -completed FY2022

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2021	12/31/2021		02/15/2022	Ensure Agency public and internal websites contain up to date and relevant information regarding procedures for requesting Personal Assistant Services (PAS) and FPAC's Affirmative Action Plan

Responsible Officials

Title	Name	Standards Address the Plan?
Chief Human Resources Officer	Melissa Drummond	Yes
Director, EEO Division	Emily Su	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Work with Agency webmaster to review and update public and internal web page on a regular basis	Yes		04/30/2021

Accomplishments

Fiscal Year	Accomplishment
2021	The public websites of all four FPAC agencies has been updated to include the AAP, RA and PAS procedures and forms (which are one in the same), the Architectural Barriers Act, and a link to quarterly No FEAR data monitored by OASCR.

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Plan to Attain Essential Elements

PART H.6

Brief Description of Program Deficiency:	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]
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Agency anti-harassment training doesn't include disability-based harassment examples. -completed FY2021

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2021	12/31/2021		04/01/2021	Review, update and/or revise Anti-Harassment Training materials.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division	Emily Su	Yes
Chief Human Resources Officer	Melissa Drummond	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Ensure Employee Development Section and Civil Rights Training Section work together to update training materials	Yes		04/01/2021

Accomplishments

Fiscal Year	Accomplishment
2021	The Compliance and Training section partnered with the Office of General Counsel to provide webinars on Anti-Harassment including disability-based scenarios. This training will become mandatory to all FPAC employees in FY22.

USDA Farm Production and Conservation

For period covering October 1, 2020 to September 30, 2021

Plan to Attain Essential Elements

PART H.7

Brief Description of Program Deficiency: D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.

Agency hasn't posted its affirmative action plan on its public website Completed FY2022

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2021	12/31/2021		02/15/2022	Ensure Agency public and internal websites contain up to date and relevant information regarding procedures for requesting Personal Assistant Services (PAS) and FPAC's Affirmative Action Plan.- Completed FY2022

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division	Emily Su	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Work with Agency webmaster to review and update public and internal web page on a regular basis	Yes		04/30/2021

Accomplishments

Fiscal Year	Accomplishment
2021	Public website updated to include annual reports and reissued CR policy statements

USDA Farm Production and Conservation

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Plan to Attain Essential Elements

PART H.8

Brief Description of Program Deficiency:	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?
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When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)? This process is conducted by the Department (OASCR) since FY2013, but FPAC CRD monitors, notifies, escalates, as is in weekly communication with OASCR's Employment Adjudication Division (EAD) of deadlines. OASCR EID shared that they were experiencing staffing exigencies in FY21, which has now been addressed, and we are seeing improvement so far in FY22.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/03/2022	12/31/2022			Work with OASCR to improve timeliness of Final Agency Decisions (FADs).

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2024	<ul style="list-style-type: none">• Provide OASCR with weekly status update on any cases pending Final Agency Decisions that are nearing the regulatory deadline• Meet with OASCR leadership team quarterly to address delays	Yes		

Accomplishments

Fiscal Year	Accomplishment
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USDA Farm Production and Conservation

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Plan to Attain Essential Elements

PART H.9

Brief Description of Program
Deficiency:

E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]

Does the agency encourage all employees to use ADR, where ADR is appropriate? Although improving over the previous fiscal year, FPAC ADR participation (42%) is below EEOC's goal of 50%. In FY 21, ADR training was developed, and in FY22, the course became a regular part of the training curriculum.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/03/2022	06/01/2022			Increase ADR participation during the pre-complaint process to at least 50% of all cases.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2024	During the initial consultation, have the Counselor underscore the benefits of the ADR process. Develop tracking system to survey why aggrieved persons are electing counseling over ADR.	Yes		
12/31/2024	Offer ADR training. New ADR training was developed in FY21 and is now a part of CRD's regular training curriculum.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	ADR training was developed and made available to all FPAC employees. It was extremely successful and is now a part of CRD's regular training curriculum.

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Plan to Attain Essential Elements

PART H.10

Brief Description of Program Deficiency:	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)]
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Does the agency have systems in place to accurately collect, monitor, and analyze the following data: External and internal Applicant Flow Data (AFD)? The NFC Reporting Center system, which provides FPAC MD 715 Workforce data, does not collect AFD. This information has to be collected through USAStaffing, but it is voluntary for applicants to submit their demographic information. Similar to all other federal agencies, the data is incomplete.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/02/2022	12/31/2025			Work with HRD to obtain AFD data from other systems including USA Staffing reports

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2025	<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 on how to better capture this voluntary data 	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	The CRD partnered with HR to lead a campaign to remind employees to update their race, gender, and disability status for our records. Informational blog posts and instructions were posted on our website and shared broadly.

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Plan to Attain Essential Elements

PART H.11

Brief Description of Program
Deficiency:

F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]

Does the agency timely post on its public webpage its quarterly No FEAR Act data? FPAC Mission Area No FEAR report is provided to the parent agency via OASCR for timely posting on the Department's website. FPAC CRD has inquired on many occasions as to when this would be completed. To alleviate this issue, FPAC has also posted quarterly No FEAR data on each of our agencies' public websites. - Completed FY2022

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/03/2022	12/31/2022		04/30/2022	Timely post quarterly No FEAR Act data on its public website for all mission agencies.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, EEO Division, Acting	Stephen R. Thompson	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2022	Schedule regular quarterly timeline with due dates to download reports and submit to OASCR -Completed	Yes		04/30/2022

Accomplishments

Fiscal Year	Accomplishment
2022	Data has been posted on USDA's main website up to FY22 Q2.

USDA Farm Production and Conservation

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Plan to Eliminate Identified Barriers

PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A8				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Participation of Hispanics in Senior and Executive Level Positions (Workforce Tables A7, A8) On January 18, 2017, EEOC and OPM issued a joint memorandum to analyze the federal workforce for potential barriers involving Hispanics' employment and advancement from grades GS-12 to the Senior Executive Service.				
STATEMENT OF BARRIER GROUPS:	Barrier Group Hispanic or Latino Males Hispanic or Latino Females				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td>Selection Criteria, Succession Planning and Retention Policy</td><td><ul style="list-style-type: none">• Outreach activities at the State and field level are limited.• Time and resources are needed to ensure effective outreach to the Hispanic community.• Branding and marketing of targeted outreach activities are not specific to Hispanic students.</td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice	Selection Criteria, Succession Planning and Retention Policy	<ul style="list-style-type: none">• Outreach activities at the State and field level are limited.• Time and resources are needed to ensure effective outreach to the Hispanic community.• Branding and marketing of targeted outreach activities are not specific to Hispanic students.
Barrier Name	Description of Policy, Procedure, or Practice				
Selection Criteria, Succession Planning and Retention Policy	<ul style="list-style-type: none">• Outreach activities at the State and field level are limited.• Time and resources are needed to ensure effective outreach to the Hispanic community.• Branding and marketing of targeted outreach activities are not specific to Hispanic students.				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2020	12/31/2022	Yes	12/31/2024		Re-evaluate and establish FPAC Strategic Plan to include the FPAC Human Capitol Operation Plan (HCOP)
10/01/2020	12/31/2022	Yes			Improve tools for Hispanic employee leadership development

Responsible Official(s)

Title	Name	Standards Address The Plan?
HR Specialist (HEPM)	Rick Tafoya	Yes
Hispanic Emphasis Program Manager	Travis Watkins	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2022	Develop a branding campaign to market USDA / FPAC	Yes	12/31/2024	

USDA Farm Production and Conservation

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Partner with Hispanic serving Agricultural Institutions (HSAI) to provide USDA Pathways and USAJOBS training to minority students	Yes		12/31/2021
12/31/2022	Provide training locations to Hispanic/minority students through a Memorandum of Understanding	Yes		12/31/2021

Report of Accomplishments

Fiscal Year	Accomplishments
2020	Developed a five-year FY 2020-2025 Hispanic Strategic Plan. This includes an FY20 Plan of Work building off the National Hispanic Recruitment Initiative, which Hispanic Agency leaders supported.
2020	Implemented and dedicated resources to the collaborative USDA-National Institute of Food and Agriculture's (NIFA) HSI grant-funded projects with the multiple HSI grant recipients throughout the country and Puerto Rico.
2021	FPAC agency leaders participated in a survey to share their voice and opinions on the needs of diversity outreach and recruitment. The survey identified effective outreach and recruitment opportunities to benefit FPAC agencies to reach their diversity goals. As a result FPAC attended 79 diversity outreach and recruitment events in FY2021 which included 20+ Minority Serving Institutions, and increased use of special hiring authorities (e.g., Schedule A, special hiring authorities for veterans).
2021	In FY2021, FPAC provided funding for 3 Hispanic serving initiatives/programs: the Hispanic Recruitment Initiative - Natural Resources Career Development Program (NRCDP) (\$725,000); Hispanic Serving Institutions National Program (HSINP) (HACU) (\$172,000); and, Hispanic Association of Colleges and Universities (HACU) Conference Sponsorship (\$8,000) among others.

USDA Farm Production and Conservation

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Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A9				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Tables A/B 9 -- Employee Recognition and Awards Groups are represented disproportionately lower and not consistent with the distribution of average time-off, and cash awards . This is an indication of a trigger because, there is a lower chance of receiving an award and if awarded it is lower than average amounts.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Men All Women				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td>Performance Management Policy Affecting Employee Recognition and Awards</td><td>There is a direct connection between performance and employee awards/ recognition. The USDA Performance Management and Evaluation system has changed over the past fiscal year from a 5-tier system to a pass/fail or two-tier system.<ul style="list-style-type: none">• All performance elements are "critical" and can increase the chances of employees of getting an unacceptable performance. This carries over on the decision leading to an award.• Reassigning employees when performance fails to meet the Fully Successful level, so there is no chance of improving performance. This carries over on the decision leading to an award.</td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice	Performance Management Policy Affecting Employee Recognition and Awards	There is a direct connection between performance and employee awards/ recognition. The USDA Performance Management and Evaluation system has changed over the past fiscal year from a 5-tier system to a pass/fail or two-tier system. <ul style="list-style-type: none">• All performance elements are "critical" and can increase the chances of employees of getting an unacceptable performance. This carries over on the decision leading to an award.• Reassigning employees when performance fails to meet the Fully Successful level, so there is no chance of improving performance. This carries over on the decision leading to an award.
Barrier Name	Description of Policy, Procedure, or Practice				
Performance Management Policy Affecting Employee Recognition and Awards	There is a direct connection between performance and employee awards/ recognition. The USDA Performance Management and Evaluation system has changed over the past fiscal year from a 5-tier system to a pass/fail or two-tier system. <ul style="list-style-type: none">• All performance elements are "critical" and can increase the chances of employees of getting an unacceptable performance. This carries over on the decision leading to an award.• Reassigning employees when performance fails to meet the Fully Successful level, so there is no chance of improving performance. This carries over on the decision leading to an award.				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
01/02/2022	12/31/2023	Yes			Make performance management training and quarterly information readily available to supervisors and employees
01/02/2022	12/31/2023	Yes			Work with Agency leadership to revise elements and standards to previous critical /non-critical status

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Operating Officer (Acting)	Robert Ibarra	Yes
Chief Human Resources Officer	Melissa Drummond	Yes

USDA Farm Production and Conservation

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2022	Use Federal Employee Viewpoint survey to identify changes needed to improve awards and recognition program	Yes		
12/31/2022	Reconvene the Performance Management work group to identify changes needed to improve awards and recognition program	Yes		
12/31/2022	Work with HR to get access to grievance data and exit interviews.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2021	Establishment of Employee Engagement group the "Workforce Engagement (WE) Team" that collaborates with and facilitates employee engagement by ensuring effective communications are consistent throughout all FPAC agencies.
2021	Establishment and implementation of FPAC "Culture Club" focus groups and surveys to further access employee viewpoints

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Plan to Eliminate Identified Barriers

PART I.3

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A8	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Table A/B 1 Total Workforce; Table A/B 8 Management Positions- Workforce Analysis of Management Personnel How are targeted recruitment and internal promotions affecting management level succession planning initiatives? Management personnel numbers reveal larger number of separations mostly due to retirement than hiring which points to a Low Entry High Exit (LEHE) condition.	
STATEMENT OF BARRIER GROUPS:	Barrier Group Hispanic or Latino Males Hispanic or Latino Females White Females Black or African American Males Black or African American Males Black or African American Females Asian Males Asian Females Native Hawaiian or Other Pacific Islander Males Native Hawaiian or Other Pacific Islander Females American Indian or Alaska Native Males American Indian or Alaska Native Females Two or More Races Males Two or more Races Females	
Barrier Analysis Process Completed?:	N	
Barrier(s) Identified?:	N	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Lack of EEO, Strategic and Human Capital Plans	Description of Policy, Procedure, or Practice FPAC is currently in the process of composing its 5-Year Strategic Plan which will include a Human Capital Operating Plan. The plans will provide strategies and details on management level succession planning.

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Plan to Eliminate Identified Barriers

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
01/02/2022	12/31/2022	Yes			Ensure equal access to all training and career development opportunities
01/02/2021	12/31/2024	Yes			Develop and publish a comprehensive Human Capital Operating Plan and Recruitment Plan

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Human Resources Officer	Melissa Drummond	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2022	Continue marketing and advertising the Senior Leaders Development Program (SLDP)	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2021	Twenty-eight (28) employees applied for the 2021/2022 SLDP resulting in twenty-five (25) selections. --Ten (10) White males, six (6) White females, five (5) Black females, two (2) Black males, one (1) Hispanic female and one (1) Two or More race females --Three (3) individuals self-identified as a person with a disability (PWD)

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 affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

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

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

a.Cluster GS-1 to GS-10 (PWD)

Answer Yes

b.Cluster GS-11 to SES (PWD)

Answer Yes

FPAC has a permanent workforce of 15,782 permanent employees, 8.62 percent (1,361) employees in the permanent workforce voluntarily identified as having a disability which is below the EEOC benchmark of 12.00 percent. This indicates a trigger for this category. Grade clusters for FY2021 contained the following: • GS/GM 1 – 10: 554 (8.33%) individuals • GS/GM 11 – SES: 807 (8.45%) individuals

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

a.Cluster GS-1 to GS-10 (PWTD)

Answer Yes

b.Cluster GS-11 to SES (PWTD)

Answer No

FPAC has a permanent workforce totaled 15,782 permanent employees 2.20 percent (347) employees in the permanent disability workforce voluntarily identified as having a targeted disability which is above the EEOC benchmark of 2.00 percent. This does not indicate a trigger for this category. Grade clusters for FY2021 contained the following: • GS/GM 1 – 10: 126 (1.90%) individuals • GS/GM 11 – SES: 221 (2.42%) individuals Cluster GS/GM 1 – 10 indicates a trigger as it does not meet the 2.00% benchmark.

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

1. FPAC CREEOD and HRD provides workforce data and diversity goals through regular leadership meetings. 2. Quarterly reports are also submitted to the USDA, Office of the Assistant Secretary for Civil Rights (OASCR). 3. 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. Each FPAC Division has an HR Specialist assigned to assist them with any HR-related need and are encouraged to meet bi-weekly. 4. 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 and colleges and universities, nationwide. They survey FPAC leadership to identify needs, survey CRD and Special Emphasis Program Managers to identify areas that need significant improvement, and propose events to target those populations. 5. In October of 2021 (FY2022), CRD led a training event during National Disability in Employment Awareness Month to educate the workforce on the actual definition of a disability. This event highlighted disabilities that most employees were unaware of such as migraines, auto-immune diseases, diabetes, and PTSD, which would qualify an individual as having a disability.

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.

Answer Yes

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	70	0	0	William "Randy" Bridges Chief, Workforce Staffing william.bridges@usda.gov
Special Emphasis Program for PWD and PWTD	1	0	51	Michelle Hart Chief, Equal Employment Complaints Processing & Resolutions Branch michelle.hart@usda.gov
Answering questions from the public about hiring authorities that take disability into account	8	0	0	William "Randy" Bridges Chief, Workforce Staffing william.bridges@usda.gov
Processing reasonable accommodation requests from applicants and employees	4	0	0	Monique Salahuddin Chief, Employee Services monique.salahuddin@usda.gov
Section 508 Compliance	4	0	0	Darren Ash Director Information Solutions darren.ash@usda.gov
Architectural Barriers Act Compliance	1	0	0	Darren Ash Director, Information Solutions darren.ash@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.

Answer Yes

The Agency provides 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. Topics provided during FY 2021 include: • Special Emphasis Program Manager Training • MD 715 Overview • Advanced Barrier Analysis • Essential Function, Essential Duties • Service and Emotional Support Animals • Environmental Sensitivities and Reasonable Accommodation • Hiring Matters: Hiring Managers Making the Process Work • [FSA] County Hiring Manager Training • Cultural Sensitivity • Hire Now Training for Managers and Proxies 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. Additionally, the Affirmative Employment Program staff, which include the National Special Emphasis Program Managers (SEPMs) completed Special Emphasis Program Manager Training, MD 715, and Barrier Analysis training during the 4th quarter of FY2021 and 1st quarter of FY2022.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

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 APPLICATIONS 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) • 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.

Answer Yes

FPAC’s HRD-Employee Development Section (EDS) provided specialized training for hiring managers during the 1st quarter of FY2021. 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.

HRD leads FPAC’s Workforce Planning and Recruitment Section, which manages the mission area’s Diversity Recruitment and Outreach initiative. 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, and in FY22, we plan to build more partnerships with organizations such as America Job Centers, Centers for Independent Living, and Employment Network Service providers. In FY21, the Special Emphasis Program moved under the management of the CREEOD, and appointed a national Disability Emphasis Program Manager and Veterans Emphasis Program Manager to work in conjunction with over 300 collateral duty Special Emphasis Program Managers to establish and strengthen partnerships with organizations and groups representing persons with disabilities. 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)

Answer Yes

b. New Hires for Permanent Workforce (PWTD)

Answer Yes

Although there was a positive increase in the number of self-identified PWD employees onboarded by FPAC during FY2021, the increase did not bring PWD employees to the EEOC goal of 12.00%. FY2021 saw 165 or 6.94% new PWD hires. This indicates a trigger for this group. Conditions are similar for self-identified PWTD new hires. FY2021 saw 34 or 1.43% which was an increase in the number of employees hired from the prior fiscal year. However, this falls short of the 2.00 percent goal set by the EEOC. Respectively, this indicates a trigger for this group. Efforts were made by FPAC CREEOD and HRD to encourage all employees to voluntarily update their ERI and Disability Status in the personnel system to increase the accuracy of this data. In FY21, CRD led a national training to educate employees on the ADAAA and the Rehabilitation Act of 1973. This training included definition of disability, examples of conditions that qualify one as an individual with a disability (i.e. diabetes, migraines, depression, auto-immune diseases), internal metrics of employees who identify as having a disability, our goals to reach regulatory goals, resources available through RA and PAS.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD)	Answer	Yes
b. New Hires for MCO (PWTD)	Answer	Yes

FY2021 applicant flow reveals non-selection (0.00 percent) made for the following new hire major critical occupations: • GS-0500 Financial Management Series 510 and 560 • GS-1100 General Business and Industry Series 1145 and 1165 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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)	Answer	Yes
b. Qualified Applicants for MCO (PWTD)	Answer	Yes

FY2021 applicant flow reveals non-selection (0.00 percent) made for the following internal applicant major critical occupations: • GS-0500 Financial Management Series 510 and 560 • GS-1100 General Business and Industry Series 1145/1165 This indicates a trigger for these MCO.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

In general, FY2021 internal promotions for PWTD employees is below the OCLF in all MCO series. Non-selection (0.00 percent) for the following MCOs: • GS458 – Soil Con Tech • GS510 – Accounting • GS1101 – Business and Industry • GS1801 - Inspection and Investigation

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 PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	3450	158	2.09%	6.94%	1.51%	1.90%
Detail Programs						
Fellowship Programs						
Other Career Development Programs	28	25	10.71%	12.00%	0.00%	0.00%
Mentoring Programs						
Coaching Programs						
Training Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer No

The current relevant PWD applicant pool is 4.91% for career development programs. FY21 Applicants for Internship Programs indicate a trigger at 2.09% .

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

The current relevant PWTD applicant pool is 0.57% for career development programs. There were no applicants or selectees (0.00%) this fiscal year which indicates a trigger.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)	Answer	Yes
b. Awards, Bonuses, & Incentives (PWTD)	Answer	Yes

Using a suitable inclusion rate of 22.75% for Time-Off Awards both PWD at 19.41% and TD at 16.43% are below the benchmark. This is an indication of a trigger. There is no indication of triggers for small or large Cash Award as both groups are above the inclusion rate benchmark.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	Answer	No
b. Pay Increases (PWTD)	Answer	Yes

No QSI were awarded to PWTD personnel, therefore it is 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)	Answer	N/A
b. Other Types of Recognition (PWTD)	Answer	N/A

D. PROMOTIONS

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

a. SES		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

There were no PWD internal promotions at the SES level, which indicates a trigger. All other grades were above the relevant applicant pool rate.

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

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

i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes

There were no (0.00%) PWTB internal selections for the aforementioned grades/levels during the fiscal year.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

There were no PWD new hires at the SES level which indicates a trigger. All other newly hired grades were above the OCLF rate.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTB)	Answer	Yes
b. New Hires to GS-15 (PWTB)	Answer	Yes
c. New Hires to GS-14 (PWTB)	Answer	Yes
d. New Hires to GS-13 (PWTB)	Answer	Yes

There were no (0.00%) PWTB internal selections for the aforementioned grades/levels during the fiscal year.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

FY21 internal selectees ratio for supervisory, management and leadership positions met all relevant applicant pool benchmarks.

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives		
i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes
b. Managers		
i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes
c. Supervisors		
i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes

In all instances the ratio of selectees did not meet the relevant applicant pool benchmarks. During FY21, there were no PWD selectees (0.00%) at the SES and Management level.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

The FY21 newly hired Managers PWD selectees (7.28%) did not meet the OCLF benchmark (8.62%).

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)	Answer	Yes
b. New Hires for Managers (PWTD)	Answer	Yes
c. New Hires for Supervisors (PWTD)	Answer	Yes

During FY21, there were no PWTD selectees (0.00%) at the SES and Management level. The New Hires' supervisory ratio (0.02%) did not meet OCLF benchmarks (2.20%).

Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

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

a. Voluntary Separations (PWD)	Answer	Yes
b. Involuntary Separations (PWD)	Answer	Yes

PWD separation categories exceeded the benchmark for Voluntary (11.15% v. 10.07%) and Involuntary (2.04% v. 0.07%). It should be noted that the rate of separation for PWD and PWTD decreased from FY20 to FY21 from 11.88% in FY20 to 10.07% in FY21 for PWD and 13.13% in FY20 and 12.97% in FY21 for PWTD.

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

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

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.

Exit interview information was not available to CREEOD at the time of review. Additionally, there was a decrease in the complaints by issues filed regarding disciplinary actions from 19 in FY2020 to 3 during FY2021. This topic requires further investigation. FPAC is planning a deeper dive barrier analysis for FY2022, to include advance partnership with HRD to gain access to Exit Interviews and grievance data and to form a task force to conduct focus groups and surveys.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

• USDA: <https://www.usda.gov/accessibility-statement> • FSA: <https://www.fsa.usda.gov/help/accessibility-statement/index> • NRCS: https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/?cid=nrcsdev11_000886 • 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 Farm Production and Conservation (FPAC) mission area agencies facilities comply with the Architectural Barriers Act (ABA), (links to the ABA are in the box above), which requires access to facilities that are designed, built, altered, or leased with Federal funds. 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 FY21 to process initial requests for reasonable accommodations was 26 days. The customer is allowed 21 days to obtain all the sufficient medical documentation to support their claim and 30 days regarding the interactive process with both the Requestor and the Decision Makers to draft and finalize an Accommodation Plan.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

FY2021 RA Program Effectiveness: • The number of requests received in FY21 was 778 requests • The average processing timeframe for each request was 26 days. • The FY21 approval ratio was 98% FY2021 RA Training Conducted: • The number of trainings conducted by the RA team during the FY was 5 RA Webinars (1 hr. each). These included outside presenters from the Equal Employment Opportunity Commission (EEOC), and the Job Accommodation Network (JAN). • Topics included: Essential Duties, Fit for Duty, Service/Emotional Support Animals and Environmental Sensitivities.

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

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

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. FY2021 RA Training Conducted: • The number of trainings conducted by the RA team during the FY was 5 RA Webinars (1 hr. each). These included outside presenters from the Equal Employment Opportunity Commission (EEOC), and the Job Accommodation Network (JAN). • Topics included: Essential Duties, Fit for Duty, Service/Emotional Support Animals and Environmental Sensitivities). • Employees we given information on how to obtain accommodations to participate in each session if the service was needed. OASCR mandated Reasonable Accommodation Training for all employees during FY2021. FPAC completions for nonsupervisory employees was 99% and for supervisors stood at 98%.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

Complaints Alleging Harassment • FY21 Government Average: 22.10% • FY21 FPAC Average: 6.25% The Agency did not have any findings of discrimination during FY2021.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

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

Answer No

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

Complaints Alleging Failure to Provide a Reasonable Accommodation • FY21 Government Average: 14.33% • FY21 FPAC Average: 10.41% The Agency did not have any findings of discrimination during FY2021.

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?

Answer Yes

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

Answer Yes

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

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Table B1: Total Workforce by Disability (New Hires, Separations, Schedule A) Low Entry High Exit (LEHE) conditions may exist for hiring and separation of employees with targeted disabilities. Table B6: MISSION-CRITICAL OCCUPATIONS - Distribution by Disability PWD and PWTD are not meeting established Occupational Civilian Labor Force (OCLF) and Relevant Applicant Pool benchmarks for Major Critical Occupations (MCO)				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Low Entry High Exit (LEHE) and Groups not Meeting MCO benchmarks	Description of Policy, Procedure, or Practice <ul style="list-style-type: none"> • Resources and Sources for Recruiting • Competitive and Career-Ladder Opportunities • Retention and Advancement of PWD and TD in Major Critical Occupations (MCO) 			
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2021	12/31/2022	Yes			Increase the participation rate of PWD and PWTD
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Chief Human Resources Officer		Melissa Drummond		Yes	
EEO Director (Acting)		Stephen R. Thompson		Yes	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
12/31/2024	Develop a Human Capital Operating Plan for the recruitment, hiring, and retention of individuals with disabilities			Yes	
12/31/2022	Conduct a deeper dive Barrier Analysis			Yes	
Report of Accomplishments					
Fiscal Year	Accomplishments				
2021	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.				

Report of Accomplishments

Fiscal Year	Accomplishments
2021	Due to the transition of SEPMS to CREEOD, there is improved coordination between the Disability Emphasis Program Managers (DEPMs), Veterans Employment Program Manager and HRD's Outreach Coordinators
2021	FPAC met FY21 diversity hiring goals which included race, ethnic, and diversity applicants
2021	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 activities target completions dates are over a 2-3 year timeframe

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

- There is improved coordination between the Disability Emphasis Program Managers (DEPMs), Veterans Employment Program Manager and HRD's Outreach Coordinators.
- OPM approved FPAC's 2021 request through September 30, 2021 which resulted in 1,707 Hires at 70% of total new hires (total FY new hires 2,443).
- Increase hiring of Veterans by 10% (330 veterans) as compared to FY2020 data. At the end of FY2021, there were 278 Veteran hired meeting only 84% of the goal.
- Increase diversity hires by 20% (602 candidates) as compared to FY2020. At the end of the fiscal year, • FPAC met and exceeded diversity hiring goals by 5% (633 candidates)
- Survey of the workforce action item was completed during the final quarter of the fiscal year (August 2021).

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.

FY 2022 Planned Objectives and Activities Towards Completion of the Goals:

- Recruitment, Hiring and Retention
 - o Monitor progress on hiring goals for major occupations
 - o Develop and release a comprehensive Disability Employment Fact Sheet that provides managers and supervisors and hiring officials with information to increase the employment of persons with disabilities
 - o Continue resurvey of the workforce and monitor disability status through the employee self-identification process (SF-256, Self-Identification of Disability)
 - o CREEOD will collaborate with HRD's Special Employment Team to emphasize to FPAC hiring officials to consider individuals with disabilities by accepting non-competitive, Schedule A (disability) candidates for consideration for external hires
 - o CREEOD will collaborate with HRD's Special Employment Team to incorporate information regarding special hiring authorities to recruit Persons with Disabilities and Persons with Targeted Disabilities into strategic recruitment discussions with hiring managers.
 - o CREEOD will work to establish outreach recruitment relationships with various local Veteran, including disabled Veterans, organizations in targeted recruitment efforts.
 - o CREEOD will continue to build its Disability Emphasis Program
- Training
 - o Provide training to address unconscious biases, as appropriate (e.g., myths and stereotypes about qualifications of PWD)
 - o Ensure managers are provided Reasonable Accommodation training upon hire or promotion
 - o Require all training and program announcements include statements that reasonable accommodations are available upon request
- Career Development
 - o Explore sponsoring a career-counseling event for employees with disabilities
 - o Identify and disseminate strategies and resources to increase participation of employees with disabilities in existing mentoring programs