

January 16, 2007

**United States  
Department of  
Agriculture**

Animal and Plant  
Health Inspection  
Service

Washington, DC  
20250

**SUBJECT:** Equal Employment Opportunity Management Directive 715

**TO:** Sadhna G. True, Director  
USDA Office of Civil Rights

The Federal Agency Annual EEO Program Status Report for the Animal and Plant Health Inspection Service (APHIS) is attached. The report, as required by Equal Employment Opportunity Commission Management Directive 715 (MD-715), covers the period of October 1, 2005 through September 30, 2006.

If you have questions or require additional information, please contact me at (202)720-0009 or Njeri K. Mwalimu, Deputy Director, Civil Rights Enforcement and Compliance on (202) 720-7830.

*Anna P. Grayson*

Anna P. Grayson, Director  
Civil Rights Enforcement and Compliance

Attachment

# **EEOC FORM 715-01 EEO Program Status Report**

## **Section 1 - APHIS Organization Chart and Civil Rights Policy Statement**

### **Section 2 - Parts A – J**

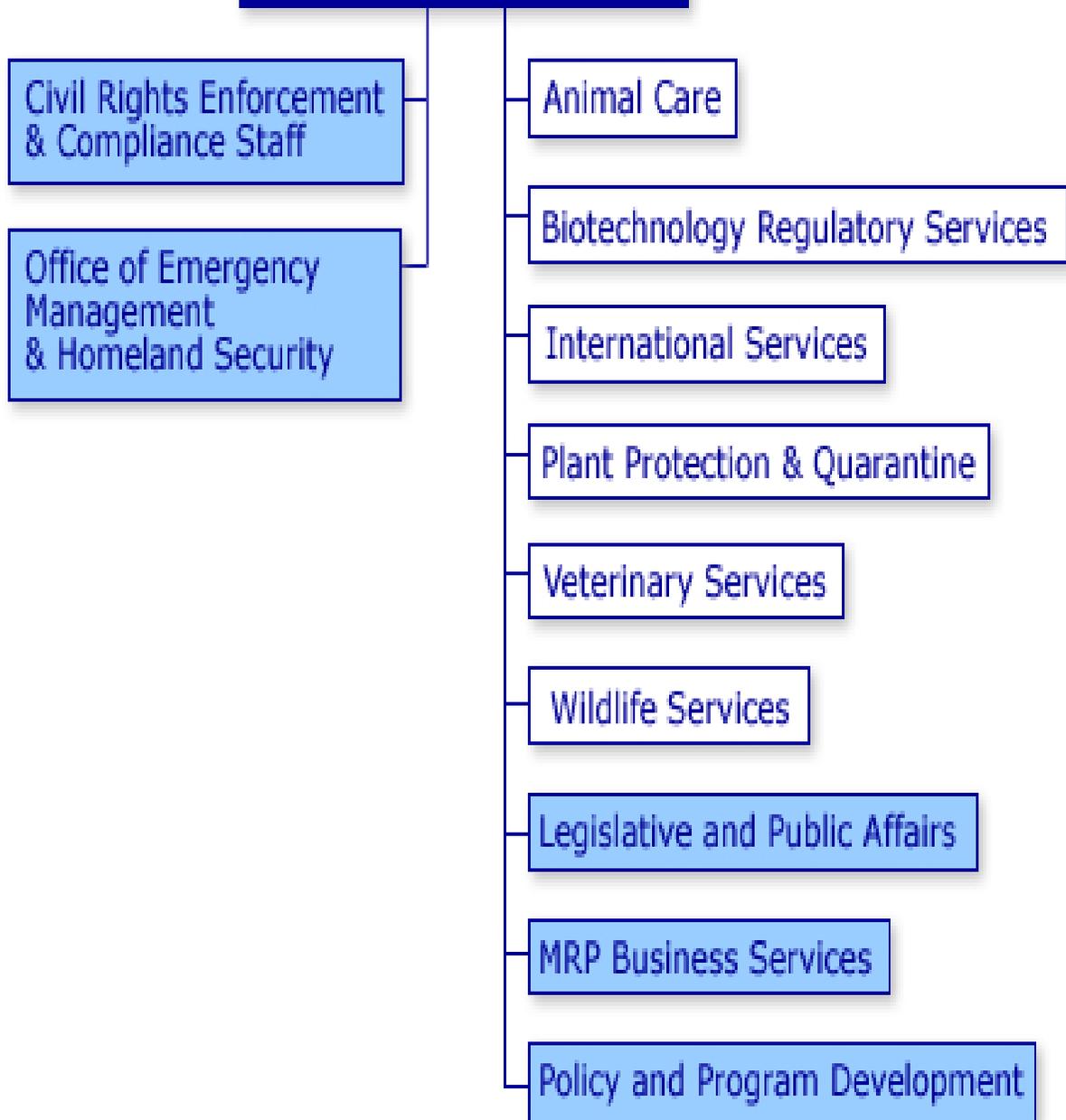
- Part A – Agency's Identifying Information
- Part B – Total Employment
- Part C – Agency Officials Responsible for Oversight of EEO Programs
- Part D – List of Subordinate Components Covered in this report
- Part E – Executive Summary
- Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs
- Part G – Self-Assessment Checklist – *Not Required for Submission*
- Part H – EEO Plan to Attain the Essential Elements of a model EEO Program
- Part I – EEO Plan to Eliminate Identified Barriers
- Part J – Special Program for the Recruitment, Hiring and Advancement of Individuals with Targeted Disabilities

### **Section 3 – Tables A and B**

**A Tables** – Total Employment

**B Tables** – Individuals with Disabilities Employment

# APHIS Administrator



# **APHIS CIVIL RIGHTS POLICY STATEMENT**

**EEOC FORM  
715-01 PART A – F  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**For period covering October 1, 2005, to September 30, 2006**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. United States Department of Agriculture</b>	
	<b>1.a. 2<sup>nd</sup> level reporting component</b>		<b>Animal and Plant Health Inspection Service</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 1400 Independence Avenue, SW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20250</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. AG 34 24</b>	<b>5. 11001</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>1. 5,661</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 1,473</b>	
	<b>3. Enter total number employees paid from non-appropriated funds</b>		<b>3. N/A</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 8,270*</b>	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Michael Johanns Secretary of Agriculture</b>	
	<b>2. Agency Head Designee</b>		<b>2. W. Ron DeHaven Administrator</b>	
	<b>3. Principal EEO Director Official Title/Series/Grade</b>		<b>3. Anna P. Grayson, Director Civil Rights Enforcement and Compliance (CREC) 0260-15</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Njeri K. Mwalimu, Deputy Director CREC</b>	
	<b>5. Section 501 Affirmative Action Program Official</b>		<b>5. Linda M. Weaver, Disability Employment Program Manager</b>	
	<b>6. Complaint Processing Program Manager</b>		<b>Anna P. Grayson, Director Civil Rights Enforcement and Compliance</b>	

	<b>7. Other Responsible EEO Staff</b>	<b>Myra P. Young, Manager Alternative Dispute Resolution Center</b>
		<b>Steve Shelor, Assistant Director Program Delivery and Evaluations</b>

*\* The APHIS employment database maintained by the National Finance Center (NFC) contains a third category of employees in addition to permanent and temporary. They are classified as “indefinite” employees who are on a “when actually employed” status. In FY 2006 APHIS had 1,136 indefinite employees in its personnel database. With the exception of tables A1 and A8 which specifically categorize the indefinite employees, those employees are not included as a separate personnel group in the analytical discussions contained in this report.*

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in This Report	Office of the Administrator Washington, D. C.		
	Office of the Deputy Administrator Policy and Program Development Washington, D. C.		
	Office of the Deputy Administrator Legislative and Public Affairs Washington, D. C.		
	Office of the Deputy Administrator Marketing and Regulatory Programs Business Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado Minneapolis, Minnesota		
	Office of the Deputy Administrator International Services Washington, D. C. Riverdale, Maryland International Locations		
	Plant Protection and Quarantine Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		
	Veterinary Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		

	Animal Care Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado			
	Wildlife Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado			
	Biotechnology and Regulatory Services Riverdale, Maryland			

EEOC FORM 715-01 PART E

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Animal and Plant Health Inspection Service

For Period Covering October 1, 2005 to September 30, 2006

---

## EXECUTIVE SUMMARY

The Animal and Plant Health Inspection Service is responsible for protecting American agriculture and administering the Animal Welfare Act. The APHIS mission is an integral part of U.S. Department of Agriculture's efforts to provide the nation with safe and affordable food.

The Fiscal Year 2006 EEO Program Status Report reflects feedback from 301 managers and supervisors who were required to complete the APHIS EEO Program Survey, and input from the APHIS FEORP Plan, EEO Compliance Reviews, and the APHIS Annual Civil Rights Performance Report. These reports measure accomplishments in civil rights and equal employment opportunity.

**Progress in the Implementation of the Six Essential Elements of a Model Equal Employment Program under EEOC Management Directive 715:**

***Demonstrated Commitment from Agency Leadership:*** The Annual Civil Rights Policy Statement, that reaffirms the agency's commitment to Civil Rights and Equal Employment Opportunity, and the Annual Anti-Harassment Policy Statement, that reaffirms the agency's commitment to prohibit sexual and non-sexual harassment in APHIS, were re-issued June 23, 2006. The Administrator continues to hold APHIS managers and supervisors accountable, through the performance standards, for implementing the USDA Civil Rights Performance Measures identified for USDA's Civil Rights Goals.

***Goal 1: Commitment of Agency Leadership/Strategic Plan Implementation***

***Goal 2: Program Delivery: Proactive Management/Legal Compliance***

***Goal 3: EEO Program: Proactive Management/Legal Compliance***

***Goal 4: Procurement***

***Integration of EEO into the Agency's Strategic Mission:*** The EEO Director, who is a member of the APHIS Management Team, frequently meets with the Administrator and the team to report progress and compliance with Title VII Civil Rights and Rehabilitation Act programs.

The EEO Director briefs the APHIS Administrator and other senior officials on the “*Status of the Agency*” on a quarterly basis. The most recent briefing was presented on January 11, 2007. The EEO Director is the fund holder who manages allocated resources to maintain effective EEO Programs. The Civil Rights and Human Resources Directors provides adequate training/briefings and other resources for managers and supervisors to successfully implement EEO polices and procedures.

***Management and Program Accountability:*** EEO updates are provided to management officials through the Civil Rights Enforcement and Compliance Quarterly Operational Plan and the Annual EEO Program Status Report. Annual Compliance Reviews of selected APHIS programs are conducted to assess the effectiveness of Title VII Civil Rights and Rehabilitation Act programs. The Human Capital Plan and the Strategic Work Plan were developed to more effectively utilize human capital to accomplish the agency’s mission. The Human Capital Report of Accomplishments is submitted on a quarterly basis to the Human Resources Director.

***Proactive Prevention of Unlawful Discrimination:*** The Civil Rights and Human Resources Directors continue to provide training and briefings for managers and supervisors on the Alternative Dispute Resolution and Conflict Prevention processes. The agency’s complaints prevention initiative includes a series of EEO briefings provided through the Civil Rights Information Academy under the auspices of the Civil Rights Enforcement and Compliance management team. The Management Help Line is also an available resource for complaint prevention.

***Efficiency:*** APHIS maintains an efficient, fair, accessible and impartial complaint process that is frequently audited to measure efficiency. The Agency uses the Micropact iComplaints System which enables staff to create, track, manage, and report on EEO complaint cases at any stage in the EEO process up to resolution and closure. Through this data system all processing timeframes are tracked and closely monitored. Processing timeframes are monitored through the use of the iComplaints System and all contractors are required to submit extension request in writing for approval by the CREC Director. Continued delays in counseling and/or investigation processing times and product delivery are addressed in the Statement of Work and could result in penalties such as reduced work assignments or contract termination.

***Responsiveness and Legal Compliance:*** APHIS has a system in place for ensuring timely compliance of any orders or directives issued by EEOC. The Civil Rights Compliance Reviews that include desk and on-site reviews are conducted according to an annual schedule. The focus of the reviews includes Employee Recognition and Awards Program, EEO Data Collection System, Merit Promotion Policy and Procedures, and Employee Training and Development. The Assistant Director for Program Delivery and Compliance provides written analyses of all Compliance Reviews to the heads of all units that participated in the reviews. All recommendations and corrective actions are monitored until fully implemented.

EEOC FORM 715-01 PART F

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, **Anna P. Grayson, Equal Employment Manager, 0260-15** am the

**Principal EEO Director**  
for

**Animal and Plant Health Inspection Service, Civil Rights  
Enforcement and Compliance**

The annual self-assessment of Section 717 and Section 501 programs were reviewed against the essential elements prescribed by EEO MD-715. If an essential element did not meet the standards outlined in EEO MD-715, further evaluation was conducted and Plans for attaining the Essential Elements were included in with this report.

Work force profiles and barrier analyses focused on detecting the existence of management or personnel policies, procedures or practices that may be operating to the disadvantage of any group. EEO Plans to eliminate these barriers are also included in this report.

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

\_\_\_\_\_  
Anna P. Grayson, Director  
Civil Rights Enforcement and Compliance  
*Signature of Principal EEO Director*  
*Certifies that this Federal Agency Annual EEO Program*  
*Status Report is in compliance with EEO MD-715.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
W. Ron DeHaven, Administrator  
*Signature of Agency Head*

\_\_\_\_\_  
Date

# **EEOC FORM 715 – 01**

**EEO Program Status Report**

## **PART H**

**EEO Plan to Attain the Essential  
Elements of a Model Program**

**EEOC FORM  
715-01 PART H**

**Accomplishment Report**

**For  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY2006 USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	Establish timetables for the agency to review <b>Employee Recognition and Awards Programs</b> and procedures for systemic barriers that may be impeding full participation in the program by all groups.
<b>Objective:</b>	To ensure the equitable and fair distribution of monetary and non-monetary awards to employees.
<b>Responsible Official(s):</b>	Director, CREC Deputy Director, CREC
<b>Date Objective Initiated:</b>	October 1, 2005
<b>Target Date for Completion of Objective:</b>	September 30, 2006
<b>Planned Activities Toward Completion of Objective:</b>	Review the OPM conducted climate survey to determine employee views and opinions on the agency awards recognition program. Analyze 3 <sup>rd</sup> quarter data to identify participation of all groups in the awards program.
<b>Target Date(s):</b>	Review OPM Climate Survey data by March 30, 2006.  Analyze and prepare a report of awards for each EEO Group by June 30, 2006.
<b>Accomplishment of Objectives:</b>	An analysis of 3rd quarter awards data was completed as part of a compliance desk audit review ( <i>completed September 29, 2006</i> ) of the APHIS Employee Recognition and Awards program.  A review of the OPM Climate Survey was conducted in March 2006.
<b>Results:</b>	The compliance review found that various numbers of employees in all protected groups have received awards. In most cases, the percentage of awards going to each protected group varied to some degree from that

	<p>group's representation in the APHIS workforce, but no protected group was excluded from receipt of some type of award. Only one protected group's average cash award was not at or more than a 15% range above and below the overall average cash award.</p> <p>Responses to the OPM Climate Survey indicate that awards for teamwork are not generally linked to monetary awards. The unfavorable responses by APHIS employees for the awards and recognition dimension of the survey totaled 38%, the highest unfavorable response level for any of the 17 performance dimensions surveyed. The overall favorable rating for the awards and recognition dimension was below the median for the survey government wide. Specifically, at rates of varying from 28% to 59%, employees responded unfavorably to questions of whether awards and recognition within APHIS were fair and based on job performance and teamwork.</p> <p>Other measures that APHIS is taking to ensure the fair and equitable distribution of monetary and non-monetary awards include:</p> <ul style="list-style-type: none"><li>• Ensuring that the Human Resources Desk Guide, which provides guidelines to management officials regarding the distribution of awards, is available to all management and supervisory officials.</li><li>• Coordinate the annual Administrators Civil Rights Awards program. This non-monetary award recognizes the outstanding contribution of employees to the APHIS Civil Rights Program.</li><li>• Prepare a mid-year and end-of-year workforce analysis for each EEO group, which includes an assessment of the fair and equitable distribution of awards. This information is provided to the program management officials.</li></ul> <p>The APHIS awards program will continue to be monitored mid-year and end-of-year to ensure its continued fair and equitable distribution of awards. While the statistics revealed some situations that warrant further monitoring, we found that the distribution of awards is consistent with the diversity of the APHIS workforce.</p>
--	---

**EEOC FORM  
715-01 PART H**

**Accomplishment Report  
For  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY2006 USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	Does the agency EEO office have management controls in place to monitor and ensure that the <b>data collected</b> from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC.
<b>Objective:</b>	Implement a data collection system that permits tracking of the information required by MD-715 and its instructions.
<b>Responsible Official(s):</b>	Director, CREC Deputy Director, CREC Assistant Director, Human Resources
<b>Date Objective Initiated:</b>	January 30, 2006
<b>Target Date for Completion of Objective:</b>	April 30, 2006
<b>Planned Activities Toward Completion of Objective:</b>	Review current NFC data elements accessible via "FOCUS" reports, to ensure EEOC MD 715 requirements can be met. Monitor the results of the new USDA Applicant Flow system and the system created to document RSNO data in the require MD 715 format.
<b>Target Date(s):</b>	NFC data element review to be completed by June 1, 2006.  Meeting/Conference with HR on RSNO data collection and Applicant Flow data collection by August 1, 2006.
<b>Accomplishment of Objectives:</b>	A review of the current NFC data element accessible via "FOCUS" report was conducted June 1, 2006.  A meeting was held on August 1, 2006, with APHIS HR to discuss the RSNO data collection system.
<b>Results:</b>	CREC in conjunction with APHIS HR personnel met to discuss the collection of EEO data. HR uses the Prospective Employee Application Rating System (PEARS) to process applications, and plans to transition to the Quick Hire system. Once approval is given, that system will have the capability to report on EEO data for applicants. HR is waiting on

	<p>approval of the format for EEO data collection. HR has indicated once they have that approval, they can quickly incorporate the data collected into the Quick Hire system and report on applicant data received.</p> <p>The existing National Finance System allows for required data collection for the MD-715 reports with the exception of certain data pertaining to the applicant's race/ethnicity, gender, and disability. There is no approved format to collect EEO data for applicants for employment within APHIS. The Office of Personnel Management and the Office of Management and Budget must approve a format to collect the applicant flow data via the USDA Applicant Flow System. Upon approval, APHIS Human resources has indicated that they will be able to incorporate that format into the current data system and provide the applicant information for the MD-715 reports.</p> <p>Until a formal system for collecting EEO data on applicants is approved, APHIS will be unable to complete all data tables required by MD-715. Once approved, APHIS could move quickly to incorporate this data into the hiring process.</p>
--	--

**EEOC FORM  
715-01 PART H**

**Accomplishment Report  
For  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2006 USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency</b>	Establish timetables for the agency to review of <b>Employee Development/Training Programs</b> for systemic barriers that may be impeding full participation in training opportunities by all groups.
<b>Objective:</b>	To ensure opportunities exist for participation by all employees in employee development and training programs and mandatory civil rights training.
<b>Responsible Official(s)</b>	Director, CREC Deputy Director, CREC
<b>Date Objective Initiated:</b>	January 30, 2006
<b>Target Date for Completion of Objective:</b>	September 30, 2006
<b>Planned Activities Toward Completion Of Objective:</b>	Consult with Training and Development staff on employee training executed in Fiscal year 2006. Meet with HR to determine compliance with agency requirements of Individual Development Plans and/or Learning Contracts.
<b>Target Date(s):</b>	By September 30, 2006, prepare a report of participation in agency sponsored training and career development programs.  By August 30, 2006, prepare a report of agency programs in compliance with guidelines for Individual Development Plans and Learning Contracts.
<b>Accomplishment of Objectives:</b>	An analysis and compliance review of the APHIS Employee Training and Development Program on September 26, 2006.  A review of the OPM Organizational Assessment Survey was conducted.
<b>Results</b>	The compliance review found that there are no systems in place to readily obtain EEO data on employees participating

	<p>in development/training programs, or to assess whether formal training plans, Individual Development Plans, and/or learning contracts are completed in each program area. Responses to the OPM Organizational Assessment Survey revealed that 55% or more of the respondents indicated that they receive training needed to perform their jobs; everyday guidance and assistance, training for new technologies and tools, and supervisors/team leaders support employee efforts to learn outside the job. Fifty percent of the respondents indicated that employees are provided training that enhances career advancement opportunities, 45% indicated that education and training programs are developed based on an assessment of employee training needs.</p> <p>Overall, the survey indicated that employees are receiving training appropriate for their jobs, but would like to see two areas of focus on training: Assessing training needs and training that would enhance employees' ability to advance in their careers.</p> <p>Information and guidance on APHIS employee development programs is available from the Training and Development Branch. On-line "Framework for Employee Development" is available and includes an on-line guide for executives, managers, supervisors, and employees. APHIS mandates several training topics: FY 2006 is the Disability Rights Training.</p> <p>The review revealed that there is a wide variety of employee development and training guidance in APHIS. The guidance includes requirements for supervisors and employees to complete an Individual Development Plan or Learning Contract.</p> <p>Compliance reviews provide an assessment of training for the office of program that is under review, and that is only a small portion of the organization each year.</p> <p>The agency will explore the process to develop tracking methods to capture EEO data for employee training and development programs. Particularly for programs that include an application process and competitive selection.</p>
--	--

**EEOC FORM  
715-01 PART H**

**Accomplishment Report  
For  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2006 USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency</b>	Establish timetables for the review of <b>Merit Promotion Program Policy and Procedures</b> for systemic barriers that may be impeding full participation in promotion opportunities by all groups.
<b>Objective:</b>	To identify barriers and solutions to overcome barriers to the full implementation of merit promotion policies and procedures and the full participation in promotional opportunities for all groups.
<b>Responsible Official(s)</b>	Director, CREC Deputy Director, CREC
<b>Date Objective Initiated:</b>	January 30, 2006
<b>Target Date for Completion of Objective:</b>	September 30, 2006
<b>Planned Activities Toward Completion Of Objective:</b>	Schedule meeting with HR staff and EEO Advisory Committees to review and identify any barriers that exist in merit promotion plans, policies and procedures.
<b>Target Date(s):</b>	HR Meeting – by April 30, 2006  EEO Advisory Committee meeting by August 30, 2006
<b>Accomplishment of Objectives:</b>	An analysis and compliance review of the APHIS Merit Promotion Policy and Procedures was conducted September 26, 2006.  The APHIS Civil Rights Enforcement and Compliance staff sponsored a meeting of all APHIS EEOAC Chairs from June 13-15, 2006.
<b>Results</b>	The compliance review found that employees in all protected groups have received promotions. No protected group was excluded from a promotion, and promotions to female employees were equal to those granted to male employees. Almost half of the protected groups' promotion rate exceeded their representation in the workforce. Three

	<p>other group's promotion rate was less than their representation in the workforce, but the differences were small. Overall, the audit found that the distribution of promotions was consistent with the diversity of the APHIS workforce.</p> <p>The review of promotions by race, sex, national origin, reported and targeted disability, and no disability for the third quarter of FY 2006 indicated that each protected group of employees received a promotion. Promotions for Black Males, Native American Males and Females were less than their representation in the workforce, but only by small percentages. Promotion percentages for White Females, Black Females, and Hispanic Females were greater than their representation in the workforce. Promotions for White, Hispanic, and Asian Male protected groups were all less than their representation in the workforce by significant amounts ranging from -2 to -6.7%.</p> <p>The percentages of promotions by gender, reported and targeted disability and no disability were almost equal: 49.4% for Males and 50.6% for Females. Persons with reported disabilities percentage of promotions were 1.4% less than that group's representation in the workforce. Employees with targeted disabilities had a percentage of promotions that was only .08% less than that group's representation in the workforce. Employees with no reported or targeted disability received 95% of the promotions – about equal to their representation in the workforce.</p> <p>APHIS is transitioning to on-line application and hiring systems. The Merit Promotion Directive should include or refer to a source for practical guidance on the use of the new systems.</p> <p>Marketing and Regulatory Programs Directive 4335.1 sets forth policy on merit promotion in competitive service. It provides that competitive procedures will not apply to career promotions, higher classification of positions, various changes that result in a lower grade, temporary promotions or details, promotion from upgrade without significant change in duties, position change permitted by reduction-in-force, re-promotion, career ladder and selection based upon priority consideration.</p>
--	---

	<p>The review of MRP Directive 4335.1 revealed a section that needs updating. APHIS Human Resources has transitioned almost all of its hiring processes to on-line systems. The Directive should provide specific guidance for the use of the systems. The remainder of the Directive did not reveal any language or impact that would identify barriers to equal employment opportunity. The authority for the Directive is Title 5, US Code of Federal Regulations, Part 335, and USDA Department Personnel Manual Chapter 335. EEO Advisory Committees (Special Emphasis Program Managers) are provided mid-year and end of year workforce analyses which include a promotions review. The committees are provided the number of promotions for the first and third quarters of each fiscal year. Committees periodically request workforce and promotion information for use within each program area.</p> <p>The June 13-15, 2006 meeting included briefings on EEOC MD-715, Recruitment Strategies and Human Capital and Succession Planning, and a discussion around promotions practices within APHIS.</p> <p>The APHIS Merit Promotion Policy and Procedures will be monitored with a focus on comparative EEO data for protected group's representation in the workforce versus representation in total promotions, and to ensure that the merit promotion directive includes guidance and referral to guidance on utilization of the APHIS on-line hiring systems.</p> <p>There are variations in the percentages of promotions for each protected group, but the data review did not reveal significant civil rights issues.</p>
--	--

**EEOC FORM  
715-01 PART H**

**Accomplishment Report  
For  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2006</b>	
<b>USDA, Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	Determine the length of time to issue <b>Final Agency Decisions</b> . The agency's EEOC 462 Report indicates that the USDA Office of Civil Rights processed 58 APHIS Final Agency Decisions in an average of 1,065 days
<b>Objective:</b>	To work with the Office of Civil Rights to assist them in achieving their goal of processing complaints within 180 days
<b>Responsible Official(s):</b>	Director, CREC Deputy Director, CREC
<b>Date Objective Initiated:</b>	October 1, 2005
<b>Target Date for Completion of Objective:</b>	September 30, 2006
<b>Planned Activities Toward Completion of Objective:</b>	Provide the Office of Civil Rights with a report of outstanding Final Agency Decisions
<b>Target Date(s):</b>	By January 31, 2006, provide the Office of Civil Rights with a listing of cases pending Final Agency Decision  Monitor the USDA on-line system (by the 7 <sup>th</sup> day of each month), and record the number of FADs listed is consistent with the number received. Meet with OCR staff monthly.
<b>Accomplishment of Objectives:</b>	CREC maintains weekly communication with the Office of Civil Rights, Complaints Adjudication Division on the progression of FADs and provides a comprehensive listing of pending FADs for APHIS.  In June 2006, once the EEO data in the Departmental database was accurately reconciled, CREC provided the Chief, Complaints

	<p>Adjudication Division with a list of all pending FADs for APHIS and an additional copy of the Report of Investigation to expedite the process. CREC reconciles the EEO data maintained in the departmental database known as iComplaints on the 7<sup>th</sup> day of each month. A report is generated which identifies the discrepancy and the corrective action needed.</p> <p>APHIS attends a monthly End-User Form convened by OCR for agencies to discuss the operation of the Departmental EEO database system known as iComplaints. Concerns and operating recommendations are discussed at that time.</p>
<p><b>Results:</b></p>	<p>The partnership between APHIS Civil Rights Enforcement and Compliance and OCR Complaints Adjudication Division the EEOC 462 Report for FY 2006 included 50 Final Agency Decisions rendered in an average of 870 days. This indicates a decrease in processing time of 195 days or 19%.</p>

# **EEOC FORM 715 – 01**

## **EEO Program Status Report**

### **PART I**

#### **EEO Plan to Eliminate Identified Barriers**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY 2006 USDA, Animal and Plant Health Inspection Service	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p><b>Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities</b></p> <p>A review of the workforce statistics shows APHIS' total workforce at the end of FY 2006 was made up of 8270 employees. Of this number 68 or 0.83 percent were persons with TD. APHIS does not meet the Federal standard of employing 2.27 percent of employees with TD, <b>however, APHIS has established a 3-Year hiring goal to increase the number of employees with TD by 5 employees for the next 3-Years (FY 2007 – FY 2009). APHIS has increased the number of persons with TD by 8 bringing the participation rate close to the 1<sup>st</sup> year's goal of .84%</b></p> <p>In Fiscal Year 2006, APHIS' separation rate for persons with TD 7.4 percent was less than the APHIS' overall separation rate of 14 percent.</p> <p>Considering the demographics of persons with TD in APHIS, persons with TD show a greater representation in the higher graded positions. Of the 68 employees with TD, most are concentrated in Grades GS-7 through GS-14 with 38 or 56 percent. Of the 38 employees with TD disabilities in this grade range, 29 or 76 percent are in the GS-7 and GS-12 grade range. APHIS also employs 9 employees with TD in the GS 13 and 14 grade ranges. The majority of the employees with TD are in the GS pay plan, however, APHIS does employ 2 persons in the GM and AD pay plans with targeted disabilities.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2006, the APHIS total permanent workforce increased by 235 employees, reflecting a net change of 3 percent. Employees with TD in APHIS did increase by 8 employees, reflecting a net change of 11.8%.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></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><b>Lack of hiring goals for increasing the number of Persons with Targeted Disabilities.</b></p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to</p>	<p>Assist APHIS HR and hiring officials in meeting the established APHIS 3-year hiring goal of increasing the number of persons with targeted disabilities by 5 employees for the next 3-years (FY 2007 – FY 2009).</p>

<p>be implemented to correct the undesired condition.</p>	<p>Increase disability employment program managers communication with managers and supervisors through the use of conference calls, newsletters and email.</p> <p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <p>Review job series not traditionally viewed as accessible to persons with targeted disabilities. Analyze the most prevalent job series in each APHIS program area and research possible technologies for accommodations.</p> <p>Establish recruitment objectives in each program area for employment of persons with targeted disabilities.</p> <p>Quarterly reporting to the APHIS Management Team and managers and supervisors on the progress in hiring and retaining persons with targeted disabilities and resources for consideration.</p> <p>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.</p> <p>Utilize the PEARS system in locating and recruiting persons with TD in the APHIS workforce.</p> <p>Continue to circulate résumés of persons with TD to various USDA and APHIS offices in headquarters and field locations.</p> <p>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.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>APHIS Administrator</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>October 1, 2006</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2007</p>

EEOC FORM  
715-01 PART I

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Establish APHIS 3-Year hiring goal of increasing the number of persons with targeted disabilities by 5 employees each year.	September 30, 2007
Increase Disability Employment Program Managers' communication with managers and supervisors through the use of conference calls, newsletters, and email.	October 2006 – September 2007
Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.	October 2006 – September 2007
Review job series not traditionally viewed as accessible to persons with disabilities. Analyze the most prevalent job series in each APHIS program area and research possible technologies for accommodations.	October 2006 – September 2007
APHIS will utilize internal and external resources to identify qualified individuals with reported and targeted disabilities.	October 2006 – September 2007
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.	March 2007 and September 2007
Promote and encourage the use of career development programs for persons with TD disabilities.	September 2007
Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.	October 2006 – September 2007
Require the delivery of mandatory disability awareness training for managers and supervisors, including special hiring authorities, reasonable accommodations and employment resources.	September 2007
Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.	October 2006 – September 2007
Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.	March 2007
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.	August 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	



<b>Target Date for Completion of Objective:</b>	September 30, 2006
<b>Planned Activities Toward Completion of Objective:</b>	Monitor the hiring and retention rates for employees with disabilities twice during the fiscal year and retention patterns of APHIS headquarters 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.
<b>Target Date(s):</b>	March 30, 2006 September 30, 2006
<b>Accomplishment of Objectives:</b>	An analysis of 2 <sup>nd</sup> and 4 <sup>th</sup> quarter data was completed and distributed to APHIS headquarters and field locations on March 30, 2006 and September 30, 2006.
<b>Planned Activities Toward Completion of Objective:</b>	Promote and encourage the use of career development programs for persons with TD.
<b>Target Date(s):</b>	September 30, 2006
<b>Accomplishment of Objectives:</b>	The desk review of the APHIS Disability Program found that of the 86 respondents, 57 or 66% are familiar with the Schedule A appointments. When asked if upward mobility or career ladder positions were afforded to person w/disabilities the same as the non-disabled workforce, 83 or 99% of the 84 respondents answered “yes.”
<b>Planned Activities Toward Completion of Objective:</b>	Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.
<b>Target Date(s):</b>	March 30, 2006 September 30, 2006
<b>Accomplishment of Objectives:</b>	In FY 2006, there was 1 complaint of discrimination filed due to denial of reasonable accommodation compared to 2 in FY 2005.
	During the Civil Rights desk review, when asked if during the past year, have you received a request for a reasonable accommodation? Of the 87 respondents, 25 or 29% had received a reasonable accommodation

<p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date(s):</b></p> <p><b>Accomplishment of Objectives:</b></p>	<p>request. Of the 25 request for a reasonable accommodation, 18 or 72% were approved, 0 were denied and 2 had status unknown. When asked how long it took to process the request, 16 took less than 30 days and 2 took 30 to 60 days to complete.</p> <p>APHIS will continue to ensure that reasonable accommodations are being made in accordance with DR-4300-002.</p> <p>Require the delivery of disability awareness training for managers, supervisors, including special hiring authorities, reasonable accommodations and employment resources.</p> <p>September 30, 2006</p> <p>Reasonable Accommodation procedures training for APHIS managers, supervisors and employees were held twice during the fiscal year.</p> <p>All APHIS employees are mandated to complete the Disability Rights training, via AgLearn, prior to December 31, 2006.</p> <p>Reasonable Accommodation procedures can be found at the following website: <a href="http://www.ocio.usda.gov/directives/doc/DM4300-002.htm">www.ocio.usda.gov/directives/doc/DM4300-002.htm</a></p>
<p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date(s):</b></p>	<p>Promote the use of Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.</p> <p>January 30, 2006 APHIS has hired</p>
<p><b>Accomplishment of Objectives:</b></p>	<p>Using the Schedule A hiring authority, APHIS hired 2 new employees with targeted disabilities.</p> <p>In a July 2006 quarterly newsletter, APHIS Civil Rights published and distributed to all employees, an article titled “Hiring People with Disabilities in APHIS”.</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date(s):</b></p>	<p>Greater participation in the Workforce Recruitment Program for college Students with Disabilities in obtaining summer and permanent appointments of persons with TD.</p> <p>March 30, 2006</p>

<p><b>Accomplishment of Objectives:</b></p>	<p>Each year, APHIS DEPMS meet with their respective program managers and supervisors educating them on the Workforce Recruitment Program for College Students with disabilities. Using their knowledge of the respective programs, each year APHIS DEPMS select individuals from the WRP CD-ROMs and distribute the resumes to their managers and supervisors for possible employment. During FY 2006, APHIS did not hire any employees via WRP. <b>However, during FY 2006, APHIS did hire 12 new employees with disabilities with targeted disabilities.</b></p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.</p>
<p><b>Target Date(s):</b></p>	<p>August 30, 2006</p>
<p><b>Accomplishment of Objectives:</b></p>	<p>APHIS DEPMS were required to attend the annual USDA Disability Employment Program Managers Training held in December 2006.</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Conduct desk review of the disability program within APHIS to ensure compliance with relevant disability, including the ADA, Rehabilitation, Section 504 and 508.</p>
<p><b>Target Date(s):</b></p>	<p>March 30, 2006</p>
<p><b>Accomplishment of Objectives:</b></p>	<p>Desk review on Establishing and meeting hiring and retention goals for employees with Targeted Disabilities was completed in September 2006.</p> <p>The desk review revealed that while there is a widespread commitment in APHIS to employ persons with disabilities, including targeted disabilities, greater communication and knowledge of information is needed to provide the tools to ensure equal opportunity for disabled persons. The APHIS Disability Employment Program Managers in each program and Human Resources are the primary vehicle for ensuring that communication and knowledge is disseminated agency-wide.</p> <p>The review also shows that Schedule A Hiring Authority is the primary tool for hiring persons with targeted disabilities.</p> <p>The APHIS Civil Rights Enforcement and Compliance staff has established a 3-Year plan to reach parity with the Federal Government wide participation rate of .96%.</p>

*The following chart shows the Agency's 3-Year Hiring Goal for Persons with Targeted Disabilities:*

<b>FY 2006 APHIS Employees With Targeted Disabilities 67 or .78%</b>	<b>3 –Year Hiring Goal</b>	<b>Fiscal Year Increase</b>
Fiscal Year 2007	72 or .84%	+5
Fiscal Year 2008	77 or .90%	+5
Fiscal Year 2009	82 or .96%	+5

The APHIS Civil Rights Enforcement and Compliance Staff will continue to monitor the hiring rate throughout the fiscal year to ensure that the participation rate for employing Persons with Targeted Disabilities does not decline.

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 Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency		1. Animal and Plant Health Inspection Service						
	1.a. 2 <sup>nd</sup> Level Component		1.a. Office of the Administrator						
	1.b. 3 <sup>rd</sup> Level or lower		1.b. Civil Rights Enforcement and Compliance						
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	7915	100%	8150	100%	235	-3		
	Reportable Disability	477	6.0	506	6.2	0	5.7		
	Targeted Disability*	60	.76	68	.83	2	11.8		
	* 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.					75 applications received by CREC			
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					13			
<b>PART III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
3. Competitive Promotions	131	6		0	0	0	0	125	
4. Non-Competitive Promotions	899	36		6		0	0	857	

5. Employee Career Development Programs									
5.a. Grades 5 – 12	4214	283	6.7%	37	0.9%	N/A	N/A	3894	92%
5.b. Grades 13 – 14	1194	61	5%	0	0	0	0	1133	95%
5.c. Grade 15/SES	26	2	8%	0	0	0	0	24	92%
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	6432	505	8	90	1	0	0	5837	91
6.b. Cash Awards (total \$\$\$ awarded)	4,656,449	239,902	5	34,322	1	0	0	4,382,225	94
6.c. Quality-Step Increase	303	17	5	2	1	0	0	284	94
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> 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 <b>using FORM 715-01 PART I</b> . 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.								
<b>Part V</b> 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>								

# EEOC FORM 715 – 01

## A Table

### **Total Employment Data**

## **Analysis of Workforce Profiles FY 2006**

**Participation Rates** – A comparison of FY 05 and FY 06 shows a net change in the total APHIS workforce of 3.07%, a difference of +246 employees, with FY 06 total employment at 8270 and FY 05 total employment of 8024. The participation rate for women was higher in FY 05 (40.88%) than in FY 06 (40.36%), but lower than the comparable U.S. Civilian Labor Force (CLF) rate of 46.8%. The participation rate for Hispanic or Latino men (6.94%) is above the CLF rate of 6.20%. However, the participation rate of Hispanic women is 3.68% which is well below the CLF of 4.5%. The participation rate of African American men is 2.81% which is below the CLF rate of 4.8%; for African American women the rate is 5.24% compared with the CLF rate of 5.70%. The participation rate for Asian men and women is above the CLF rate with Asian men showing a participation rate of 5.14% compared with a CLF of 1.90%. The participation rate for Native American men and women is .48% and .41% respectively. The comparable CLF rate is .30% for both Native American men and women. *See the APHIS Federal Equal Opportunity Program Plan for FY 2007 Recruitment, Hiring and Community Outreach Strategies. The plan is posted on the CREC website: [www.aphis.usda.gov/crec](http://www.aphis.usda.gov/crec)*

**Occupational Categories** – The majority of APHIS employees 2,623 are at the GS-9 through GS-12 grade level, followed by 2,427 employees at the GS-5 through GS-8 grade level. At the GS-13 & 14 grade level there are 1,162 employees, and 108 at the GS-15 and above grade level. In Executive/Senior Level positions there are 32 employees (25 men and 7 women). White men and White women represent 59.4% and 19% respectively of this level of employment. At the GS 13 & 14 grade level totaling 1,162 employees men outnumber the women 701 to 461. White men (608) and White women (357) represent 60.3% and 39.6% respectively of this category. *See Page 36 for a breakdown of the Agency's Mission Critical Occupations by Race and Gender.*

**New Hires** – There were 338 employees hired to permanent positions in FY 2006, 924 to temporary positions and 127 to indefinite positions. Men outnumbered women in permanent hires with 173 hires compared to 165 for women. Of the total number of permanent hires White men had the highest participation rate at 37.6% followed by White women with 33.4%. There were a total of 55 African Americans hired to permanent positions (18 males and 37 females); and 22 permanent Hispanic employees (16 males and 6 females). Of the 924 temporary employees hired 69% were White, 17% Hispanic and 6% African American. Of the 127 indefinite employees hired 80 or 63% were male and 47 or 37% were female.

*The USDA data collection system maintained by the National Finance Center reports a category identified as "Undisclosed" for both male and female employees. Numbers from this category, where applicable, are not reported separately, but are included in the total amounts listed in the "All" column on charts A1 – A14.*

### APHIS Mission Critical Occupations

Mission Critical Occupations are job series which are crucial to the overall mission of the Agency. APHIS is recognized by the Department as having **10** major occupation job series. At the end of FY 2006, the total number of APHIS employees (*males/females*) in each major job category is as follows:

#### Males

Job Series	WM	BM	HM	AM	NAM	Total	Total New Hires
Gen Bio Sci (0401)	<b>661</b>	<b>38</b>	<b>111</b>	<b>89</b>	<b>5</b>	<b>904</b>	<b>29</b>
	51.7	3	8.7	7	0.4	70.8	
Bio Techn (0404)	<b>861</b>	<b>9</b>	<b>49</b>	<b>55</b>	<b>11</b>	<b>985</b>	<b>289</b>
	69.8	0.7	4	4.5	0.9	79.9	
PPQ (0421)	<b>343</b>	<b>22</b>	<b>111</b>	<b>201</b>	<b>2</b>	<b>679</b>	<b>218</b>
	33.5	2.2	10.9	19.6	0.2	66.4	
Wildlife Bio (0486)	<b>290</b>	<b>2</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>310</b>	<b>11</b>
	83.8	0.6	3.2	1.7	0.3	88.8	
Vet Med Sci (0701)	<b>369</b>	<b>23</b>	<b>20</b>	<b>17</b>	<b>4</b>	<b>433</b>	<b>21</b>
	55.8	2.5	3	2.6	0.6	64.5	
Animal Plt. Tech (0704)	<b>224</b>	<b>13</b>	<b>102</b>	<b>1</b>	<b>4</b>	<b>344</b>	<b>28</b>
	45.4	2.6	20.7	0.2	0.8	69.7	
Info. Tech Spec (02210)	<b>124</b>	<b>18</b>	<b>10</b>	<b>3</b>	<b>2</b>	<b>157</b>	<b>18</b>
	49.6	7.2	4	1.2	0.8	62.8	
Personnel Mgmt. (0201)	<b>20</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>23</b>	<b>5</b>
	19.4	1.9	0	0	1	22.3	
Misc. Admn. and Prog. (0301)	<b>32</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>44</b>	<b>4</b>
	18	3.9	0.6	0	2.2	24.7	
Mgmt. Prog. Analyst (0343)	<b>29</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>0</b>
	19.6	3.4	2	0	0	25	

#### Females

Job Series	WF	BF	HF	AF	NAF	Total	Total New Hires
Gen Bio Sci (0401)	<b>264</b>	<b>19</b>	<b>55</b>	<b>30</b>	<b>6</b>	<b>374</b>	<b>20</b>
	20.7	1.5	4.3	2.3	0.5	29.3	
Bio Techn (0404)	<b>224</b>	<b>2</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>249</b>	<b>74</b>
	18.2	0.2	0.9	0.7	0.2	20.2	
PPQ (0421)	<b>198</b>	<b>12</b>	<b>71</b>	<b>58</b>	<b>3</b>	<b>343</b>	<b>126</b>
	19.4	1.2	6.9	5.7	0.3	33.5	
Wildlife Bio (0486)	<b>35</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>3</b>
	10.1	0.3	0	0	0	10.4	
Vet Med Sci (0701)	<b>183</b>	<b>27</b>	<b>7</b>	<b>8</b>	<b>2</b>	<b>227</b>	<b>16</b>
	27.7	4.1	1.1	1.2	0.3	34.4	
Animal Plt. Tech (0704)	<b>117</b>	<b>18</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>148</b>	<b>19</b>
	23.7	3.7	1.8	0.4	0.4	30	
Info. Tech Spec (02210)	<b>75</b>	<b>12</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>93</b>	<b>5</b>
	30	4.8	1.6	0.8	0	37.2	
Personnel Mgmt. (0201)	<b>48</b>	<b>31</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>80</b>	<b>7</b>
	46.6	30.1	0	1	0	77.7	
Misc. Admn. and Prog. (0301)	<b>90</b>	<b>38</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>134</b>	<b>5</b>
	50.6	21.3	0.6	1.7	1.1	75.3	
Mgmt. Prog. Analyst (0343)	<b>86</b>	<b>20</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>111</b>	<b>3</b>
	58.1	13.5	1.4	1.4	0.7	75.1	

# EEOC FORM 715 – 01

## B Table

### **Total Employment Data**

## Analysis of Workforce Profile – FY 2006 – Targeted Disabilities

**Participation Rates** – APHIS improved its participation rate for persons with targeted disabilities. With a total workforce of 8270 employees, APHIS had a total employment of 68 employees with targeted disabilities. This was a participation rate of .78%. *The following chart shows the Agency’s 3-Year Hiring Goal for Persons with Targeted Disabilities.*

<b>FY 2006 APHIS Employees With Targeted Disabilities 67 or .78%</b>	<b>3 –Year Hiring Goal</b>	<b>Fiscal Year Increase</b>
Fiscal Year 2007	72 or .84%	+5
Fiscal Year 2008	77 or .90%	+5
Fiscal Year 2009	82 or .96%	+5

**Occupational Categories -** APHIS has a total of 68 employees with TD, including 42 males and 26 females. The majority of persons with TD (68) are concentrated in grades GS-7 through GS-14 with 38 or 56 percent. Of the 38 employees with TD disabilities in this grade range, 29 or 76 percent are in the GS-7 and GS-12 grade range. APHIS also employs 9 employees with TD in the GS 13 and 14 grade ranges. The majority of the employees with TD are in the GS pay plan, however, APHIS does employ 2 persons in the GM and AD pay plans with targeted disabilities.

**New Hires -** In FY 2006, there were a total of **1,341** new hires for APHIS. Of this number **12 (0.9%)** were persons with a targeted disability.