

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

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

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

a. Cluster GS-1 to GS-10 (PWD) Answer No

b. Cluster GS-11 to SES (PWD) Answer No

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

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

a. Cluster GS-1 to GS-10 (PWTD) Answer No

b. Cluster GS-11 to SES (PWTD) Answer No

Grade Level Cluster (GS or Alternate PayPlan)	Total		Reportable Disability		Targeted Disability	
	#		#	%	#	%
Numerical Goal	--		12%		2%	
Grades GS-1 to GS-10	1522		208	13.67	51	3.35
Grades GS-11 to SES	2821		384	13.61	85	3.01

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

In FY 2020, the agency made clear its commitment for being a model employer of persons with disabilities (PWDs) and persons with targeted disabilities (PWTDs) by exceeding the established numerical workforce goals of 12% for PWDs and 2% for PWTDs in accordance with 29 C.F.R. § 1614.203(d)(7). The agency currently stands at 14% for PWDs and 3% for PWTDs. Various presentations and/or briefings on subject were conducted by the human resources (HR) directorate, disability program manager, and other staff. The goals were shared during state of the agency monthly and quarterly meetings with senior executives, recruitment training sessions with hiring managers and HR staff; individual consultations with hiring managers, and through the distribution of disability-related employment tools, resources and information communicated to all employees. The numerical goals are displayed on the HR Workforce Management Dashboards, also. PWD participation in GS-1 to GS-10 is 13.67% and GS-11 to SES is 13.62%. PWTD participation in GS-1 to GS-10 is currently 3.35% and GS-11 to SES is 3.01%.

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

The agency maintained sufficient personnel in FY 2020 for implementing its disability program.

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 reasonable accommodation requests from applicants and employees	1	0	0	Deborah Oliver Reasonable Accommodations Manager Deborah.Oliver@usda.gov
Section 508 Compliance	1	0	0	Anthony Brannum Assistant Chief Information Officer
Architectural Barriers Act Compliance	1	0	0	Sharese C. Paylor, Ed.D. Civil Rights Director
Special Emphasis Program for PWD and PWTD	1	0	0	Sharese C. Paylor, Ed.D. Civil Rights Director
Processing applications from PWD and PWTD	1	0	0	Cheri Gaudinier Employee Services Cheri.Gaudinier@usda.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Allison Savage Disability Program Manager Allison.Savage@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

Training completed by disability staff for FY 2020 included the EEOC Executive Leadership Training, ADA Basic Building Blocks, Federal Exchange on Employment and Disability (FEED), Barrier Analysis Training, Disability Program Manager Training, and the MD 715 Working Group Meetings. Additionally, a new training program titled “EEO: Your Responsibilities as a Federal Manager” was developed and mandated for completion by all disability program staff as well as all other agency supervisors/managers. The training topics covered include the EEO process, reasonable accommodations, anti-harassment, alternative dispute resolution, disability discrimination, disability employment FAQs, and communications. The training opportunities enhanced knowledge and skills for disability staff by providing insight and best practices for improving the effectiveness of disability programs as well as the tools and resources for enhancing disability employment opportunities and

building sustainable partnerships.

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: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	To enhance timeliness of management’s reasonable accommodation decisions.		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	<i>Target Date</i>	<i>Completion Date</i>	<i>Planned Activity</i>
	May 31, 2020		RD Employee Relations to provide template reminder to managers.
	Jan 31, 2021		RD Employee Relations to provide notification to the RD Civil Rights Office that managers have not issued timely decisions.
	Sep 30, 2021		Training
Accomplishments	<i>Fiscal Year</i>	<i>Accomplishment</i>	
	2020	Reasonable Accommodation Training in December 2019 and January 2020; Establishment of standard reminder letters to management.	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The agency incorporated a variety of programs, resources and tools for identifying PWD/PWTD job applicants. This includes use of the OPM Shared List of PWDs, the Veterans Transition Assistance Programs (TAP), and the Workforce Recruitment Program (WRP). Agency personnel communicated with such organizations to disseminate and exchange information about vacancies and job requirements. During the reporting year, the agency implemented the LinkedIn social media platform for recruitment. The platform provided another avenue for disseminating vacancy announcement to PWDs/PWTDs job applicants. LinkedIn was also used for resume mining by searching members and sending direct messages to those possessing certain qualities such as bilingual skills, IT skills, etc. The recruitment efforts resulted in over 100 resumes being received from members who applied based on a disability. An internal database comprised of resumes for Schedule A and other PWDs (ex: disabled veterans) was established for qualified PWDs/PWTDs applicants who are eligible for appointment under Schedule A and the 30% or more disable veteran appointing authority. We also were able to announce vacancies that were used for our first FY 2020 virtual job fair which directed applicants to specific jobs posted on USAJOBS.

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

The agency applies a direct approach for use of hiring authorities that take disability into account. Hiring managers were provided training and consultation at the beginning of the recruitment process that includes guidance on the use of special hiring authorities. Disability program staff routinely respond to inquiries from applicants, hiring managers, HR professionals, and employees with disabilities. The agency accepts applications for appoint under the hiring authorities that take disability into account in accordance with OPM regulations. Applicants are added to the internal database for consideration in filling vacancies. The resumes are referred to hiring officials and/or HR personnel requesting qualified candidates for filling vacant positions. .

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.

Determination about eligibility that takes disability into account is made by examining the application/documentation as submitted by the applicant. If the individual is eligible, the application package is forward to the relevant HR personnel for conducting a qualification analysis. If the individual qualifies, their resume, Schedule A letter, and application are forwarded to the hiring official for consideration with an explanation of how and when the individual may be appointed.

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

In FY 2020, The Human Resources (HR) Office provided a series of webinar training sessions, for hiring managers, titled “Understanding Recruitment.” The training provided an overview of MD-715 Part J and the established EEOC workforce goals. Also discussed were use of non-competitive hiring authorities, the ABCs of Schedule A for Hiring Managers, the OPM Shared List, the Workforce Recruitment Program, and the VA Vocational Rehabilitation and Employment Program. HR created and published a comprehensive disability employment FAQs document that discusses hiring authorities that take disability into account. All supervisory personnel are required to complete core supervisory training that includes modules covering the roles and responsibilities of hiring managers when taking disability into account.

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.

The agency maintains contact with organizations such as the Workforce Recruitment Program, Veteran Vocational Rehabilitation Program, OPM Shared List, and national and local disability advocacy groups. In FY 2020, the agency’s outreach program efforts included planned participation in a variety of disability-related conferences, job fairs, and events. However, many of the planned activities were face-to-face events and resulted in being cancelled or postponed due to the impact of COVID-19.

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

New hires in the permanent workforce are 8.03 % for PWDs and 1.22% for PWTDs.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	6596	3.74	0.00	1.90	0.00
% of Qualified Applicants	4077	3.43	0.00	1.57	0.00
% of New Hires	178	3.37	0.00	1.69	0.00

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 No
- b. New Hires for MCO (PWTd) Answer No

No PWDs/PWTds new hires were selected for the following MCO series: 201, 301, 343, 510, and 2210. PWDs/PWTds were selected for MCO series 1101 (PWDs at 5.00 % and PWTds at 0.00%) and 1165 (PWDs at 2.44% and PWTds at 1.22%).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0201HUMAN REOURCES MANAGEMENT	0	0.00	0.00	0.00	0.00
0301MISCELLANE ADMINISTRATION AND PROGRAM	1	300.00	0.00	300.00	0.00
0343MANAGEMEN PROGRAM ANALYSIS	3	133.33	0.00	66.67	0.00
0510ACCOUNTING	7	185.71	0.00	71.43	0.00
1101GENERAL BUSINESS AND INDUSTRY	52	119.23	7.69	46.15	3.85
1165LOAN SPECIALIST	112	51.79	1.79	26.79	0.89
2210INFORMATIO TECHNOLOGY MANAGEMENT	0	0.00	0.00	0.00	0.00

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 No

b. Qualified Applicants for MCO (PWTD)

Answer No

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 Yes

b. Promotions for MCO (PWTD)

Answer Yes

No qualified PWDs/PWTDs applicants were promoted to the following MCO series: 201, 301, 343, 510 (PWTD only) and 2201 (PWTD only). For qualified applicants who were promoted, series 510 has PWD promotions at 4%. Series 1101 has PWD promotions at 5.56% and PWTD promotions at 2.78%. Series 1165 has PWD promotions at 3.21% and PWTD promotions at 2.14%. Series 2210 has PWD promotions at 7.14%.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The agency seeks to eliminate any barriers to advancement for PWDs/PWTDs and uses HR data to track which Schedule A employees are eligible to be converted to career/career conditional status; and ensures that those individuals are converted promptly after they have successfully served the two-year probationary period. Furthermore, the agency’s Disability Employment Program new strategic plan includes identifying specific growth and employment opportunities for job applicants and current employees with disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

In FY 2020, the agency took an aggressive approach for informing all employees to include PWDs/PWTDs about the many opportunities for growth and development. The Agency does not have a career development program that, upon completion, necessarily “qualifies” a participant for promotion. However, the agency did create a new career development rotation (CDR) program, for implementation in FY 2021, that focuses on broadening the skills, competencies and experiences of personnel by providing voluntary, lateral rotation within the agency. In addition to mandatory training and development offerings, there are an array of career development tools offered by the agency to assist employees with skill development such as the IDP and EDP, Mentoring and Coaching Programs, Supervisor Training Program, Pathways Program Curriculum, Online Courses, Webinars, and procured resources such as the LinkedIn Learning Video Library, Manager Advantage Portal Toolkit, Lead Now Leadership Program, FEI Leadership Program, Rosetta Stone Language Series, etc. All employees, including PWDs/PWTDs, have access to these learning and career development offerings. The Agency actively markets and promotes these opportunities among employees.

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 (%)
Fellowship Programs	6	6	0	0		
Mentoring Programs	26	26	3.8	3.8		
Coaching Programs	17	17	17.65	17.65		
Training Programs						
Detail Programs						
Internship Programs						
Other Career Development 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 No
- b. Selections (PWD) Answer No

The agency does not have a formal career development program that upon completion qualifies an individual for promotion. A process will be developed (or improved) in FY21 for tracking application flow data for the Detail Programs and all other career development programs.

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

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

Note: In FY 2020, Rural Development will benchmark best practices of other agencies with PWD career development programs in an effort to create such opportunities within this agency. In FY 2020, Rural Development will develop a method to capture the disability status of applicant/selectees participating in career development opportunities. This will allow us to more readily identify if triggers exist.

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

Time-Off Awards The benchmark for 1-10 hrs is 7% (PWDs are at 4.38% and PWTDs at 4.38%). The benchmark for 11-20 hrs is 5.16% (PWDs are at 4.89% and PWTDs at 5.84%). The benchmark for 21-30 hrs is 0.80% (PWDs are at 1.01% and PWTDs at 1.46%). The benchmark for 31-40 hrs is 2.20% (PWDs are at 2.36% and PWTDs at 2.19%). There is no benchmark for 41 hrs and more. No awards were given for 41 hrs or more. Cash Awards The benchmark for \$500 under is 22.60% (PWDs are at 22.09% and PWTDs at 25.55%). The benchmark for \$501 - \$999 is 30.22% (PWDs are at 26.98% and PWTDs at 25.55%). The benchmark for

\$1000 - \$1999 is 31% (PWDs are at 23.78% and PWTDs at 26.28%). The benchmark for \$2000 - \$2999 is 0.89% (PWDs are at 0.17% and PWTDs at 0.00%). The benchmark for \$3000 - \$3999 is 0.06% (PWDS and PWTDs are both at 0.00%). There is no benchmark for \$4000 - \$4999. No awards were given for \$4000 - \$4999. The benchmark for \$5000 or more is 0.03% (PWDs and PWTDs are both at 0.00%).

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	278	4.38	6.94	4.38	4.39
Time-Off Awards 1 - 10 Hours: Total Hours	2214	35.08	55.20	35.04	35.09
Time-Off Awards 1 - 10 Hours: Average Hours	7.96	1.35	0.22	5.84	0.00
Time-Off Awards 11 - 20 hours: Awards Given	221	4.89	5.16	5.84	4.61
Time-Off Awards 11 - 20 Hours: Total Hours	3749	84.32	87.01	105.11	78.07
Time-Off Awards 11 - 20 Hours: Average Hours	16.96	2.91	0.47	13.14	-0.17
Time-Off Awards 21 - 30 hours: Awards Given	35	1.01	0.81	1.46	0.88
Time-Off Awards 21 - 30 Hours: Total Hours	886	24.28	20.69	35.04	21.05
Time-Off Awards 21 - 30 Hours: Average Hours	25.31	4.05	0.71	17.52	0.00
Time-Off Awards 31 - 40 hours: Awards Given	95	2.36	2.20	2.19	2.41
Time-Off Awards 31 - 40 Hours: Total Hours	3656	93.09	84.30	87.59	94.74
Time-Off Awards 31 - 40 Hours: Average Hours	38.48	6.65	1.07	29.20	-0.13
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1287	26.98	30.22	25.55	27.41
Cash Awards: \$501 - \$999: Total Amount	1005095	21339.97	23548.90	20626.28	21554.39
Cash Awards: \$501 - \$999: Average Amount	780.96	133.37	21.72	589.32	-3.61
Cash Awards: \$1000 - \$1999: Awards Given	1277	23.78	30.69	26.28	23.03
Cash Awards: \$1000 - \$1999: Total Amount	1643334	328.84	39541.82	33077.37	-9510.09
Cash Awards: \$1000 - \$1999: Average Amount	1286.87	2.33	35.91	918.82	-273.02
Cash Awards: \$2000 - \$2999: Awards Given	35	0.17	0.89	0.00	0.22
Cash Awards: \$2000 - \$2999: Total Amount	78970	354.13	2014.78	0.00	460.53

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$2000 - \$2999: Average Amount	2256.29	354.13	62.96	0.00	460.53
Cash Awards: \$3000 - \$3999: Awards Given	2	0.00	0.06	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	6100	0.00	170.06	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	3050	0.00	85.03	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	1	0.00	0.03	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	13461	0.00	375.27	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	13461	0.00	375.27	0.00	0.00

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

- a. Pay Increases (PWD) Answer Yes
- b. Pay Increases (PWTD) Answer Yes

The benchmark for QSI is 1.78%. PWDs are at 1.18% and PWTDs at 1.46%.

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

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

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

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	Yes
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

For GS15 there were no internal selections. SES is unknown as the agency does not have this data.

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

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

For GS14 there were 0% internal selections. For GS-15, 0% of PWTD were qualified internal applicants resulting in 0% selections. SES is unknown as the agency does not have this data.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the

trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

The agency does not have SES data.

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

- a. New Hires to SES (PWTD) Answer N/A
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

The agency does not have SES data.

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

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

For executives there are no internal selections. For supervisors, the qualified internal applicant rate is 0% resulting in 0% selections.

6.

accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

- 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

Inclusion rate for no disabilities is 7.19% for voluntary and 0.17% for involuntary. The PWD rate is 10.28% for voluntary and 0.34% for involuntary.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.33	0.16
Permanent Workforce: Resignation	61	1.33	1.39
Permanent Workforce: Retirement	194	6.50	4.06
Permanent Workforce: Other Separations	76	0.50	1.91
Permanent Workforce: Total Separations	339	8.67	7.51

- 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 Yes

Inclusion rate for no disabilities is 0.17% for involuntary. The PWTD rate is 0.73% for involuntary.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	8	0.72	0.16
Permanent Workforce: Resignation	61	0.72	1.40
Permanent Workforce: Retirement	194	5.76	4.34
Permanent Workforce: Other Separations	76	2.16	1.70
Permanent Workforce: Total Separations	339	9.35	7.61

- 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.

A barrier analysis will be conducted in FY21.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.rd.usda.gov/related-links/accessibility-statement>

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

<https://rd.usda.gov/> ABA is located in the footer of RD's public website. Click the Sitemap button.

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.

Public Access Assistive Technology is available to USDA agencies and offices to ensure that members of the public, customers, and USDA employees with disabilities have access to direct onsite services from USDA.

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.)

In Fiscal Year (FY) 2020, there were a total of 38 RA requests processed/completed. The average time for rendering RA decisions on these RA requests was 12 business days. After reviewing trends/statistics, RD ER found anecdotal evidence of need for training. RD ER developed and executed RA training (six sessions) that were presented to St. Louis supervisors and managers during the period December 10 to December 12, 2019. RD ER also executed RA training that was present to all RD supervisors and managers (four sessions) during the period January 29 to January 30, 2020. The training provided information on the policy and procedures for RA. Debbie Oliver, RD RAC, participated in a USDA RA Workgroup, whose mission is to revise Department Manual (DM) 4300-002, Reasonable Accommodation Procedures, and Department Regulation (DR) 4300-008, Reasonable Accommodation and Personal Assistance Services. The RA Workgroup also created materials for RA webinars that will be presented to all USDA managers, supervisors and employees in FY 2021, and prepared a new RA web page on the USDA intranets website that outlines RA/PAS information, forms and RAC's contact information. RD ER developed templates for the RD Reasonable Accommodation Coordinator (RAC) to send to managers and supervisors reminding them of RA decision due dates, including advising managers of requirement that they must inform employees of delays in implementing RA decisions and provide interim measures to enable employees to perform essential job functions. RD ER began use of an automated system (Labor and Employee Relations Information System - LERIS) that tracks RA requests and related data/information to make the RA program more efficient and effective.

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.

A revised DR 4300-008, RA and PAS was distributed USDA wide on October 26, 2020. A news box will be distributed to all RD announcing that the RD Standard Operating Procedure (SOP) for RA and PAS, dated February 19, 2019, will no longer be utilized by RD. In November 2020, RD ER developed a template for the RD RAC to use to notify the RD Civil Rights Director of all

untimely RD RA decisions for RD Civil Rights awareness and assistance.

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 RD RAC had no requests for PAS that were completed during FY 2020. PAS information is contained in the DR 4300-008 issued on 10/26/20 (FY 2021). PAS information was part of the training presented to RD managers on 12/10/19 (2 sessions), 12/11/19 (2 sessions), 1/29/20 (2 sessions) and 1/30/20 (2 sessions).

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer Yes

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

Answer Yes

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.

The Agency did not have any findings for discrimination alleging harassment based on disability status during FY 2020.

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 Yes

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.

The Agency did not have any findings for discrimination alleging failure to provide a reasonable accommodation based on disability status during FY 2020.

Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

- 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:		B7 Senior Grades and B8 Management Positions			
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?		<p>There are zero slots as well as zero applicants available for career development opportunities</p> <p>Data is not currently being captured that will allow RD to understand the career development opportunities for PWDs and PWTDs. Since there is no process in place to monitor and track participation rates, it is impossible to analyze whether these employees have equal access to career development opportunities as compared to employees without a disability. This inability to analyze the information was recognized as a potential barrier by our Disability coordinator during the MD-715 reporting process.</p>			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		N			
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.		Barrier Name	Description of Policy, Procedure, or Practice		
		No EEO data for career development opportunities. There is no process or procedure in place to systematically monitor and track participation rates.	The practice that has created a barrier here is that RD is not currently capturing the data to allow us to understand the career development opportunities for PWDs and PWTDs. Since there is no process in place to monitor and track participation rates, it is impossible to analyze whether these employees have equal access to career development opportunities as compared to employees without a disability.		
Objective(s) and Dates for EEO Plan					
Date Initiated 10/1/2019	Target Date 4/1/2021	Sufficient Funding / Staffing? Yes	Date Modified	Date Completed 4/1/2021	Objective Description Establish process and procedures for tracking and monitoring PWD/PWTD participation rates in career development programs.

Responsible Official(s)				
Title	Name	Standards Address the Plan?		
Director, Human Resources	Sheila Williamson	No		
Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
4/1/2021	Implement a process and procedure for requesting/capturing career development program demographic data.	Yes		4/1/2021
4/1/2021	Work with Human Resources Information Systems for tracking and monitoring demographic data for career development programs.	Yes		4/1/2021
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	The Human Resources Talent Management Branch and Human Resources Information Systems Branch have established a process and procedure for systematically tracking, monitoring, and reporting demographic data, on a quarterly basis, for applicants and selectees in career development programs.			

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	B14 (previous table format)	
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?	<p>Using the inclusion rate as benchmark, data table B14 indicates that the PWDs total separation rate is higher than those without disabilities. The total separation rate for those without disabilities is at 7.36% and the PWD total separation rate is at 10.62%. The PWD involuntary separation rates is 0.73% which is higher than the no disability involuntary separation rate at 0.17%.</p> <p>When evaluating the types of separations for the total workforce, we note that 57.23% were due to retirement, 18% were due to resignations, 2.36% due to removal, and 22.42% were due to other reasons. Separations due to retirement are not considered triggers.</p> <p>Less than 10% of separating employees responded to the exit survey.</p>	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>	
	People with Disabilities People with Targeted Disabilities	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	Y	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement	Barrier Name	Description of Policy, Procedure, or Practice
	Higher separation rate among PWD. Limited feedback from exit survey.	Less than 10% of separating employees responded to the exit survey.

of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.					
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/1/2020	9/30/2021	Yes			Increase usage of the exit survey for obtaining feedback.
Responsible Official(s)					
Title		Name		Standards Address the Plan?	
Director, Human Resources		Sheila Williamson		No	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Completion Date
9/30/2021	Develop process for increasing departing employee completion of the exit survey and better utilization of the feedback obtained.			Yes	
Report of Accomplishments					
Fiscal Year	Accomplishment				
2021	A new process and procedure for increasing usage of the exit survey and obtaining feedback is in draft format awaiting leadership review and approval.				

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table – B7 & B8 (previous table format)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>PWD and PWTd new hires/internal competitive promotions are at lower rates than the established 12% for PWDs and 2% or PWTdS. Workforce Data Table B8 indicates that new hires in the permanent workforce for PWDs are 8.03% and PWTdS are 1.22%. Table B7 indicate no PWD/PWTd new hires were selected for four out of seven MCO series 301, 343, 510 and 2210. No PWD internal promotions were selected for three out of seven MCO series 201, 301, and 343. No PWTd internal promotions were selected for five out seven MCO series 201, 301, 343, 510 and 2210.</p> <p><u>New Hires</u></p> <ul style="list-style-type: none"> • MCO series 201: There are no external vacancies for this series. • MCO series 301: There are 89 qualified external applicants (QEA) of which 3.37 % (3) are PWDs and 3.37% (3) are PWTdS. There are four referrals of which none are PWD/PWTd. One non-PWD/PWTd new hire selection was made for this series. • MCO series 343: There are 104 QEA of which 5.71% (4) are PWDs and 1.92% (2) are PWTdS. There are 33 referrals of which 3.03% (1) are PWDs and 3.03% (1) are PWTdS. Three non-PWD/PWTd new hire selections were made for this series. • MCO series 510: There are 269 QEA of which 4.83% (13) are PWDs and 1.86% (5) are PWTdS. There are 145 referrals of which 6.21% (9) are PWDs and 2.07% (3) are PWTdS. Twelve non-PWD/PWTd new hire selections were made for this series. • MCO series 2210: There are 510 QEA of which 4.71% (24) are PWDs and 3.33%

		<p>(17) are PWTDs. There are 373 referrals of which 5.09% (19) are PWDs and 3.75% (14) are PWTDs. Ten non-PWD/PWTD new hire selections were made for this series.</p> <p><u>Internal Promotions</u></p> <ul style="list-style-type: none"> • MCO series 201: There are 152 qualified internal applicants (QIA)/referrals of which 9.21% (14) are PWDs and 5.26% (8) are PWTDs. Nine non-PWD/PWTD internal competitive promotions (ICP) were made. • MCO series 301: There are 299 QIA/referrals of which 9.70% (29) are PWDs and 5.02% (15) are PWTDs. Twenty-six non-PWD/PWTD ICPs were made. • MCO series 343: There are 310 QIA/referrals of which 4.52% (14) are PWDs and 2.26% (7) are PWTDs. Thirty-one non-PWD/PWTD ICPs were made. • MCO series 510: There are 145 QIA and 141 referrals of which 4.14% (6) are PWDs and 1.38% (2) are PWTDs. Twenty-five ICPs were made of which 4.00% (1) is a PWD and 0% were PWTDs. • MCO series 2210: There are 77 QIA/referrals of which 6.49% (5) are PWDs and 3.90% (3) are PWTDs. Fourteen ICPs were made of which 7.14% (1) is a PWD and 0% were PWTDs. <p>There cannot be a realistic expectation that all PWDs/PWTDs would be hired at rates comparable to their qualification rates when there are a limited number of vacancies. Furthermore, in FY 2020 planned activities for recruitment and outreach (R&O), to include partnerships with organizations that assist PWDs/PWTDs, were severely hampered by the impact of COVID-19. Many of the activities/events were face-to-face and resulted in being cancelled or postponed. Other facets of recruitment impacted by time and attention given for addressing matters related to COVID-19 include providing effective recruitment consultations for hiring officials. Staff changes and collateral duties pertaining to COVID-19 affected agency efforts.</p>			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>			
		People with Disabilities			
		People with Targeted Disabilities			
Barrier Analysis Process Completed?:		Y			
Barrier(s) Identified?:		Y			
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		The Pandemic response created a barrier to targeted hiring in FY 2020, when planned activities for recruitment and outreach (to include partnerships with organizations that assist PWDs/PWTDs) were severely hampered by the impact of COVID-19. Many of the activities/events that were face-to-face were cancelled or postponed. Other facets of recruitment were impacted by the time and attention given to addressing matters related to COVID-19, including providing effective recruitment training and consultations for hiring officials. Staff changes and collateral duties pertaining to COVID-19 also affected agency efforts.			
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
					Increase the rate of PWD/PWTD new hires and competitive internal promotions.

Responsible Official(s)				
Title	Name	Standards Address The Plan?		
Director, Human Resources	Sheila Williamson	No		
Director, Civil Rights	Sharese Paylor	No		
Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
9/30/2021	Provide recruitment training to senior leaders that includes the use of special hiring authorities such as Schedule A, 30% or more disable Veteran appointing authority.	Yes		
9/30/2021	Develop a new plan for recruitment and outreach to included reinvigorating partnerships with organizations that provide employment assistance to individuals with disabilities.	Yes		
9/30/2021	Provide refresher training to staff for conducting effective recruitment consultation with hiring officials. Training includes review of non-competitive hiring flexibilities, identifying resources for obtaining PWD/PWTD resumes, raising awareness about the importance of increasing PWD/PWTD participation rates in the workforce, and overcoming potential attitudinal barriers about reasonable accommodations.	Yes		
09/30/2021	Utilize Open Continuous Announcements (OCA) to post frequently advertised positions for longer periods (i.e., 90 days). Developing a schedule for posting OCAs on a quarterly basis.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
11/01/2020	Update and improve the application flow data reporting and ensure that necessary data are available for conducting analysis related to the disability program.	Yes	11/30/2020	11/30/2020
01/30/2021	Discuss and define strategies for improving the agency's recruitment of PWDs/PWTDs in mission critical occupations.	Yes	2/1/2021	2/1/2021
02/01/2021	Continue efforts for communicating the need for self-identification of disability and remind employees to update their status.	Yes	3/1/2021	3/1/2021
04/01/2021	Define a new process or procedure for tracking PWDs/PWTDs applicants and/or employees in career development opportunities and programs.	Yes		4/1/2021

09/30/2021	Identify reasons for lower PWD/PWTD participation rates in specific mission critical occupations.	Yes	08/30/2021	08/30/2021
Report of Accomplishments				
Fiscal Year	Accomplishment			
2020	The agency added a new Disability Employment Program Manager and new Reasonable Accommodations Manager.			
2020	Updated out-processing checklist and provided exit survey link to outgoing employees.			
2020	Implemented the Self-Identification of Disability Initiative (or Resurvey) for encouraging all agency federal employees to review the revised standard form 256 (SF-256) and confirm or update their disability status online via the National Finance Center, My Employee Personal Page (My EPP) system. An FAQs resource document was included for addressing concerns about the self-id process. This initiative served as method for making progress in fulfilling requirements in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.). Significant progress was made for obtaining and updating the application flow data. HR and CR will continue to work together for ensuring all applicable workforce data is available for conducting barrier analysis and informing the disability program.			
2020	The agency developed a new Disability Employment Program (DEP) strategic plan. The DEP strategic plan outlined a series of goals, objectives and actions that included raising awareness about PWDs/PWTDs in the workplace, establishing a new recruitment/outreach program, increasing the percentage of individuals who self-identify disabilities, ensuring target audiences complete formal training, and enhancing workforce readiness by incorporating emphasis on continuous learning and development, health and wellness.			
2020	Launched the DEP Awareness Campaign highlighting a series public service announcement (PSA) videos titled "What Can You Do?" created by the Campaign for Disability Employment. The PSAs were hosted on the agency social media site (YouTube) and served as a resource for challenging the misconceptions about employment of PWDs and reinforced the role all agency employees play in fostering an inclusive work environment that benefits everyone.			

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

All planned activities are being conducted according to the anticipated completion dates.

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

The completed activities have enhanced capability for obtaining data need for conducting barrier analysis and directing efforts for the disability program.

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

N/A.