

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
PART A Department or Agency Identifying Information	1. Agency		United States Department of Agriculture		
	1.a. 2nd level reporting component		Animal and Plant Health Inspection Service		
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	2. Address		4700 River Road		
	3. City, State, Zip Code		Riverdale	Maryland	20737
	4. Agency Code	5. FIPS code(s)	AG 34 24	11001	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			5800	
	2. Enter total number of temporary employees			2769	
	3. Enter total number employees paid from non-appropriated funds			0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			8569	

EEOC FORM
715-01
PART A - D

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT

Department of Agriculture/USDA Animal and
Plant Health Inspection Service

For period covering October 1, 2015 to September 30, 2016

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

1. Agency Head

Secretary of Agriculture Thomas Vilsack

2. Agency Head Designee

Administrator Kevin Shea

3. EEO Director

Director, OCRDI Kenneth Johnson

4. Affirmative Employment Manager

Deputy Director, OCRDI La Shon Cole

5. Complaint Processing Manager

Branch Chief, Complaints Cynthia Dickens

6. Other EEO Staff

Branch Chief, Compliance Steve Shelor

7. MD-715 Preparer

Diversity and Inclusion Sp Renata Penn

8. Diversity and Inclusion Officer

Deputy Director Michon Oubichon

9. Disability Special Emphasis
Program Manager

Diversity and Inclusion Sp Patrick Johnson

10. Hispanic Special Emphasis
Program Manager

Diversity and Inclusion Specialist Renata Penn

11. Women's Special Emphasis
Program Manager

12. Anti-Harassment Program
Manager

13. Reasonable Accommodation
Program Manager

Department of Agriculture/USDA Animal and
Plant Health Inspection Service

For period covering October 1, 2015 to September 30, 2016

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator, Plant		
	Office of the Deputy Administrator, Animal		
	Office of the Deputy Administrator, Wildlife		
	Office of the Deputy Administrator, Wildlife		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator, Plant		
	Office of the Deputy Administrator, Plant		
	Office of the Deputy Administrator, Plant		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator, Animal		
	Office of the Deputy Administrator, Animal		
	Office of the Deputy Administrator, Wildlife		
	Office of the Deputy Administrator, Wildlife		
	Office of the Administrator,		
	Office of the Deputy Administrator, Policy		
	Office of the Deputy Administrator, Policy		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator, Animal		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator,		

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016		
	Office of the Deputy Administrator,		
	Office of the Deputy Administrator, Wildlife		

EXECUTIVE SUMMARY

Organization

The Animal and Plant Health Inspection Service (APHIS) is an integral part of the U.S. Department of Agriculture's overall mission to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

APHIS employees work in a wide variety of positions and grades however 50 percent of the positions are in the General Biological Science, Veterinary Medical Science; or Wildlife, Animal, Plant Protection Technicians job series. There are nine program/mission areas: Animal Care; Biotechnology and Regulatory Services; International Services; Plant Protection & Quarantine; Veterinary Services; Wildlife Services; Legislative and Public Affairs; MRP Business Services; and Policy and Program Development.

The APHIS Administrator is known to be a champion for civil rights, diversity and inclusion and cultural and organization transformation. He has established his commitment in Goal Seven of APHIS Strategic Plan to "Create an APHIS for the 21st Century that is high performing, efficient, adaptable, and embraces Civil Rights. The APHIS Administrator allocates resources to the Office of Civil Rights, Diversity and Inclusion (OCRDI) to ensure the vision is achieved. The Agency's extensive outreach efforts and the premier AgDiscovery Program and the Thurgood Marshall College Fund Internship Program are the most notable, but there are many other achievements which will be identified in this report.

The OCRDI Director is the principal Equal Employment Opportunity Official responsible for managing and administering APHIS' Civil Rights, Diversity and Inclusion Program. OCRDI's overall mission is to promote a non-discriminatory environment and equal access to APHIS employment and programs. OCRDI accomplishes its mission by managing APHIS' formal and informal complaints program; conducting outreach to minority organizations and institutions; supporting the development implementation of Agency-wide Cultural Transformation efforts, Diversity and Inclusion Programs, Special Emphasis Programs; and providing national policy and leadership on Tribal Consultation. Twenty-Five employees are assigned to the OCRDI Director with five of the staff on the Management Team (MT).

The OCRDI Director reports directly to the APHIS Administrator and is a member of the APHIS Management Team (AMT). The AMT is the Agency's senior management group that is led by the Administrator and Associate Administrators. As a unifying leadership body, the AMT develops APHIS's strategic plans and annual goals and priorities.

In FY 2016, APHIS continues to demonstrate commitment to succession planning, and Civil Rights, Diversity and Inclusion. A primary example is the agreement entered into on September 14, 2015 with the 1890 Universities in support of Secretary Vilsack's announcement that USDA was making a \$1 million initial investment to support three Centers of Excellence with the Council of 1890 Colleges, and Universities. APHIS invested \$300 thousand (30%) of the USDA \$1 million investment. Specifically, funding from APHIS will target students with technical degrees in the sciences. It is expected that this project will develop the means to recruit the next generation of the agriculture workforce.

Model EEO Program Essential Elements

As required by the MD-715 annual Status Report, the Self-Assessment Checklist, Part G was completed and is attached. The Agency conducted the required review and all agency documents are in place. In FY 2015, data systems to capture applicant flow information have been finalized and incorporated into the job application process via e-recruitment data system (See Table A7, A9, A11 and B7, B9 and B11 Workforce Tables).

On September 29, 2015, the EEOC provided feedback on Request for Information (RFI) results based on data collected and information received from the Agency.

The EEOC provided feedback and required review and action be taken on the following: "Schedule A Conversions", "Reasonable Accommodation Program", "Anti-Harassment Program", and Barriers to Executive Level Positions". Anti-Harassment Program procedures were reviewed and updated and barriers for Senior Executive Service females are included in Part I for barrier analysis and action.

However, the EEOC required review of the following: "Schedule A Conversions", "Reasonable Accommodation Program", "Anti-Harassment Program", and "Barriers for Executive Level Positions". "Barriers for Senior Executive Service" was not added to Part I for barrier analysis specifically, but general barrier analysis for females is already included in Part I.

USDA ASCR also determined that the Agency needed to look at the diversity of the 2210 IT job series, although this is not a major occupation, there were no Asian American females in this job series in FY 2014 and FY 2015.

A 2210 Workgroup was established in January 2016 to address the low participation of Asian American females. The group's focus was to develop a strategic plan to diversify the applicant pool for the 2210 IT Series and develop the resources for APHIS programs to reach groups with lower than expected participation rates. The action plan is scheduled to be completed by the end of FY 2016, however in FY 2016 Q3 an Asian American Female was hired in the IT Department.

Additional recruitment and hiring strategies are being implemented by the Agency to address low participation and "triggers" identified via barrier analysis. The APHIS Management Team, made up of senior management, established Recruitment and Hiring initiatives to streamline the policies and procedures for recruiting, hiring, and retaining highly skilled personnel. This R&H initiative also intends to make changes to keep the gap between employees "on-board" and "full-strength" as small as possible and as diverse as possible. Barrier analysis training was provided to program employees and management teams to review low participation and identify triggers

The report includes all of the required workforce data tables except for Table A12 and B12 on Career Development, and a workforce profile summary is included.

The checklist in Part G was reviewed and there are no deficiencies identified therefore, no action items are shown in Part H.

There are three areas identified for potential barriers identified in Part I. Part I-1 - Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities; Part I-2 - The following groups are underrepresented: African American males and females, Hispanic females, and White females; and Part I-3 - Lack of diversity in the Senior Executive Service (SES).

Part I-1 - Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities (update);

APHIS continues to work on promoting diversity and recruiting a dynamic and first-class workforce. In doing so, the Agency continues to focus on increasing the employment of Veterans/Disabled Veterans and Individuals with Disabilities.

APHIS has an extensive recruitment plan that will address and implement outreach and recruitment activities for these mission areas, and have also formed new partnerships with veteran-focused organizations.

In FY 2016, APHIS has hired a total of 17 individuals with a targeted disability (10 permanent hires and 7 temporary hires). The following chart shows the Agency's 3-Year Hiring Trend for Persons with Targeted Disabilities.

ADD TABLE HERE.

Part I-2 - The following groups are underrepresented (permanent workforce only): African American males, Hispanic females, and White females:

ADD TABLE HERE.

Hispanic female representation declined from 4.06 percent to 3.88 percent. This group is still below their respective CLF of 4.79 percent, but the difference between the CLF and workforce representation is less than 1 percent.

White female representation decreased from 32.44 percent to 32.12 percent, however this group is still below their respective CLF of 34.03 percent. The difference between the CLF and workforce representation is 2.02 percent.

Black male representation decreased from 4.08 percent to 4.14 percent. This group showed no increases and they are still below their respective CLF of 5.49 percent. The difference between the CLF and workforce representation is 1.46 percent.

Black female representation increased from 6.53 percent to 7.08 percent. This group is above their respective CLF of 6.53 and is no longer considered to be underrepresented in the permanent workforce only).

Native American female representation increased from 0.58 percent to 0.62 percent in FY 2016 resulting in this group being above their respective CLF.

Note that Asian Females (AF) and American Indian/Alaskan Natives (AIF) had been below their CLF for a number of years, but they are above their CLF in both FY 2015 and FY 2016. The Agency has partnered with FAPAC, SAIGE, APHIS Tribal Liaison Office, and other affinity groups. The Agency also has a very active Civil Rights Diversity Advisory Council, Special Emphasis Program and established coordination between Human Resources and Civil Rights Office to address recruitment deficiencies and low participation rates.

Part I-3 - Lack of diversity in the Senior Executive Service (SES).

SES participation will be updated in the final FY 2016 Report.

Element A. Demonstrated Commitment From Agency Leadership:

The APHIS Administrator issued the annual Civil Rights Policy statement, Diversity and Inclusion statement and Anti-Harassment Policy statements. All policy statements were updated, signed by the Administrator and distributed via email and posted in every APHIS office.

APHIS created the Program Leaders Group (PLG) whose primary purpose is to monitor and assist in the implementation of Agency priority projects known as "The APHIS Operational Plan." The PLG also serves as the management body for vetting, deciding, and communicating resolutions on other agency operational issues as they arise. The Deputy Director of Civil Rights, OCRDI, is a member of the PLG. Individual members act as internal champions for the projects within their purview. OCRDI membership communicates the leadership's continuing commitment to the principals of diversity, inclusion and equal employment opportunity within the constructs of its operations.

APHIS has successfully established two-way communication with senior management and employees. Management actively seeks out and listens to employee opinions and concerns, through town hall meetings, forums, and on-line portals that allow for open communication.

In FY 2016 the Administrator held numerous town hall meetings in person and virtually to reach all employees. The meetings were held in Headquarters, and other sites throughout the United States. The sessions involved the Administrator opening up the floor to employees to have open discussions about any issue and topic. The Administrator will continue to host virtual townhall meetings monthly via Webinars. The meetings are recorded and posted on My.APHIS portal which is accessible to all employees.

The Administrator continues to answer employees' questions directly through the "Tell Us What You Think" email box; and has a My.APHIS "Up the Chain" mail box to allow employees to submit their questions and ideas anonymously.

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

APHIS operates in accordance with the EEOC MD-715 and 29 Code of Federal Regulation Part 1614. The Director for the Office of Civil Rights, Diversity and Inclusion (OCRDI), Animal and Plant Health Inspection Service, reports directly to the head of the Agency (Administrator, APHIS). OCRDI serves under the direct and personal supervision of the Administrator. This close collaboration enables APHIS leadership to execute its mission in accordance with EEO, Civil Rights, and Diversity laws, regulations, and policies.

The OCRDI Director is a member of the APHIS Management Team (AMT), which consists of the APHIS Administrator, Associate Administrator, Deputy Administrators for each program area and other senior management officials. The AMT meets weekly, to include at least one full day monthly meeting. The OCRDI Director provides expert guidance to the senior leaders in APHIS, and also reports on EEO initiatives, goals, and accomplishments as they impact the strategic mission.

The OCRDI Director provides quarterly briefings to the Administrator and other senior officials, as well as an annual "Status of the Agency" briefing. These briefings provide management officials with civil rights updates and other valuable tools to ensure EEO compliance. Also, APHIS provided sufficient resources to ensure adequate staffing and funding to operate the agencies EEO program in an effective manner. The OCRDI Director is the fund holder and manages the EEO Program resources.

All annual performance plans for managers and supervisors are aligned with USDA and APHIS policies and strategic goals and objectives and allow for an annual evaluation of their contributions in support of USDA and APHIS' civil rights and equal opportunity programs and initiatives such as Hiring Reform and USDA's Cultural Transformation. Performance elements and standards addressing support of civil rights and equal opportunity programs and cultural transformation initiatives have been developed and added to all supervisory plans. Managers and supervisors are also held accountable for ensuring employee performance plans are aligned with USDA and APHIS goals and objectives for civil rights and equal opportunity.

In-line with USDA and APHIS policies, strategic goals and objectives, performance plans for managers and supervisors allow for an annual evaluation of their contributions in support of USDA and APHIS' civil rights and equal opportunity programs and initiatives such as Hiring Reform and USDA's Cultural Transformation. Performance elements and standards addressing support of civil rights and equal opportunity programs and initiatives have been developed and added to all supervisory plans.

Element C. Management and Program Accountability:

APHIS ensures that Departmental Regulation 4300-010, Civil Rights Accountability Policy and Procedures, effective January 18, 2006, is administered to current and new employees. This accountability policy reinforces USDA's and APHIS' no tolerance stance in regard to workplace discrimination. This regulation can be obtained in hard copy and also on line at www.aphis.usda.gov/civil_rights/downloads/dr4300-010.pdf.

Senior Executive Service (SES) members have performance plans in place with a mandatory critical Civil Rights element designed to measure the executive's success in meeting USDA civil rights strategic goals. Each plan includes specific performance measures that have been implemented to ensure that executives are successful in the enforcement of civil rights laws, rules, and regulations. In addition, executive leadership is focused on, and held accountable for, ensuring subordinate supervisors/managers are in compliance and successful in meeting these goals and objectives. An example of the measures can be found at http://www.aphis.usda.gov/civil_rights/downloads/guidance_on_civil_rights_element.pdf.

APHIS manages a comprehensive Reasonable Accommodation (RA) program which is aligned with the Americans with Disability Act Amendments Act of 2008. APHIS will submit the 2011 directive (MRP 4300.2) that contain the reasonable accommodations policies and procedures for EEOC review once it is updated in accordance with the Department's new directive when it is released.

APHIS Reasonable Accommodation Program (RA) is centralized and currently housed within the Human Resources Division, Workplace Resolutions and Wellness Branch. The RA Program strives to promote a workplace that provides reasonable accommodations to remove workplace barriers that would prevent disabled individuals from participating in the application process for Federal employment, and disabled employees from performing essential job functions, while enjoying the same benefits and privileges of employment for non-disabled employees. The RA staff assists employees and supervisors through the Interactive Process to determine the employee's essential job functions; identify the employee's functional limitations in performing those job functions, and identifying potential accommodations. RA also provides training on various topics, including: medical confidentiality, hidden disabilities, and the interactive process as webinars or instructor led, classroom format, upon request.

APHIS maintains an informative RA website:

<http://www.aphis.usda.gov/mrpbs/hr.html>. Components of the site include links to the USDA Reasonable Accommodation Departmental Directive and other resources. APHIS, Marketing and Regulatory Programs Business Services (MRPBS) has a full-time Reasonable Accommodation Program Coordinator and a full-time Reasonable Accommodation Specialist for handling requests for accommodations. An additional RA specialist position was filled in FY 2016. approved in FY 15 and was filled in FY 2016. Adding an additional position to the RA program has allowed for better management and distribution of the RA caseload. As a result of a changing workforce that includes more veterans, and

program presented a total of six trainings to 250 APHIS employees in FY 2016 on the following topics: Medical Confidentiality/RA Overview, Hidden Disabilities, and the RA Process.

The OCRDI and Human Resources Division staffs meet monthly to ensure the effective coordination of the Agency Recruitment Plan, the EEOC MD-715 Plan and Update, the Federal Equal Opportunity Recruitment Program (FEORP), and the Disabled Veterans Affirmative Action Program (DVAAP). Mid-Year and End-of-Year Special Emphasis Program Analyses are also distributed to management officials.

Element D. Proactive Prevention of Unlawful Discrimination:

The Administrator continues to provide support to OCRDI and CRB in promoting ADR to all employees in an effort to resolve workplace disputes at the earliest stage possible. The APHIS Intranet website alerts APHIS' employees of the Title VII ADR process through a mediation video that was developed through collaboration with Justice Center of Atlanta mediation training and services. Efforts are underway to update this Intranet illustration and to add other videos on conflict resolution.

The APHIS OCRDI Director meets with the APHIS Administrator on a weekly basis to discuss and report on the Agency employment complaint activity, closures, compliance and diversity issues. In continuation of the analysis measure put in place last year, APHIS continues to provide a summary of EEO cases in the informal and formal stages to the OCRDI Director. The purpose is to provide the Director with the most current and frequent issues and basis(es) cited in the most current complaints. This allows OCRDI to develop training, education and awareness strategies to reduce the likelihood of initial occurrences and possible reoccurrences.

APHIS, in continuing its efforts to decrease EEO complaints through awareness and education has provided training this fiscal year on the following subjects:

- "Preparing for EEO Investigations" with webinar sessions conducted for managers and for employees. A total of 66 employees throughout the agency participated
- "Reprisal for EEO Activity" was conducted for managers and employees through facilitated webinars. A total of 108 employees throughout the agency participated.
- Human Resource Division prepares and conducts continuous training on "Conduct and Performance Management" for APHIS programs as well as Agriculture Marketing Services (AMS) and Foreign Agriculture Service (FAS). This training addresses employee accountability for actions involving conduct and

performance.

- APHIS conducts the “Fundamentals of Human Resources Management” or FHRM training to APHIS, Agriculture Marketing Service (AMS), Grain Inspection, Packers & Stockyards Administration (GIPSA) and Foreign Agriculture Service (FAS) throughout the fiscal year. This FHRM training is designed to provide new supervisors the pertinent and critical information relative to all aspects of Human Resources and EEO & Civil Rights topics. Thus far this fiscal year, 129 new supervisors have completed this training.

- Reasonable Accommodation training, has been presented to a combined total of 303 employees, to date, within APHIS, Grain Inspection, Packers & Stockyards Administration (GIPSA), Agriculture Marketing Service (AMS) and Foreign Agriculture Service (FAS).

- APHIS provided EEO training to approximately 300 Plant Protection and Quarantine (PPQ) program managers and supervisors nationwide, in area of EEO complaints and a variety of EEO topics.

Training and Other Activities

Administrator’s Civil Rights Diversity and Inclusion Training

In FY 2016, OCRDI provided the Administrator’s Annual Civil Rights, Diversity and Inclusion Training for APHIS leaders, managers, and supervisors. The focus areas were “LGBT in the Federal Workplace,” and “Unconscious Bias: Level II Everyday Bias.” This year’s training was facilitated at the five APHIS Hub locations, and Miami, and provided supervisors and managers with vital tools that are needed in our everyday efforts to accomplish prescribed missions. The training received rave reviews, and most managers in attendance believed the subject matters to be “critical” to every successful leader, and organization. More than 230 managers and supervisors attended the sessions.

In support of the Secretary’s Commitment to Diversity, APHIS’ Annual Administrator’s Civil Rights and Diversity Training for managers and supervisors was conducted at all five APHIS hub locations, and one additional location. The training was “EEO From Compliance to Inclusion: Current Leadership Challenges for APHIS Managers,” and “Intentional Inclusion”. The training was completed by 198 APHIS managers and supervisors.

Administrator’s Civil Rights Awards

The Administrator’s Civil Rights Award is among the Agency’s most prestigious awards, given in honor of employees who’ve made outstanding contributions to APHIS’ Civil Rights program. For the thirteenth year, the APHIS Administrator continued to award individuals who stand out due to their exceptional leadership and contributions.

The award is a demonstration of the value in which management places upon employees, supervisors, and managers, who actively and effectively contribute to the civil rights program; gives due and proper honor and distinction to those who excel in providing equal opportunity to others seeking employment, or employees currently in the Federal service; and effectively gives impetus to the civil rights program, by publicizing the superior accomplishments of the award recipients, and recognizing the positive impact those accomplishments have had on other individuals.

In addition, the Agency has been recognized for the following awards in FY 2016:

- The Federal Asian Pacific American Council (FAPAC) Civilian Award for Senior Executive Service Leadership for stand out support with Cultural Transformation Efforts; Summer Intern Programs for Asians (CAPAL, Summer Youth Experience Program, AgDiscovery); Partnership with the National Hmong American Farmers Association; and for giving over One Million Dollars to Asian American and Native American Pacific Islander Serving Institutions in Cooperative Agreements. (May 2016)
- The Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) acknowledged APHIS' MRP Partnership with an award (October 2015)
- The Asian Pacific American Network in Agriculture (APANA) awarded APHIS an Outstanding Achievement Award (May 2016) for its work in the Asian American Pacific Islander Community.
- The National Women in Agriculture Association acknowledged APHIS with an award for our continued support of their annual symposium (June 2016).

Several APHIS employees have been acknowledged by USDA for their Cultural Transformation Efforts for the exemplary work done to help change the culture of APHIS and USDA for making significant progress in creating a workplace where all employees and customers are treated with dignity and respect.

OCRDI expanded its role in ensuring equal opportunity in the hiring process by participating on numerous interview panels as an EEO observer. Training for employees in the program area was developed to provide guidance and tips for employees who serve as EEO observers. Additionally, OCRDI staff were featured as speakers at several meetings and conferences; both internal to APHIS and external to include several national organizations such as the National Image Youth Symposium.

The Agency offers the following targeted leadership development programs: The Basic Leadership Development Program (BLDP) targets employees at the 4 to 6 grade levels to prepare participants with the essential knowledge, skills and

abilities to meet the Agency's succession planning needs and to achieve excellence, regardless of position or grade level. This program is a blended learning program that supports one week of class room sessions and weekly web based courses.

FY 2016 participation consisted of two cohorts with a total of 35 employees – 22.9% White females, 37.1% White males, 14.3% African Am. Females, 11.4% African Am. males, 5.7% Hispanic males, 5.7% females in 2 or more reported groups, and 2.9% males in 2 or more reported groups

The Intermediate Leadership Development Program (ILDLP) targets employees at the 7 to 11 grade levels and consists of a blended learning curriculum, shadow assignments and learning team projects.

FY 2016 participation consisted of 26 employees – 46.2% White females, 38.5% White males, 3.8% African Am. males, 3.8% Hispanic females, and 7.7% Hispanic males.

The Leadership Development for Project/Program Managers (LDPM) targets employees at the 12 to 14 grade levels and consists of development of project and program management skills for those who lead teams.

FY 2016 participation consisted of 23 employees – 60.9% White females, 26.1% White males, 4.3% African Am. females, 4.3% African Am. males, and 4.3% Hispanic males.

The Advanced Leadership Development Program (ALDP) targets employees at the 12 to 14 grade levels and consists of helping participants perform successfully in advanced supervisory and managerial level positions. The ALDP is filled via a competitive process open to full-time GS 12 -14 employees in supervisory or managerial positions.

FY 2016 participation consisted of 22 employees – 27.3% White females, 31.9% White males, 9.1% African Am. Females, 4.5% African Am. Males, 4.5% Hispanic females, 13.6% Hispanic males, and 9.1% Asian males.

The Federal Executive Institute (FEI) – Leadership for a Democratic Society targets employees at the 15 grade level and Senior Executive Service level.

FY 2016, participation consisted of 13 employees – 23.1% White females, 69.2% White males, and 7.7% African Am. females.

APHIS recently contracted with the Brookings Institute to deliver leadership development training to a diverse group of the Agency's high performing GS-14 level employees called the Brookings Executive Education (BEE) Program.

Brookings offers a nine-month interagency cohort-based learning opportunity.

Program highlights include an SES Application Package workshop to provide insights into the Executive hiring process. Program completion yields a Certificate

of Public Leadership and an option to transfer program credit towards a Master's of Science in Leadership Degree granted by Olin Business School at Washington University in St. Louis.

FY 2016 participation consisted of 18 employees – 61.1% White females, 22.2% White males, 5.6% African Am. females, 5.6% Hispanic females, and 5.6% American Indian males.

In addition to the Brookings program, high performing APHIS GS-14 level employees are also being sent to the Harvard Kennedy School- Senior Executive Fellow Program. A 4-week residential program that takes place on the University's Cambridge, MA campus. Participants receive valuable training and practice in making decisions about real world challenges and scenarios. The Program curriculum includes Authentic Leadership, Decision Lab, Lexington Concord Leadership Tour, a Classroom Demo from an executive chef on the importance of healthy eating and wellness, and a lunch and learning opportunity with visiting Diplomats and Dignitaries. Participants receive a Certificate of Completion from Harvard and invitations to future alumni events.

FY 2016 participation consisted of 22 employees – 22.7% White females, 50% White males, 4.5% African Am. females, 4.5% African Am. males, 4.5% Hispanic females, 4.5% Hispanic males, and 9.1% Asian females.

For the first time in FY 2016, applicant flow data is available. This information is extracted from E-recruit for the Agencies' major occupations. The data has been reviewed by the Agency Senior Leadership and is the basis for several barrier analysis trainings to help leadership determine why the participation of some groups are lower than expected. Two barrier analysis training were conducted in FY 2016 by Rushford & Associates, Inc. The Agency plans to have the CRDAC members conduct barrier analysis in FY 2017.

Element E. Efficiency:

The Animal and Plant Health Inspection Service (APHIS) emphasizes the use of Alternative Dispute Resolution (ADR) efforts through two distinct programs: the Human Resources Division's Collaborative Resolution (CR) Early Intervention Program for non-EEO ADR and the Alternative Dispute Resolution Program within the Office of Civil Rights, Diversity and Inclusion (OCRDI).

The Animal and Plant Health Inspection Services (APHIS) adheres to policies supported by USDA, Office of the Assistant Secretary for Civil Rights (ASCR). In 2000, the Equal Employment Opportunity Commission (EEOC) required all federal agencies to establish or make available an ADR program during the pre-complaint and formal complaint stages of the EEO process. APHIS developed a formal written ADR policy in 2000, which provides operating guidelines on their

Alternative Dispute Resolution process. This issuance outlines the policies and procedures used by the APHIS Alternative Dispute Resolution (ADR) Center to provide counseling and mediation (informal and formal), in complaints of employment discrimination raised by employees, former employees or applicants for employment. The ADR policy can be found on the APHIS' website at https://www.aphis.usda.gov/aphis/ourfocus/civilrights/CT_Adr_issuance.

The Alternative Dispute Resolution (ADR) Policy Statement was signed on June 6, 2016, by the Secretary of Agriculture. The policy reinforces the Secretary's commitment to ensure nondiscrimination in United States Department of Agriculture's (USDA's) employment and program activities. APHIS has complied with the new ADR Policy Statement in strategic areas so that all applicants, employees, customers and stakeholders are able to view the policy.

APHIS has two ADR programs – one is dedicated to EEO complaints, Counseling and Resolution, Office of Civil Rights Diversity and Inclusion while Workplace Resolution & Wellness Branch, Human Resources Division, addresses non-EEO conflicts. Both programs have developed guidelines and pamphlets in accordance to the Alternative Dispute Resolution Act of 1998 and USDA's ADR Program's Policies.

ADR Programs

- APHIS, Counseling and Resolution Branch, within the Office of Civil Rights, Diversity and Inclusion is responsible for providing ADR during the informal and formal EEO complaints process in accordance to CFR 1614 and MD 110. ADR methods are offered and conducted for the voluntary participation of employees and managers.
- APHIS, Collaborative Resolution Program located within the Human Resources Division, Workplace Resolutions and Wellness Branch, is an Early Intervention Program (for non-EEO related issues) that utilizes ADR techniques to help employees and managers work through conflict situations, and develop skills to help them prevent, manage, and resolve workplace challenges more effectively in compliance with the USDA ADR regulation, DR 4701-001.

APHIS, OCRDI, Counseling and Resolution Branch offers ADR to all contacts seeking counseling and resolution services and this is documented in iComplaints database system. In accordance with 29 CFR 1614, Management Directive 110, and DR 4701-001, all contacts were advised in writing of their choice between counseling and ADR. In addition to receiving an oral explanation of ADR with the Intake Specialist and the ADR/EEO Counseling Specialist, new contacts are mailed a Guide to the Employment Discrimination Complaint Process, which includes a description of ADR (See Below). The same guide is shared with

Management Officials who participate in the mediation which outlines the roles and responsibilities of participants in the EEO Complaints and Mediation process. The APHIS Administrator has made it mandatory for all managers/supervisors to participate in the mediation process should a complainant choose ADR for case processing. This shows the level of commitment APHIS is to the process and believes that it is an essential part of restoring harmony and productivity in the workplace. All individuals who seek pre-complaint counseling are fully informed of how the ADR program works; the opportunity to participate; and the right to file a formal complaint if ADR does not achieve a resolution.

In APHIS, Resolving Officials and Responding Management officials are advised by OCRDI of their responsibility to participate in the Mediation session in "good faith". A Guide to the Informal Employment Discrimination Complaint Process outlines the roles and responsibilities of participants in the EEO Complaints and Mediation process.

APHIS utilize an effective mediation plan starting with the intake. Intake is a process through which a dispute is initially brought to the attention of the Civil Rights Office and subsequently processed by. During intake, information is gathered about the issue(s) in dispute that underlies the parties' complaint and that information is used subsequently to help determine if the dispute is suitable for ADR. APHIS' Intake Specialist gathers sufficient information about the complaint; determines if mediation is appropriate; and also educate the complainant about the process so they can make a voluntary and informed choice about agreeing to mediate.

The Agency dedicates resources to provide ADR services. OCRDI supports conducting mediations in field locations nationwide by making travel funds available. As part of this commitment, the ADR/EEO Counseling Specialists receive mediation training and certifications annually. OCRDI insures that mediations are conducted in confidential and safe environments and this may entail partnering with other USDA agencies and EEOC to use their facilities when conducting ADR in remote locations. APHIS contracts this service to GSA approved vendors or other USDA agency mediators if a contact presents a conflict of interest.

APHIS ensures that all offers of ADR are documented both informal and formal EEO, as well as, ADR for non-EEO cases. ADR is offered throughout the administrative complaint process. FY16, APHIS received and offered 102 contacts/applicants an option to participate in ADR during the entire EEO process. Of the 102 contacts offered the option to participate in the ADR, 12 individuals made the Election to participate in ADR. Nine (9) sessions were

conducted during FY16, culminating in four (4) settlements, and one (1) withdrawal. The remaining four (4) cases resulted in no resolution and a Notice of Right to file (NRF) was issued.

Collaborative Resolution Program provides ADR services including:

Mediation/Facilitation/Conciliation, Team Collaboration Services, Conflict Advice/Guidance/Coaching, and, Conflict Management Training. There are four (4) Collaborative Resolution Specialists dedicated to providing ADR services as required and necessary to serve all APHIS employees and other USDA employees as deemed necessary. Services are provided through a variety of means including on-site/in person, telephonically, through video conference, and by webinar.

For the period July 1, 2015 to June 30, 2016, there were 801 requests for the CR Early Intervention Program services. As of June 30, 2016, the CR Program provided the following services which are more fully described below:

Mediation/Facilitation/Conciliation - A trained mediator encourages all participants to take an active role in resolving employment problems and concerns. The mediator assists the parties with identifying the barriers and problems to be solved, and creating options to resolve their conflict. If an agreement is reached, the terms are included in the Mediation Agreement and signed by the parties. The Agreement is confidential and is not shared with anyone other than the parties.

For the timeframe noted above, WRWB, CR had 81 mediation or facilitated discussion requests with a total of 169 participants. Of which 78 participants were APHIS supervisors and 91 were APHIS non-supervisors.

Team Collaboration Services - A trained mediator can help teams deal with conflict, misunderstandings, and other sensitive issues that impede a team's ability to work together effectively. The mediator accomplishes this by assisting team members to more effectively manage their communication skills, better understanding diversity issues, and make decisions in an inclusive and collaborative manner. For the timeframe noted above, WRWB, CR has facilitated 58 team collaboration sessions with a total of 567 participants. Of which 131 participants were APHIS supervisors and 436 APHIS non-supervisors.

Conflict Management Training - APHIS supports a proactive approach to help employees learn how to effectively manage conflict. The training is a mix of lecture, discussion, and group exercises designed to help the participants identify and effectively manage conflict. Our Mediation Specialist design each training session to meet the particular needs of the work unit. This training is available upon request.

In addition, during this period WRWB, CR has completed 25 conflict management

training sessions with a total of 1041 participants. Of which 125 participants were APHIS supervisors and 493 APHIS non-supervisors. This also includes 13 supervisors and 410 non-supervisors for non-APHIS employees.

Conflict Advice/Guidance - Any employee facing a challenging situation or conflict may request coaching. The mediator will listen to the person's concerns, what he/she has done and plans to do, and help him/her use new approaches to deal with the situation. The mediator can also help an employee develop a strategy or how to better understand his/her own contribution to the conflict. As with the mediation and facilitated discussion processes, the coaching process is voluntary and confidential.

For the period, July 1, 2015 to June 30, 2016, WRWB, CR has completed 628 conflict coaching sessions. Of which 287 participants were APHIS supervisors and 329 APHIS non-supervisors. This also includes 5 supervisors and 7 non-supervisors for non-APHIS employees.

Over the past 8 years (FY08 – FY15) the usage of CR Program services has increased from 269 in FY08 to 775 in FY15. This increase is due to the CR Program Marketing Plan, which includes periodic all employee emails regarding CR services, articles in the Human Resources Quarterly Newsletter, Informational (Brown Bag) Sessions, and hosting a CR Program Open House (Meet and Greet). The CR Program also has a brochure which lists all of the services available, a webpage, and a separate email address (CRP@aphis.usda.gov) for clients to send questions or requests. The majority of the client requests are for coaching services; followed by group conflict sessions.

Compliance Reviews and Civil Rights Impact Analysis

In FY 2016, OCRDI Compliance and Evaluation Branch conducted civil rights compliance reviews in five states to include the following states, locations, and number of employees covered:

Pennsylvania

Programs Reviewed: VS, PPQ & WS

Locations: Carlisle PA, Harrisburg PA, Philadelphia PA)

Number of employees covered: 27 (PPQ), 23 (VS), 29 (WS) = 79

Arizona

Programs Reviewed: VS, PPQ & WS

Locations: Phoenix, AZ; Albuquerque NM, Las Cruces NM, Brawley CA,

Number of employees covered: 14 (VS), 55 (PPQ), 20 (WS) = 89

Puerto Rico

Programs Reviewed: VS and PPQ

Locations: San Juan, Carolina, Aguada, Aguadilla & Ponce WAH/Field/SJ

Number of employees covered: 31 (VS), 131 (PPQ) = 162

North Dakota & South Dakota

Programs Reviewed: VS, PPQ and WS

Locations: Pierre & Bismarck

Number of employees covered: 30 (VS), 12 (PPQ), 23 (WS) = 65

All employees in the five states were given the opportunity to participate in a confidential web-based survey, which also provided valuable information to assess compliance with civil rights and equal opportunity laws and regulations. A total of 395 employees participated in the review process.

The reviews included briefings for the management officials on-site in each state to provide them with overall review information as well as equal opportunity or civil rights issues cited by the employees. OCRDI also worked with VS, WS, and PPQ senior level management to develop strategies to address those issues. The Compliance and Evaluation Teams also briefed members of the APHIS Management Team (AMT) and other headquarters SES officials responsible for managing the APHIS program areas. Senior program area leadership were briefed by the Director, OCRDI, on any critical EEO/civil rights or workplace issue(s) that were identified during the compliance review process..

In FY 2016 APHIS completed Civil Rights Impact Analysis (CRIAs) on the following nine actions impacting employees. The CRIAs included detailed requirements for the program areas involved to provide for “mitigating strategies” to lessen the impact on employees.

- National Poultry Improvement Plan, General Conference Committee Renewal;
- Huntsville AL Office Closure;
- PPD Resource Management Staff Realignment;
- Secretary’s Advisory Committee on Animal Health Renewal;
- VS Ports of Entry Champlain, NY and Derby Line, VT Closure;
- VS CA Otay Mesa Facility Closure (Bird Quarantine Facility) Closure;
- VS NVSL Reorganization;
- NWSAC Charter Renewal;
- PPQ SPHD from Murfreesboro, TN to Ellington (Nashville), TN Relocation;

APHIS worked closely with managers and supervisors at headquarters, regional, and state/local levels to ensure full consideration of civil rights impact in APHIS decision making for employment and programs. In FY 2016 OCRDI worked with APHIS Policy and Program Development (PPD) on a business process improvement (BPI) project for CRIAs. The BPI identified area of improvement in processing, training, and tracking to strengthen the analysis of civil rights impact for APHIS employment actions.

Element F. Responsiveness and Legal Compliance:

The OCRDI, Office of Diversity and Inclusion (ODI) serves as the leader and primary advisor within APHIS for the Department's Cultural Transformation Initiative that supports Executive Order 13583, a government-wide initiative to promote and manage Diversity and Inclusion in the Federal Workforce. ODI will provide support and guidance to special emphasis programs and managers represented throughout the APHIS workforce, by sponsoring training/educational opportunities and cultural programs to enhance the diversity and inclusion mission.

APHIS Civil Rights and Diversity Advisory Committees

The APHIS Civil Rights and Diversity Advisory Committees (CRDACs) serves as an advisory board to management to address the unique concerns of underserved and underrepresented groups regarding employment and the access to APHIS and USDA programs.

The mission of the CRDAC is accomplished through barrier analysis, special emphasis programs, and Special Emphasis Program Managers (SEPM)'s relationship with the affinity groups they represent and the CRDAC infrastructure.

APHIS Special Emphasis Program

In FY 2015 ODI finalized the re-alignment of the Special Emphasis Programs which included consolidating the following committees: Civil Rights Committees, Cultural Transformation Committees, Diversity and Inclusion Committees and EEO Advisory Committees; finalizing a Special Emphasis Program Guidance document and putting MOU and performance standards in place for SEPMs. All committees will now operate under one title Civil Rights and Diversity Committees (CRDAC). The re-alignment formalizes an APHIS structure and system of accountability for SEPs, establishes consistency of purpose, adds a management support role for each CRDAC, incorporates Diversity Liaisons and creates an APHIS SEP Guidance document for all APHIS programs.

The APHIS National Civil Rights and Diversity Advisory Committee (NCRDAC) have also been constituted. The purpose of the NCRDAC is to serve as a strategic advisor to ODI in providing management officials and employees with a vehicle that enhances equal opportunity employment and program delivery issues. Each program in APHIS has one member serve on the NCRDAC for two years. The NCRDAC also establishes lines of communication between employees and management through views on civil rights issues. The CRDAC at the field units are connected to the NCRDAC. APHIS funded the programs, and OCRDI National SEPM are designated to lead each SEP, ensuring implementation.

In FY 2016, the following APHIS National SEP events were held (all National SEP

programs were offered via webinar and/or video teleconference (VTC) which increased participation and accessibility to all of the events):

In FY 2016, the following APHIS National SEP events were held (all National SEP programs were offered via webinar and/or video teleconference (VTC) which increased participation and accessibility to all of the events):

- Hispanic Heritage Month with keynote speaker – Jose Gonzalez, Author Toys Made of Rock, October 8, 2015 (2015 Program but held in FY 2016);
 - Disability Employment Awareness Month Celebration on October 29, 2015, with keynote presenter, Julia Bascom;
 - Veterans Meet & Greet for APHIS Veterans on November 12, 2015;
 - Black History Month Observance on February 11, 2016, with keynote speaker, Mr. Joe Madison, Radio Talk Show Host and Commentator;
 - Hispanic Heritage Month with keynote speaker, Miguel Joey Aviles, Recruitment Strategist on September 22, 2016;
 - Native American History Month with keynote speaker - Ashley Minner, Artist on November 19, 2015;
 - Women’s History Month Observance with keynote speaker – Hannah Moss, Writer/Editor for GovLoop on March 10 2016;
 - Asian American/Pacific Islander Heritage Month Observance on May 5, 2016 with keynote speaker, Sonia Aranza, Motivational Speaker.
 - LGBT event sponsored by International Services on June 23, 2016 with guest speaker, Regina Jun, USAID, GLIPAA president;
 - LGBT Pride Month Observance on June 30, 2016 with guest speaker, Michael Twitty, Culinary Historian and Author;
 - LPA Women’s History Month event with guest speaker – Kashonna Holland, President & CEO of Simply Kashonna on March 16, 2016;
 - USDA APHIS (AC), U.S. Customs and Border Protection, Fed Executive Board of MN D&I, and Federally Employed Woman 10,000 Lakes Chapter collaboration) Women’s History Month Presentation and Training in Minneapolis, MN on March 18, 2016;
 - International Services’ Women’s History Month event with guest speaker – Cheryl Wood, Motivational Speaker on March 23, 2016;
 - LPA AAPI History Month event – Tai Chi Demo on May 18, 2016 in Riverdale, MD;
 - VS AAPI Month event - Bruce Lee Video – shown in Ft. Collins and Riverdale, MD on May 27, 2016;
- Emerging Women’s Leadership (EWL) Series Webinars:

- Tuesday, October 20, 2015 | Managing a Multigenerational Team;
- Tuesday, December 8, 2015 | Giving and Receiving Feedback;
- Tuesday, February 23, 2016 | Ask a C-suite Executive;
- Tuesday, April 26, 2016 | Attracting the Attention of an Influential Sponsor;
- Tuesday, June 21, 2016 | Transitioning from Tactician to Strategist;
- Tuesday, August 30, 2016 | The Power of Diverse Team;

In addition, funding was provided for diversity training to include the highly successful training provided to managers and supervisors at Headquarters in Riverdale, MD, Regional offices and other locations throughout the APHIS organization.

APHIS Outreach and Sponsorships

The OCRDI Office of Outreach and Administration focused on providing students with opportunities to gain valuable experience through employment and scholarship opportunities. In FY 2016 APHIS provided \$3.2 million in funding to professional organizations, universities, internships, scholarships, conference support and research and development to the following:

Ag-Discovery Program

\$932,190

Thurgood Marshall College Fund Internship Program

\$450,000

Florida A&M University Veterinary Technology Program

\$400,000

USDA/1890 National Scholars

\$200,000

Navajo Technical College Vet Tech Program

\$127,000

The Safeguarding Natural Heritage Program

\$177,000

Federation of Southern Cooperatives/Land Assistance Fund

\$105,000

Rural Coalition

\$90,000

National Association of Colleges and Universities (HACU) Internship Program

\$181,836

National Hmong American Farmers (NHAF), Inc.

\$75,000

Fort Valley State University

\$68,200

Washington Internships for Native Students (WINS)
 \$34,008
 Native American Intern Program
 \$85,000
 Florida A&M University Outreach
 \$50,000
 University of Arkansas at Pine Bluff Outreach
 \$50,000
 National Latino Farmers and Ranchers Trade Association (NLFRTA)
 \$45,000
 Conference on Asian Pacific American Leadership (CAPAL)
 \$22,000
 Professional Agricultural Workers Conference (PAWC)
 \$20,000
 Council for Native American Farming and Ranching
 \$17,500
 Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS)
 \$18,750
 Federal Asian Pacific American Council (FAPAC)
 \$10,000
 National Women in Agriculture Association (NWIAA)
 \$10,000
 Martin Luther King Essay Contest
 \$5,000
 The Patriots Technology Training Center (PTTC)
 \$5,000
 Common Good City Farm
 \$5,000
 Native American Wildlife Society Conference Sponsorship
 \$5,000
 National Black Farmers Association Annual Conference
 \$5,000
 Chicago High School for Agricultural Sciences
 \$7,200
 USDA Small Farms Conference
 \$10,000
 Tuskegee Veterinary Symposium

\$20,000
 Incorporated Mexican-American Government Employees (IMAGE)
 \$5,000
 Asian American Government Employee Network (AAGEN)
 \$7,500
 Oklahoma Black Historical Research Project Sponsorship
 \$1,500
 League of United Latin American Citizens (LULAC) Conference Sponsorship
 \$5,000
 Hispanic Association of Colleges and Universities (HACU) Conference Sponsorship
 \$15,000
 Native American Fish and Wildlife Conference Sponsorship
 \$5,000
 Native American Farming and Ranching
 \$5,000
 APHIS Native American Working Group
 \$25,000
 Traditional Native American Farmers Association (TNAFA)
 \$5,000
 TOTAL
 \$3,254,987

The Ag-Discovery Program and the Thurgood Marshall Program are two of the Agency’s premier programs designed to reach students and exposed them to careers in agriculture. Additional details regarding other outreach activities and partnerships are provided in Appendix B at the end of this report.

Ag-Discovery Program (\$932,190).

APHIS sponsored its 10th year of the Ag-Discovery Summer outreach program, In FY 2015, 17 universities hosted the program. Funding for the FY 2016 exceeded \$900k. Ag-Discovery is an outreach program designed to introduce student’s ages 12–17, from limited resourced communities, to careers in plant and animal science, wildlife management, and agribusiness. The program allows students to live on a college campus and learn about agriculture from university professors, scientists, and administrative profes-sionals who work for the U.S. Government in a variety of fields.

Thurgood Marshall College Fund Internship Program (\$450,000).

The TMCF-APHIS Internship Program is a 10-week summer program designed to employ selected scholarship recipients (undergraduate and graduate students)

from the TCMF database that have an interest in agricultural related disciplines through hands-on experience within the selected program area. The purpose of this agreement is to: Strengthen the long-term partnership between USDA-APHIS and the TCMF; and, Increase the number of students studying agriculture, food, natural resources or other related disciplines; and Offer career opportunities to TCMF Scholars within USDA-APHIS. APHIS sponsored 36 interns across the various program areas.

APHIS Tribal Outreach Activities

In FY 2016 APHIS' Office of National Tribal Liaison (ONTL) continued to develop strong partnerships between APHIS and the Native American Tribes. ONTL facilitated outreach and training by participating in tribally sponsored meetings, developing a Tribal Specific fact sheet, hosting agency/tribal training, providing additional information on the APHIS Tribal Website and making sure tribes know APHIS has and where the website is located, also efforts to make the website the first stop within APHIS for tribal related information. ONTL partnered with other USDA agencies tribal liaisons to assist in strengthening program delivery activities and tribal notifications on actions that may have tribal implications.

APHIS, ONTL has taken significant strives to improve youth opportunities in Agriculture and Natural Resources or related fields. APHIS has expanded its Safeguarding Natural Heritage Summer Youth Program from (1) in 2013, to (4) in 2016. The summer programs are co-hosted with Tribal Colleges and Universities (TCU) or other Native American Serving Institutions (NASI). APHIS also assisted Navajo Technical University (NTU) and its Veterinary Technology Program, by providing funding for curriculum enhancement and to assist in preparing for full accreditation. Additionally APHIS entered into an agreement with (4) TCUs/NASI to increase the number of APHIS Internships for students attending these institutions.

ONTL also partnered with four separate Native American Servicing Institutions, which hosted 12 interns who were placed in several APHIS programs and conducted its 3rd APHIS Student Day Presentation event at Navajo Technical University in Crown Point, New Mexico. APHIS continues to participate and present at several meetings that have youth tracks and hosted APHIS presentations for tribal youth.

EEOC MD-462 Report Summary Analysis

During FY 2016, there was a decrease in the number of formal complaints filed against APHIS. A total of 41 formal complaints were filed in FY 2016 compared to 64 filed in FY 2015. There was a decrease in the number of informal counseling sessions in FY 2016 compared to FY 2015. The 102 informal counseling

sessions in FY 2016 represent a 9% decrease compared to the 113 informal sessions in FY 2015. As a result of the EEO Counselors knowledge and the information or guidance given to APHIS employees, 31% of the informal counseling sessions were resolved at the earliest possible stage of the process with 12 negotiated settlements and 20 withdrawals by the complainant. The top issues and basis are captured in the table below:

PUT REVISED TABLE HERE....

In FY 2016, there was no Order(s) Entering Judgment by the Equal Employment Opportunity Commission (EEOC) recommending a Finding of Discrimination.

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016

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

I, Director, OCRDI Kenneth Johnson am the

(Insert name above) (Insert official
title/series/grade above)

Principal EEO Director/Official for Animal and Plant Health Inspection Service

(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 Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Date

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

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
Department of Agriculture/USDA Animal and Plant Health Inspection Service			For period covering October 1, 2015 to September 30, 2016		
Compliance Indicator	EEO policy statements are up-to-date.	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	
The Agency Head was installed on <u>06/14/2013</u> The EEO policy statement was issued on <u>07/26/2013</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			Mr. Kevin Shea became the permanent Administrator for APHIS in June 2013.
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X			
Are new employees provided a copy of the EEO policy statement during orientation?		X			
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			
Compliance Indicator	EEO policy statements have been communicated to all employees.	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	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			

Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	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	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016			
<p>Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.</p>	X			<p>This is facilitated through the HR New Employee Orientation that is mandatory for all new employees. This is also reinforced through our zero tolerance of Harassment as noted in the agency Anti-Harassment Policy Statement which is available to all employees on the APHIS Civil Rights website. In addition, Departmental Regulation 4070-735-001, Employee Responsibilities and Conduct, is available to all employees on the USDA website.</p>
<p>Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?</p>	X			
<p>Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?</p>	X			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure 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	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X			
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	The agency does not have a 2nd level EEO reporting component.
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	The agency does not have a 2nd level EEO reporting component.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	The agency does not have a 2nd level EEO reporting component.
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	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	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X			

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016			
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections	X			

Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure		X			
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X			
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X			
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently		X			
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X			
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X			
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
Compliance Indicator		Measure has been met			

Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Measures	The agency has committed sufficient budget to support the success of its EEO Programs.				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	

Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			The Agency is currently collecting applicant flow data via e-recruit . The data is being reviewed and will be used to conduct barrier analysis by the end of FY2016.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			

Department of Agriculture/USDA Animal and Plant Health Inspection Service

For period covering October 1, 2015 to September 30, 2016

to participate in ADR?

X

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.						
Department of Agriculture/USDA Animal and Plant Health Inspection Service			For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	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		
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X				
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X				
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	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		
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X				
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X				
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X				
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	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		
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X				

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016			
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X			
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	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	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X			
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X			
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X			
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X			
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X			
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X			
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	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	
Are all employees encouraged to use ADR?		X			
Is the participation of supervisors and managers in the ADR process required?		X			

<p align="center">Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</p>					
<p>Department of Agriculture/USDA Animal and Plant Health Inspection Service</p>		<p>For period covering October 1, 2015 to September 30, 2016</p>			
<p>Compliance Indicator</p>	<p>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</p>	<p>Measure has been met</p>			<p>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</p>
<p>Measures</p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	
<p>Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?</p>		X			
<p>Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?</p>		X			<p>Yes. Applicant flow data is currently being collected by Human Resources. The information is currently in the MD-715 and will be analyzed by the end of FY2016.</p>
<p>Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?</p>		X			
<p>Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?</p>		X			
<p>Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?</p>		X			
<p>Compliance Indicator</p>	<p>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</p>	<p>Measure has been met</p>			<p>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</p>
<p>Measures</p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	
<p>Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?</p>		X			
<p>Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?</p>		X			
<p>Does the agency hold contractors accountable for delay in counseling and investigation processing times?</p>		X			

Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	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	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?		X			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				X	Final agency decisions are not within the Mission Areas of APHIS - (agency level.) Final Agency decisions are handled at the Department- OASCR writes final agency decisions for all of the agencies in the USDA.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
Compliance Indicator		Measure has been met			

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016
--	--

	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.				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	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X			
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			

Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?	X			
--	---	--	--	--

	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	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	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			
Compliance Indicator		Measure has been met			

Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Measures	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.				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	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.	
Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016

Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	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	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	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	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X			
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			
Are procedures in place to promptly process other forms of ordered relief?		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	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	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X			
If so, please identify the employees by title in the comments section, and state how performance is measured.					
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X			
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.					
Have the involved employees received any formal training in EEO compliance?		X			
Does the agency promptly provide to the EEOC the following documentation for completing compliance:					

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X			
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X			
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X			
Compensatory Damages: The final agency decision and evidence of payment, if made?	X			
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X			
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X			
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X			
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X			
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X			
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X			

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		
OBJECTIVE:		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT																																	
Department of Agriculture/USDA Animal	For period covering October 1, 2015 to September 30, 2016																																	
<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>APHIS does not meet the Federal Initiative goal of employing 4% of employees with a targeted disability.</p> <p>Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities</p> <p>A review of the workforce statistics shows APHIS' total workforce at the end of FY 2016 was 8,569. Of this number 98 or 1.14% were persons with a Targeted Disability. APHIS does not meet the Federal Initiative goal of employing 4% of employees with a Targeted Disability. APHIS continues its commitment to hiring persons with Targeted Disabilities by continuing its hiring goal to increase the number of employees with a TD by 10 employees each year for the period of FY 2014 – FY 2016.</p> <p>FY 2016 Employees with Targeted Disabilities</p> <table border="1" data-bbox="830 735 1514 1058"> <thead> <tr> <th colspan="4">3-Year Hiring</th> </tr> <tr> <th>Goal</th> <th>Fiscal Year</th> <th>Increase</th> <th>New Hires</th> </tr> </thead> <tbody> <tr> <td></td> <td>Fiscal Year 2014</td> <td>96</td> <td></td> </tr> <tr> <td></td> <td>+10</td> <td></td> <td>4</td> </tr> <tr> <td></td> <td>Fiscal Year 2015</td> <td>106</td> <td></td> </tr> <tr> <td></td> <td>+10</td> <td></td> <td>11</td> </tr> <tr> <td></td> <td>Fiscal Year 2016</td> <td>116</td> <td></td> </tr> <tr> <td></td> <td>+10</td> <td></td> <td>17</td> </tr> </tbody> </table>		3-Year Hiring				Goal	Fiscal Year	Increase	New Hires		Fiscal Year 2014	96			+10		4		Fiscal Year 2015	106			+10		11		Fiscal Year 2016	116			+10		17
3-Year Hiring																																		
Goal	Fiscal Year	Increase	New Hires																															
	Fiscal Year 2014	96																																
	+10		4																															
	Fiscal Year 2015	106																																
	+10		11																															
	Fiscal Year 2016	116																																
	+10		17																															
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2016, there were 98 APHIS employees with a TD. Of the 98 employees 75 or 87% were permanent employees; and 11 or 13% were temporary employees. The majority of permanent employees with a TD work for the Plant Protection and Quarantine (PPQ) program (29 or 34%), followed by 21 or 24% in the Veterinary Services program. Of the employees with a TD most are concentrated in Grades GS-5 through GS-8 (27 or 31%), followed by GS-9 through GS-12 (25 or 30%).</p> <p>The majority of the employees with a TD are in the GS pay plan, however, APHIS does employ 3 persons in the Wage Grade pay plan with targeted disabilities.</p>																																	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Improve the Agency's Recruitment and Retention Strategies for underrepresented groups. Focus on strategies to increase the pool of applicants with Disabilities.</p>																																	

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		To attract highly qualified candidates to meet staffing needs. HR and OCRDI will continue to target and identify disabled employees through special recruitment efforts, and will collaborate and devise plans to correct overall underrepresentation.
RESPONSIBLE OFFICIAL:		Office of Civil Rights and Diversity and Human Resource Management
DATE OBJECTIVE INITIATED:		12/15/2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2017
EEOC FORM 715-01 PART I-1	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Establish recruitment objectives and maintain goals for hiring underrepresented groups.		09/30/2016
Use EEO data to identify strengths and weaknesses, with recommendations, for hiring and retention initiatives.		09/30/2016
Assist APHIS HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS		09/30/2016
Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.		09/30/2016
Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.		09/30/2016
Increase disability employment program managers' communication with managers and supervisors through the use of conference calls, newsletters and email.		09/30/2016
Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.		09/30/2016
Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.		09/30/2016
In conjunction with HR, Provide Technical Assistance (TA) visits with a specific emphasis of correcting underrepresentation.		09/30/2016
Promote and encourage the use of career development programs for persons with TD.		09/30/2016
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.		09/30/2016
Monitor APHIS' 3-year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.		09/30/2017

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.

The VEPMs have aggressively promoted the use of Colleges and Universities to target Disabled Veterans and Veterans for summer and permanent appointments.

Increase Disability Employment Program Managers' communication with managers and supervisors through the use of conference calls, newsletters, and email.

- HRD participated in various conference and consultation calls and emails to present model recruitment strategies and reasonable accommodations solutions, including (including reassignments as a reasonable accommodation) to supervisors and managers: OPM Shared List of Individuals with Disabilities, Workforce Recruitment Program (WRP), specific to increasing the employment levels of individuals with disabilities. HRD Office of Recruitment identified several outreach and recruitment events that target underrepresented groups. The Agency committed to participate in at least four events for the fiscal year. Selective Placement Program Coordinator (SPPC) disseminated monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.

Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.

- HRD participated in various conference and consultation calls and emails to present model recruitment strategies and reasonable accommodations solutions, including (including reassignments as a reasonable accommodation) to supervisors and managers: OPM Shared List of Individuals with Disabilities, Workforce Recruitment Program (WRP), specific to increasing the employment levels of individuals with disabilities. HRD Office of Recruitment identified several outreach and recruitment events that target underrepresented groups. The Agency committed to participate in at least four events for the fiscal year. Selective Placement Program Coordinator (SPPC) disseminated monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.

Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.

- The Agency currently offers an AgLearn course on special hiring authorities, and the Department Veterans Employment Coordinator released a training module on Veterans Special Hiring Authorities including Schedule A Hiring. This information is available to all managers, supervisors and hiring officials. HRD consults monthly via email, telephone consultations, and teleconferences with managers and supervisors on the ABCs of the Schedule A hiring authority, including related information on the USDA, Target Center, CAP, JAN webinars, interpreting services, the ADA, and other disability-related laws and regulations.

Monitoring of the hiring and retention patterns of APHIS headquarter and field locations to determine progress in hiring and retention goals for the Agency by analyzing EEO workforce data to identify strengths and weaknesses with recommendations for full employment and retention of persons with TD.

The Agency DEPMs and VEPMs continue to monitor the hiring and retention patterns in APHIS headquarter and field locations to determine hiring and retention goals, trends, and potential barriers and provide this information to program hiring officials.

Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.

- All requests for reasonable accommodations are forwarded to the agency reasonable accommodations coordinator for review and processing in accordance with applicable laws and departmental regulations.
- The Reasonable Accommodation Staff and the Target Center work together to coordinate accommodations solutions.
- The MRP RA policy is administered as appropriate to process requests for reassignments as a reasonable accommodation.
- During FY 2015, the Reasonable Accommodation program opened 149 cases. Of that number 118 (79%) were closed within the fiscal year.
- Reasonable Accommodation Staff has developed and provided webinar and VTC training on the topics of 1) Medical Confidentiality, and 2) Hidden Disabilities

Reasonable Accommodation Staff is collaborating with ITD to obtain the support needed for the assistive technology and assistive software used as reasonable accommodations.

Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.

Staffing Representatives, Recruiters, DEPMs and VEPMs continue to promote the use of Schedule A, Excepted Service hiring authorities to directly hire qualified applicants with targeted disabilities.

Monitor APHIS' 3-year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.

The monitoring of APHIS' 3-year hiring goal is an ongoing collaboration between Civil Rights and HR. During FY 2015, there were 13 new hires for Persons with Targeted Disabilities.

Implement hiring reform with mechanisms to track improvements in the hiring process and use of hiring flexibilities.

APHIS encourages the use of Position Management and Workforce/Succession Planning Checklist by all hiring managers outlined in DR 4020-250-002, ensures alternative avenues are used to attract a diverse candidate pool including veterans, students, Hispanics and other under-represented groups. APHIS efforts resulted in 402 of 1,261 hires being minority (32%).

Focus recruitment activities based upon the responses to and results of mission critical reports and mandates.

- The HR operations division has identified several outreach and recruitment events that target underrepresented groups. The Agency has committed to participate in at least two events for the fiscal year. HRD administers the APHIS/ Target Center/Ticket-to-Work program to reduce the number of individuals dependent upon Social Security Administration (SSA) disability benefits by providing meaningful employment opportunities within the Agency. HRD has increased the number of participating employment networks beyond the D.C. commuting area to include the States of Arkansas, California, Oregon, Texas, Missouri, Oklahoma, and Minnesota in order to meet the strategic hiring goals of the Agency's non-regional offices.

Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.

- The Agency currently offers an AgLearn course on special hiring authorities, and the Department Veterans Employment Coordinator released a training module on Veterans Special Hiring Authorities including Schedule A Hiring. This information is available to all managers, supervisors and hiring officials. HRD consults monthly via email, telephone consultations, and teleconferences with managers and supervisors on the ABCs of the Schedule A hiring authority, including related information on the USDA, Target Center, CAP, JAN webinars, interpreting services, the ADA, and other disability-related laws and regulations.

EEOC FORM 715-01 PART I-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT																																																										
Department of Agriculture/USDA Animal	For period covering October 1, 2015 to September 30, 2016																																																										
<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>The following groups are underrepresented: African American males and females, Hispanic females, and White females. The condition was recognized as a potential barrier since the CLF for these groups is lower than expected.</p>																																																										
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<table border="1"> <thead> <tr> <th>Total Agency</th> <th>NCLF</th> <th colspan="2">Underrep</th> </tr> <tr> <th>Underrep</th> <th></th> <th>(FY16)</th> <th>(FY15)</th> </tr> </thead> <tbody> <tr> <td>Hispanic females (HF)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.77%</td> <td>4.79%</td> <td>-1.112%</td> <td>-</td> </tr> <tr> <td>1.02%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>White females (WF)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>27.76%</td> <td>34.03%</td> <td>-6.41%</td> <td>-</td> </tr> <tr> <td>6.27%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Black males (BM)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.21%</td> <td>5.49%</td> <td>-2.25%</td> <td>-</td> </tr> <tr> <td>2.28%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Black females (BF)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.32%</td> <td>6.53%</td> <td>-1.06%</td> <td>-</td> </tr> <tr> <td>1.21%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>A five year review of the data showed that the results are consistent. Discussions with CRDAC and SEPMs confirmed that these groups are not hired at the same rate as others.</p>			Total Agency	NCLF	Underrep		Underrep		(FY16)	(FY15)	Hispanic females (HF)				3.77%	4.79%	-1.112%	-	1.02%				White females (WF)				27.76%	34.03%	-6.41%	-	6.27%				Black males (BM)				3.21%	5.49%	-2.25%	-	2.28%				Black females (BF)				5.32%	6.53%	-1.06%	-	1.21%			
Total Agency	NCLF	Underrep																																																									
Underrep		(FY16)	(FY15)																																																								
Hispanic females (HF)																																																											
3.77%	4.79%	-1.112%	-																																																								
1.02%																																																											
White females (WF)																																																											
27.76%	34.03%	-6.41%	-																																																								
6.27%																																																											
Black males (BM)																																																											
3.21%	5.49%	-2.25%	-																																																								
2.28%																																																											
Black females (BF)																																																											
5.32%	6.53%	-1.06%	-																																																								
1.21%																																																											
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Some of the applicant flow data showed that some of the applicants who applied were not qualified for the position.</p> <p>The program areas have control over the hiring, so barrier analysis will be conducted by the individual program areas. This can be accomplished by the Civil Rights, Diversity Advisory Committee.</p>																																																										
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Increase participate rates participation of the groups identified with low participation. As a group female participation is low.</p>																																																										
RESPONSIBLE OFFICIAL:	Director, OCRDI; Director HR and Managers and Supervisors																																																										
DATE OBJECTIVE INITIATED:	11/01/2011																																																										
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2017																																																										

OBJECTIVE:		Increase the applicant pool by targeting recruitment efforts.
State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		
RESPONSIBLE OFFICIAL:		Director, OCRDI; Director HR and Managers and Supervisors; and 2210 Workgroup
DATE OBJECTIVE INITIATED:		10/01/2015
TARGET DATE FOR COMPLETION OF OBJECTIVE:		9/30/2017
EEOC FORM 715-01 PART I-2	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Provide training for hiring and selecting officials regarding hiring authorities, recruitment and the new federal hiring reform process.		09/01/2017
Implement hiring reform with mechanisms to track improvements in the hiring process, including self-audits of the programs plan.		01/30/2017
Provide updates on recruitment activities and workshops. Meetings will be held on a quarterly or more often, if needed.		09/01/2017
Review applicant flow data quarterly --populating Table A7, A9, and A11 and OCRDI will review the information along with Civil Rights, Diversity Advisory Committees (CRDAC) to determine and senior leadership.		01/30/2017
Encourage employees to confirm that their race, ethnicity and disability selections are correct via the Employee Personal Page (EPP) and allowed employees to make the corrections if required.		09/01/2017
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

- Marketing and Regulatory Programs (MRP) Business Services, issued “Pocket Cards” to the Administrator and management officials identifying new hires by RNO, disability and veteran hires and summarizing the information for each pay period.
- The HR Recruitment Specialist assists with the development of a comprehensive recruitment calendar for the Fiscal Year. The recruitment calendar is now being shared on the Sharepoint site. Each event targets various targeted groups to address workforce deficiencies for groups with low participation.
- Monthly meeting with HR recruitment specialist meets with the Office Civil Rights, Diversity and Inclusion and HR Operations each month to discuss upcoming and previously attended outreach and recruitment events and provide updates and summaries of the events. The recruitment specialist facilitates special workshops such as the Workforce Recruitment Program and Pathways Presentations.
- The Recruitment Specialist collaborates with the Office of Human Resources Management to develop a comprehensive list of events for each Agency to either participate in or sponsor. This information is shared through OHRM Recruitment office. The HR Recruitment Specialist meets on an as needs basis to solicit volunteers to staff booths, sponsor a particular recruitment events or provide materials for distribution from Agency programs.
- The HR Recruitment Specialist requests planned activities from Agency programs to determine if the event will be attended by other Agency programs and if they seek participation from outside of their programs. This measure is cost effective because it allows other programs within APHIS to solicit information about their respective program. Information that was distributed included job opportunities, current openings, and program specific activities.
- HR provided applicant flow data for Tables A7, A9, and A11; this information was shared with the Civil Rights Diversity, Advisory Committee and APHIS Management Team. The information will be reviewed again to determine if the results have improved in FY2017.
- Barrier analysis training was provided to the APHIS Management Team and National CRDAC members in April 2016. Out of the training it was discussed that CRADAC members can conduct barrier analysis for their specific programs because they understand the dynamics of the environment in their respective areas/regions.

EEOC FORM 715-01 PART I-3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Agriculture/USDA Animal	For period covering October 1, 2015 to September 30, 2016	
<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>In FY 2015 (September 29, 2015) the EEOC conducted a review of USDA SES data and found that females had lower than expected participation rates.</p> <p>A review of the APHIS workforce in FY 2015 and FY 2016 was conducted and females and minority groups with the exception of Hispanic and Asian males, have lower than expected participation rates.</p>	

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Total SES		
	#	Agency
NCLF		
Male	30	65.18%
Female	14	31.82%
X		
Hispanic		
Male	3	6.82%
Female	2	4.55%
X		
White		
Male	24	54.54%
Female	11	25.009%
X		
African Am.		
Male	2	4.55%
Female	1	2.27%
X		
Asian Am.		
Male	1	2.27%
Female	0	0%
X		
Native Hawaiian		
Male	0	0%
Female	0	0%
X		
American Indian or Alaskan Native		

	<table> <tr> <td>Male</td> <td>0</td> <td>0%</td> </tr> <tr> <td>0.55% X</td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>0</td> <td></td> </tr> <tr> <td>0% 0.53% X</td> <td></td> <td></td> </tr> <tr> <td>Two or More Races</td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td>0</td> <td>0%</td> </tr> <tr> <td>0.26% X</td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>0</td> <td>0%</td> </tr> <tr> <td>0.28% X</td> <td></td> <td></td> </tr> </table>	Male	0	0%	0.55% X			Female	0		0% 0.53% X			Two or More Races			Male	0	0%	0.26% X			Female	0	0%	0.28% X		
Male	0	0%																										
0.55% X																												
Female	0																											
0% 0.53% X																												
Two or More Races																												
Male	0	0%																										
0.26% X																												
Female	0	0%																										
0.28% X																												
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.	There have been no specific policy, procedures or practice identified which has been determined to be a barrier since the hiring of SESs is not handled by the APHIS. SES hiring is handled by the Department.																											
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase the diversity of the SES.																											
RESPONSIBLE OFFICIAL:	APHIS Administrator, Director, OCRDI & Managers and Supervisors																											
DATE OBJECTIVE INITIATED:	11/16/2015																											
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2017																											
EEOC FORM 715-01 PART I-3	EEO Plan To Eliminate Identified Barrier																											
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)																											
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE																												

EEOC FORM 715-01 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted
--	--

Department of Agriculture/USDA Animal and Plant Health Inspection Service	For period covering October 1, 2015 to September 30, 2016
--	--

PART I Department or Agency Information	1. Agency	1. United States Department of Agriculture
	1.a. 2nd Level Component	1. a. Animal and Plant Health Inspection Service
	1.b. 3rd Level or lower	1. b.

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	8013	100%	8407	100%	394	4.9 %
	Reportable Disability	814	10.2 %	902	10.7 %	88	10.8 %
	Targeted Disability*	86	1.1 %	98	1.2 %	12	14.0 %
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					517	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					4	

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
Competitive Promotions	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Non-Competitive Promotions	250	23	9.2 %	4	1.6 %	10	4.0 %	217	86.8 %
Employee Career Development Programs	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
a. Grades 5 - 12	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
b. Grades 13 - 14	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
c. Grade 15/SES	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Employee Recognition and Awards	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
a. Time-Off Awards (Total hrs awarded)	9781	1222	12.5 %	114	1.2 %	441	4.5 %	8118	83.0 %
b. Cash Awards (total \$\$\$ awarded)	3725510	377692	10.1 %	40299	1.1 %	78636	2.1 %	3269182	87.8 %
c. Quality-Step Increase	157	18	11.5 %	1	0.6 %	3	1.9 %	136	86.6 %

EEOC FORM 715-01		Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities	
Department of Agriculture/USDA Animal and Plant Health Inspection Service		For period covering October 1, 2015 to September 30, 2016	
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.		
Part V Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>		
Established a Numerical Goal?	Yes		
Goal	Increase the number of employees with a Targeted Disability by 10 per year.		

<p>Strategies</p>	<p>Provide agency sponsored programs designed to educate managers, supervisors and human resources managers on ways to use the Schedule A hiring authority to recruit and hire talented individuals with disabilities.</p> <p>Make reasonable accommodations and Work Life Wellness (WLW) information available to disabled veteran applicants during the recruitment process. Through WLW, veterans have access to WorkLife4You, an agency-paid benefit which offers counseling.</p> <p>Provide information and referrals to assist military families facing military deployment or those eagerly awaiting the return of family members. The WLW committees will continue to provide presentations by veterans and military personnel to help educate non-veterans on the needs of veterans returning to the civilian workplace.</p> <p>Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission areas outreach/recruitment efforts.</p> <p>Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials. Provide recruiters with proper training and the necessary tools to achieve recruitment goals and function effectively at career fairs and annual conferences aimed specifically at hiring disabled veterans, in the agency's cultural transformation efforts.</p> <p>Utilize the special hiring authorities, job development, and mentoring programs for veterans.</p> <p>Continue ongoing education and information campaigns to publicize the two special appointment authorities that apply to veterans (Veterans Recruitment Appointment and noncompetitive or direct appointment of a 30% or more disabled veteran).</p> <p>Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans. Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission areas outreach/recruitment efforts.</p> <p>Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials. Provide recruiters with proper training and the necessary tools to achieve recruitment goals and function effectively at career fairs and annual conferences aimed specifically at hiring disabled veterans, in the agency's cultural transformation efforts.</p> <p>Provide agency sponsored programs designed to educate managers, supervisors and human resources managers on ways to use the Schedule A hiring authority to recruit and hire talented individuals with disabilities. Work with APHIS hiring officials to first consider applicants under the special hiring authorities. This means considering qualified persons with disabilities and veterans in filling critical vacancies. APHIS has established a new form for new hires which requests the official to document which special hiring options have been considered. Utilize the special hiring authorities, job development, and mentoring programs for veterans.</p> <p>Continue ongoing education and information campaigns to publicize the two special appointment authorities that apply to veterans (Veterans Recruitment Appointment and noncompetitive or direct appointment of a 30% or more disabled veteran).</p> <p>Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.</p> <p>Maintenance of the Disability Employment Programs which are designed to promote employment, advancement, development and retention of the disabled. Update and maintain contacts with vocational rehabilitation offices, state employment offices, veterans organizations, colleges/universities, veteran-targeted career fairs, and other facilities to obtain applications from disabled veterans.</p> <p>Partner with employees who are veterans with disabilities and non- veterans with disabilities to</p>
-------------------	---

	participate in recruitment, outreach, and other employment programs, as consultants, role models, and as recruitment/outreach personnel.
Objectives	Increase employment among Persons with Targeted Disabilities.
Accomplishments	See Part I for accomplishments pertaining to Persons with Disabilities.