



**United States  
Department of  
Agriculture**

Animal and Plant  
Health Inspection  
Service

Washington, DC  
20250

**MEMORANDUM**

**TO:** Dr. Joe Leonard, Jr.  
Assistant Secretary for Civil Rights

**FROM:** Kenneth E. Johnson  
Director  
Office of Civil Rights, Diversity, and Inclusion

**SUBJECT:** APHIS 2013 EEO State of the Agency Report

Enclosed is the Animal and Plant Health Inspection Service (APHIS) 2013 EEO State of the Agency Report. The report includes an assessment of the Agency's performance in each of the six elements of the Model EEO Program, as well as a report on the progress of the Agency in completing actions proposed in the APHIS FY 2012 EEO Program Status Report.

If you have questions or require additional information, please contact me at (202) 799-7012 or Michon Oubichon, Deputy Director, Office of Civil Rights, Diversity, and Inclusion at 301-851-2248.

Enclosure

cc:  
Geraldine Herring, OASCR

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

## **Section 1 - 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
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- Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs
- Part G – Self-Assessment Checklist
- 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

## **Appendix A**

1. Policy – APHIS Civil Rights Statement
2. Policy – Diversity and Inclusion Statement
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6. APHIS Workforce Profile
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EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
<b>For period covering October 1, 2012, to September 30, 2013</b>				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. United States Department of Agriculture</b>	
	1.a. 2 <sup>nd</sup> level reporting component		Animal and Plant Health Inspection Service	
	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 20205</b>	
	4. CPDF Code	5. FIPS code(s)	4. AG 34 24	5. 11001
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 5551
	2. Enter total number of temporary employees			2. 2459
	3. Enter total number employees paid from non-appropriated funds			3.
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 8,010</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Thomas J. Vilsack Secretary of Agriculture</b>	
	2. Agency Head Designee		<b>2. Kevin Shea Acting Administrator</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Kenneth E. Johnson, Director Office of Civil Rights Diversity and Conclusion (OCRDI) 0260 (GS-15)</b>	
	4. Title VII Affirmative EEO Program Official		<b>4. Kenneth E. Johnson, Director Office of Civil Rights Diversity and Conclusion (OCRDI)</b>	
	5. Section 501 Affirmative Action Program Official		<b>5. Patrick Johnson, Disability Employment Program Manager</b>	
	6. Complaint Processing Program Manager		<b>6. La Shon D. Cole, Deputy Director Office of Civil Rights Diversity and Conclusion (OCRDI)</b>	
	7. Other Responsible EEO Staff		<b>Michon Oubichon, Deputy Director Office of Diversity and Inclusion</b>	
<b>Cynthia Dickens, Branch Chief Complaints and Resolutions</b>				
<b>Steve Shelor, Branch Chief Compliance and Evaluations</b>				

Data Source: NFC On-Line Reporting Center – November -2013

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

	Office of the Deputy Administrator <b>Wildlife Services</b> Washington, D.C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		
	Office of the Deputy Administrator <b>Biotechnology and Regulatory Services</b> Riverdale, Maryland		
	Office of the Deputy Administrator <b>International Services</b> Washington, D.C. Riverdale, Maryland International Locations		

## 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 (APHIS)

For Period Covering October 1, 2012 to September 30, 2013

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## EXECUTIVE SUMMARY

### Organization Information

The Animal and Plant Health Inspection Service (APHIS) mission is to protect the health and value of American agriculture and natural resources. 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 is a dynamic organization whose employees work in a wide variety of positions, grades, and pay plans. However, most employees work in different areas of the sciences.

Secretary Vilsack issued a "call to action" to USDA's senior leadership to culturally transform USDA from a business-oriented perspective. USDA has defined Cultural Transformation as the process of creating a workplace where all employees and customers are treated with dignity and respect, and provided the opportunity for success.

The APHIS Cultural Transformation Action Plan is APHIS' Roadmap for Success. This Action Plan sets forth how APHIS will create a high performing organization that values diversity and inclusion and leverages the unique talents, abilities, and perspectives of its workforce. The APHIS Cultural Transformation Action Plan FY2013 builds upon the department's guidance, wherein the Cultural Transformation initiatives already undertaken and completed with APHIS have created a strategic course toward transformation. The Cultural Transformation Action Plan (CTAP) was developed using the template from FY2012 CTAP, which included Leadership, Employee Development, Talent Management, Customer Focus and Community Outreach, Recruitment and Retention Process Improvement, Diversity Roadmap, Labor Relations Partnership. APHIS Cultural Transformation Action Plan is updated monthly by OCRDI. It contains metrics that are published on the APHIS website that allow for agency accountability in Cultural Transformation Initiatives. APHIS has implemented all facets of the Cultural Transformation Action Plan.

The APHIS Equal Employment Opportunity (EEO) Program Status Report (EEOC's Management Directive 715) highlights the APHIS Cultural Transformation Action Plan, illustrates the Agency's progress through the lens of the six essential elements prescribed by EEOC MD-715, and demonstrates the leadership's commitment to becoming a model EEO Program.

APHIS maintained its proactive partnering with diverse organizations to expand service delivery and outreach to underrepresented and underserved groups. APHIS partnered with 42 community based

organizations or universities with funding for partnerships totaling over 2.6 million dollars. The partnerships involved outreach, capacity building, student internship opportunities, scholarships, conference support, and research and development. Student internship opportunities were significantly expanded thru the partnership with the Thurgood Marshall Scholarship fund.

APHIS outreach efforts resulted in the recruitment and election of one minority as an alternate member of the General Conference Committee of the National Poultry Improvement Plan. Current Female membership on the Secretary's Advisory Committee on Animal Health is at 30%, current Minority membership is at 25%.

APHIS compliance reviews examined employee participation in outreach and awareness of program complaint processing requirements. There were no findings of program discrimination against APHIS in the reporting period. APHIS' Legislative and Public Affairs division conducted several focused outreach campaigns to ensure the broadest possible participation in APHIS programs and activities. The campaigns included provisions for providing information in languages other than English.

APHIS completed restructuring of the Office of Civil Rights, Diversity, and Inclusion (formerly the Civil Rights Enforcement and Compliance Office). The new structure includes the Office of Civil Rights, which consists of two branches: Counseling and Resolution, and Compliance and Evaluation. The Office of Diversity and Inclusion, and the Office of Tribal Programs were stood up as well. To more effectively align the operations and mission of OCRDI with APHIS and USDA Civil Rights and Diversity goals, the Outreach and Communications Staff and the Resource Management Staff were created.

The Office of Civil Rights, Diversity, and Inclusion (OCRDI) personnel works closely with senior executives, managers and supervisors to utilize various agency training, including webinars and other web-based training, as a resource to develop credible measures to accurately assess employee performance and align performance plans with the Agency's organizational goals and strategic plan.

The Director for the Office of Civil Rights, Diversity and Inclusion (OCRDI), Animal and Plant Health Inspection Service is the principal Equal Employment Opportunity Official who is responsible for managing and administering APHIS' Civil Rights, Diversity and Inclusion Program.

## **Database Information**

Data contained in this report was extracted from the USDA, National Finance Center (NFC), Human Resources Database and iComplaints, the USDA complaints tracking system. The data reflects all permanent and temporary employees.

### Summary Workforce Analysis

The APHIS total workforce decreased from 8,296 in FY2012 to 8,010 in FY2013, a net decrease of -286. Of the -286 decrease, 61% (-177) are males and 38% (-109) are females. White males represent the majority of the APHIS workforce with 44.5% (3564) representation, followed by White females with 27.32% (2188); Hispanic males 6.7% (544) and Hispanic females represent 3.5% (280); Black males 3.21% (257) and Black females 5% (402); Asian males 3.9% (315) and Asian females 1.9% (153); Native Hawaiian or Other Pacific Islander (NHOPI) males represents 0.97% (78) and NHOPI females .26% (21); American Indian males with .77% (62) and American Indian females with .46% (37); Two or more races male .80% (64) and Two or more races female .56% (45). APHIS is below the Civilian Labor Force (CLF) and underrepresented in the categories of: Black males and females, Hispanic females, Asian females White females and American Indian/Alaska Native females.

### Analysis for Underrepresented Groups

<b>Underrepresented Groups</b>	<b>Total workforce Representation</b>	<b>CLF Representation</b>	<b>Underrepresentation (as compared to CLF)</b>
Hispanic females (HF)	3.50%	4.79%	-1.29%
White females (WF)	27.32%	34%	-6.71%
Black males (BM)	3.21%	5.49%	-2.28%
Black females (BF)	5.02%	6.53%	-1.51%
Asian females (AF)	1.91%	1.93%	-0.02%
American Indian/Alaska Native females (AIAN)	.46%	.53%	-0.07%

The number of individuals with disabilities (IWD) is 774, representing 9.6% of the total workforce. IWDs are comprised of 473 (61.1%) males and 301 (39.0%) females. Of those IWDs, 88 (1.07%) are Individuals with Targeted Disabilities (IWTDs). Of the IWTDs, 40 (51.6%) are male and 43 (56.0%) are female. Individuals with targeted disabilities are a subset of those who have a reportable disability. The criteria EEOC used to select the nine disabilities categorized as "targeted disabilities" included the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group. The number of IWDs in the workforce increased by 2 (2.0%), 4 were IWTDs. The participation rate of IWTDs continues to be less than the Federal Initiative goal of 3% of the total workforce. The APHIS plan of action to increase the number of IWTDs by 10 employees each year for the next three years is detailed at Part J.

The highest concentration of employees in APHIS are located in the following Major Occupation Categories: 0401 – General Biological Science 14.6% (1174); 0701 Veterinary Medical Science 7.7% (617); 0303 - Miscellaneous Clerk and Assistant 4.8% (386).

The highest concentration of GS/GM employees in APHIS is in the GS 12 (1,109), GS-11 (916) and GS-13 (734) categories.

## The APHIS Equal Employment Opportunity (EEO) Program Status Report

### *Element A. Demonstrated Commitment From Agency Leadership:*

On June, 18, 2013, Mr. Kevin Shea was appointed the new APHIS Administrator. The Civil Rights Policy statement, the Anti-Harassment Policy statement and Diversity and Inclusion statement were signed on July 26, 2013 and distributed by email on 9/5/2013, to all APHIS employees. They were be distributed by email to all APHIS employees, printed poster size and mailed out to every APHIS office. All three statements are 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 Director, 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.

The APHIS Management Team and Senior Leaders continue to champion the Secretary's commitment to Cultural Transformation. APHIS' FY 2013 Cultural Transformation Action Plan was completed to include the following eight initiatives: Diversity Roadmap, Labor Relations Partnerships, Process Improvement, Leadership Development, Employee Development, Talent Management, Communications, and Hiring Reform.

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. APHIS LPA has conducted quarterly focus groups to gauge the effectiveness of internal communications in an effort to shape internal employees communication. The APHIS administrator is using written and audio blogs to communicate with employees. APHIS has also encouraged senior leadership to engage with employees with "Up the Chain," an internal Internet idea space where employees can post comments on any topic of concern to them. In addition a feedback channel called "Tell Us What You Think" is available which employees can use to provide feedback—anonmously, if they choose—to the Administrator's Office and other senior agency leadership. Management also actively seeks out and listens

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

APHIS operates in accordance with 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.

APHIS' Director of OCRDI 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 those resources. This includes the staffing of trained personnel.

The APHIS Succession Plan (2010-2014) identifies the organization's anticipated leadership gaps over a five year period and includes several broad strategies to close them. It includes needs and supply forecasting, gap analysis, gap closure strategies, implementation and communication plans, and establishes performance measures to evaluate plan efficacy. The Plan is designed to bring together in one controlling document information from the Agency's program specific succession plans, and builds upon a number of previously implemented Agency-wide initiatives that support succession planning strategies.

APHIS also offers a mentoring program that is available to all employees, including those with disabilities. The *Open Mentoring Network* is an on-line learning tool which allows users to share knowledge, select mentoring partners, create learning plans, share learning resources, and more. It allows for learning across geographical boundaries, job function, position, and/or demographics. As employees make new connections using the Open Mentoring system, they strengthen their interpersonal networks, share information and expertise, and broaden their knowledge base across APHIS. Disabled employees can also avail themselves of an internal coaching program designed to help APHIS meet its succession needs by passing on institutional knowledge and developing its leaders. This program provides APHIS leadership with continued support to effectively deal with the challenges of a changing work environment.

In FY 2013, the Human Resources Workplace Resolutions and Wellness Branch sponsored fifteen training opportunities on reasonable accommodation-related topics, including an overview of the reasonable accommodation process, hidden disabilities, and medical confidentiality. This year, two additional training sessions were added to provide an overview of the requirements for telework as a reasonable accommodation. Reference guides and pamphlets are also available, which provide answers

to critical questions about employees with disabilities on a range of topics such as: incentives and return on investment; interviewing and hiring; achieving workplace success; and retaining valued employees. On a quarterly basis, the HR Broadcast Newsletter is published and provides valuable information to managers, supervisors and employees on a variety of topics, including disability hiring. HRD and OCRDI continued to review existing and projected attrition/retention and related issues of the advancement of disabled employees, and identified any barriers that needed to be removed and/or improved in the employment of the disabled.

APHIS program units ensures individuals with a disability are properly documented by:

- Conducting internal outreach to its employees each year to encourage them to access their EPP and self-identify. As a result Animal Care has more accurate reporting data to determine if targeted outreach initiatives are effective.
- Special Emphasis Program Managers maintain university contact lists, in particular, those where large populations of students with disabilities attend. Announcements are distributed to these points of contacts regularly. The SEPMS assist in distributing vacancy announcements to qualified individual in the Workforce Recruitment Program.
- Utilizing its Special Emphasis Program Manager for Individuals with Disabilities, the Veterans Emphasis Program Manager, and field employees to conduct outreach at several military bases across the country. The activities range from career fairs to meeting to discuss how we can better reach individuals with disabilities and veterans. As a result people are informed of the mission and goals of Animal Care. In addition, AC has a network of resources to attract candidates when new announcements are posted.

APHIS has had a long-standing partnership with the Hispanic Association of Colleges and Universities (HACU) to promote the success of Hispanics through internships and leadership development opportunities. During FY 2013 APHIS hired four HACU interns: 2-Biotechnology and Regulatory Services, Riverdale, Maryland; 1 – Animal Care, Fort Collins, Colorado; and 1 – Office of Civil Rights, Diversity and Inclusion, Riverdale, Maryland. HACU interns participated in a variety of training and development opportunities, including leadership training designed to help develop their potential as individuals and as leaders. Interns also participated in SharePoint training that was intended to develop their skills sets in developing, configuring and administering SharePoint sites. HACU National Internship and Pension Benefit Guaranty Corporation partnered to provide HACU interns a two-day federal resume workshop to demonstrate how to tailor resumes to the federal government standards.

Several APHIS programs attended the Minorities in Agriculture Natural Resources and Related Sciences Conference and educated the minority agricultural professionals and students about their respective programs. The Animal Care program, established a cooperative agreement with various organizations to raise awareness about the Animal Welfare Act, Horse Protection Act and Emergency Programs. This agreement has aided them in recruiting students from underrepresented groups for summer employment for the last two years.

APHIS partners with a number of minority groups, participating in numerous recruitment fairs and

conferences including Minorities in Agricultural Resources and Related Sciences , Blacks in Government, African American Employment Program, American Veterinary Medical Association, Asian American Government Executive Network , Federal Asian Pacific American Council, American Indian Science and Engineering Society and League of United Latin American Citizens reaching literally thousands of students.

Diversity Outreach and Partnership activity included participation in the following events (number of students/persons participating): Thurgood Marshall Scholarship Fund Leadership and Recruitment Fair (1,000 students); Transition Assistance Program Workshop Employer Panel-US Naval Academy; Maryland Consortium Career Fair 2013 (700 students); Minorities in Agriculture Natural Resources and other Related Sciences (MANRRS) (1,000 students), and League of Urban Latin American Citizens (LULAC) (2,000 persons).

The Agency had a total of 683 new hires, and of those new hires 87 (12.7%) were veterans. At the end of FY 2013, APHIS had a total of 1047 veterans in the workforce, 334 (4.2%) of which were disabled veterans. It should be noted that the number of 30% or more disabled veterans hired in FY 2013 almost doubled from FY 2012. Veterans' hiring in APHIS increased by more than one percent despite hiring restrictions in place since FY2011. To date, APHIS' FY2013 hiring rate for Veterans is 14.0%. Twenty-three (23) Veterans entering the APHIS workforce reported a 30% or more disability. The APHIS workforce has 8% of its employees with a reported disability, which is an increase of 2% since FY2010. In FY2013, 8.6% of all new hires by APHIS reported a disability.

APHIS instituted a 3-Year hiring goal to increase the number of employees with a targeted disability by 10 employees each year for (FY 2013-2015). APHIS has hired a total of two individuals in FY 13, bringing the total number of employees to 88 (1.09%) of the workforce. Also in FY 2013, APHIS hired a total of 66 individuals with a reported disability, bringing the total number of employees with a disability (not identified, disability, or targeted disability) to representing 9.66% of the workforce. In FY 2013, there were a total of 89 individuals with Veterans Preference hired bringing the Agency total percentage of employees with Veterans Preference to 13.07% of the total workforce.

In FY2013, APHIS began a training program on Veteran's hiring for all hiring managers, HR personnel, Special Emphasis Program Managers, and Recruiters; with a FY2013 to date completion rate of over 80%. All APHIS Series 201 and 203 personnel are required to completed the OPM Human Resources University (HRU) "Putting Yourself in the Other Person's Shoes"; the to date completion rate for that course is 96%.

The Reasonable Accommodation staff also regularly conducts webinar training for employees and supervisors on medical confidentiality and hidden disabilities, and provides an overview of the Reasonable Accommodation process. The Reasonable Accommodation staff provided 10 training sessions on reasonable accommodation procedures to managers and supervisors during FY13 for APHIS employees and supervisors, and has presented webinar training on both hidden disabilities and medical confidentiality. In addition, the webinar "Overview of the Reasonable Accommodation Process" has been recorded for placement in the USDA Training/Learning System, AgLearn. The staff has also provided training, upon request, for specific program units with the Agency.

In cooperation with the Agency Telework Coordinator, the Reasonable Accommodation staff participated in a brown-bag session for APHIS employees concerning medical telework.

In addition to the work of the Reasonable Accommodation staff, the Agency Disability Employment Coordinator has worked proactively to assist in providing opportunities for Agency employees by:

- Collaborating with the Reasonable Accommodations staff to manage requests for reassignments as a reasonable accommodation and ensure employees with disabilities enjoy equal access to APHIS career opportunities.
- Educating/advising Human Resources staff on the use/flexibility of the Schedule A hiring authority, locating recruitment resources, disability disclosure, permissible and prohibited questions during interviews, consulting with hiring officials, and addressing inquiries specific to EEOC guidance, and Federal laws and regulations related to the recruitment and retention of individuals with disabilities.
- Coordinating with OWCP to improve return-to-work outcomes for APHIS employees.
- Coordinating with Departmental Disability Employment Program Manager to ensure overall program compliance.
- Assisting in the acclimation of employees with disabilities in APHIS' workforce.
- Sharing USDA's numerical/performance goals by disseminating monthly CT Milestones and Metrics Report to promote an increased understanding of Departmental expectations.

Earlier this fiscal year (FY2013), APHIS broadened its outreach efforts to the veteran community by partnering with *MilitaryConnection.com* to promote hiring opportunities to veterans.

*MilitaryConnection.com* is a comprehensive online directory of resources, whose focus is employment for the Veteran. *MilitaryConnection.com* is recognized by Weddles and the International Association of Employment Web Sites as a Top 100 Employment Web Site that has over 113,000 followers on Twitter. The Agency also initiated a partnership with the Transition Assistance Program (TAP) Coordinators in the various branches of the military, including the U.S. Marine Corps, Army, Navy, and Air Force. The TAP coordinators work to ensure that veterans preparing to leave the service are knowledgeable about the work and mission of the Agency and are aware of the employment opportunities that exist in the Agency. APHIS recruiters provide each TAP Coordinator with an informational flyer that is included in each veteran's TAP binder for their review. It is believed these efforts will help sustain the continued growth of Veteran hiring within APHIS for the remainder of FY2013 and into FY2014. Veteran hiring within the Agency increased by more than 1 percent in the past year, despite hiring restrictions that have been in place since FY2011. The APHIS FY 13 veteran hire rate is 14.0%. Of the Veterans entering service for APHIS in FY2013, 3% are 30 percent or more disabled Veterans.

In efforts to further cultivate a diverse workforce and in alignment with the Agency focus on the recruitment and employment of individuals with disabilities, APHIS has:

- Promoted use of the OPM Shared List of Individuals with Disabilities (i.e., the Bender list) and the Department of Labor WRP database for students and has employed a broad array of recruitment tools to increase the participation rates of individuals with disabilities.
- Worked with VSOs nationwide to non-competitively place veterans with service-connected disabilities in APHIS positions.
- Implemented, managed and updated the Agency operating procedure specific to the employment of individuals with disabilities.

- Provided Selective Placement Program services to job applicants/employees with disabilities.
- Disseminated monthly disability hiring report to the Chief Human Capital Officer Council to measure APHIS recruitment progress.
- Monitored and evaluated efficiency of agency program effort and activities for frequent hire and mission critical occupations.

***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](http://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](http://www.aphis.usda.gov/civil_rights/downloads/guidance_on_civil_rights_element.pdf).

APHIS manages a comprehensive Reasonable Accommodation (RA) program, and maintains an informative RA website [http://www.aphis.usda.gov/mrpbs/hr/reasonable\\_accommodation.shtml](http://www.aphis.usda.gov/mrpbs/hr/reasonable_accommodation.shtml). Components of the site include links to the USDA Reasonable Accommodation Departmental Directive; disability parking, forms, 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. During FY 2013, APHIS' RA program opened a total of 201 cases with 199 cases closed. As a result of a changing workforce that includes veterans, and other groups, the RA program presented a total of seven training sessions on topics such as: Medical Confidentiality/RA Overview, Hidden Disabilities, and the RA Process.

The OCRDI and Human Resources staffs meet monthly to ensure the effective coordination of programs such as the Federal Equal Opportunity Recruitment Program (FEORP), and the Disabled Veterans Affirmative Action Program (DVAAP). Mid-Year and End-of-Year Special Emphasis Program Analysis are also distributed to the EEO Advisory Committee and management officials. In an effort to maintain a knowledgeable workforce and to increase awareness quarterly EEO updates are provided to management officials through the Office of Civil Rights, Diversity and Inclusion Operational Plan and the Annual EEO Program Status Report.

#### *Element D. Proactive Prevention of Unlawful Discrimination:*

The Administrator continues to implement mandatory Annual Civil Rights and Diversity Training for management. The Administrator's Civil Rights Training for FY2013 focused on "Workplace Harassment and Retaliation. The training was intended to provide managers and supervisors with the context, background and competencies to execute everyday supervisory responsibilities, in accordance with legal and regulatory framework. The training also introduced good practices that help ensure a workplace free of harassment, and prevent illegal retaliatory actions. The training was provided to managers and supervisors located in Riverdale, MD; Ft. Collins, CO; Raleigh, NC; Minneapolis, MN; and Ames, IA. A total of 122 employees participated.

The Office of Civil Rights Diversity and Inclusion (OCRDI) prepared a 5-year (FY08-FY12) case analysis to identify areas of concern and prepare training that would focus on addressing those areas. The results were present by the Civil Rights Director to the APHIS Management Team which represents all program areas. One of the prominent bases identified was Harassment. Utilizing the results, the Civil Rights Office focused the training presented to all APHIS employees to increase awareness in that area. Training was provided to all employees, supervisors, and managers throughout the year to provide knowledge and tools to be better informed of EEO laws and guidelines and to be proactive in addressing concerns at the lowest level possible.

Throughout FY2013, OCRDI provided informative training agency-wide through webinars. Training was provided to 28 participants on the subject of "Bullying vs. Harassment – Five Best Practices for APHIS." This training examined the similarities and differences between bullying and harassment and provided guidance for identifying and addressing this issue. Training was also provided to 19 participants on the subject of "Informal EEO Counseling/Alternative Dispute Resolution which provided insight into the informal EEO counseling and ADR process.

In addition, in June OCRDI also provided a new webinar series to employees and managers which focused on the EEO Investigation Process, Whistleblower and EEO Law. The employee training was specifically designed to help employees understand EEO governing laws and the EEO complaint process. Expert guidance was provided on what to expect once an EEO complaint is filed and discussion of the complainant or witness' responsibilities during an EEO investigation. The training was provided to 86 employees. The supervisor and management training was specifically designed to provide a clear understanding of the EEO governing laws and the EEO complaint process also, however, for this training, expert guidance was provided on what a manager and/or supervisor should expect once a complaint is filed and their responsibilities during an investigation and throughout this process. This training was provided to 58 managers/supervisors. Training was provided to all employees entitled "Whistleblower and EEO Laws – Avoiding Reprisal", which provided an overview of protections for federal employees under both the Whistleblower Protection Act and EEO Laws. The training which was provided to 67 employees focused on the laws and remedies should retaliation be found. APHIS' Office of Civil Rights, Diversity, and Inclusion worked with the Office of the Assistant Secretary for Civil Rights Policy Division for that Division to provide Civil Rights Impact Analysis Training. The training took place on January 29, 2013, at APHIS Riverdale MD Headquarters and was video-teleconferenced to APHIS Regional offices in Minneapolis MD, Fort Collins CO and Raleigh NC. The training featured three sessions: Reorganizations, Regulations, and Advisory Committees. Fifty-eight (58) APHIS employees from APHIS program areas and offices attended one or more of the sessions.

APHIS provided Civil Rights and Equal Opportunity training webinars to 285 employees on subjects including "Civil Rights Best Practices," "Preparing for the EEO Investigation Process (both managers and employees)," "Whistleblower and the Do's and Don'ts of Reprisal Actions," "Compliance Reviews and Program Delivery," and "Bullying vs. Harassment."

CRIAs were conducted for 10 regulations, office closures, or Advisory Committee subject to the Departmental clearance process. OCRDI completed another 10 CRIAs on APHIS internal actions, for a total of 20 CRIAs completed

APHIS provides the Fundamentals of APHIS Human Resources Management (FHRM) Training. FHRM is APHIS' premiere leadership program for its probationary supervisors to build competencies early in a supervisor's career in human resources management, accountability, conflict management, leveraging diversity, and developing others. All FHRM participants are required to engage with a mentor of their choice. During FY 2013 there were eight FHRM sessions held with a total of 161 participants.

In its effort to attract diverse applicant pools, APHIS has taken significant steps to alter its hiring processes. For example, a recent decision by the Agency Administrator requires that new hires be approved at the Regional Director level or above. This change raises the visibility, importance, and accountability of each hiring event, and ensures that program and support personnel will recruit from as broad a cross section of the civilian labor force as possible. In support of this requirement, the organization has developed new operating procedures that bring targeted recruitment efforts into play at the onset of the hiring process rather than when scheduled recruitment events happen to be occurring. APHIS is also examining the possibility of concentrating hiring activity for certain job series by limiting vacancy announcements for these positions to an annual or biannual event. The goal of this effort is to ensure the optimization of agency recruitment activity, thereby improving the organization's success in attracting more diverse applicants to its mission critical occupations.

APHIS used various recruitment plans to assess workforce demographics, recruitment, promotion, retention, and employment trends. These plans include, but are not limited to, the Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715) EEO Program Status Report; the Federal Equal Opportunity Recruitment Plan (FEORP); and the Disabled Veterans Affirmative Action Plan (DVAAP). Specifically, the Agency:

- Took affirmative steps to ensure that the Agency addressed EEOC's EEO Plan Objectives to Eliminate Barriers through: i) Increased representation, ii) Advancement opportunities, and iii) Retention of groups with low participation rates by race, sex, national origin, and disability (RSNOD);
- Established and met hiring, advancement, and retention goals for employees with targeted disabilities, as required by EEOC MD-715, Part J, and "Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities;"
- Provided annual civil rights and diversity training; and OASCR mandatory training (e.g., Age and Workplace Harassment)
- Promoted a workplace free of reprisal or harassment

98% of all APHIS personnel have an Individual Development Plan in place. While the courses and activities contained within each Plan vary widely, APHIS provides access to all of its employees with numerous personal and professional development opportunities.

An individual National SEPM was designated for each program mandated by Executive Order (Hispanic Employment Program, Federal Women's Program and Disability Employment Program). All Agency National SEPMs have been properly trained in Special Emphasis Program Management (Graduate School or Defense Equal Opportunity Management Institute (DEOMI), and OCRDI Equal Employment Opportunity Webinar) and work directly with the MD-715 Program Manager to monitor the activities/workforce profiles of their specific program areas and to inform program SEPMs and management of any potential triggers or barriers.

#### *Element E. Efficiency:*

APHIS collects applicant flow data on a regular basis and uses this information to determine if we are meeting our goals. APHIS' applicant data indicates that 85% of applicants volunteered to provide their RNO information.

APHIS continues to provide training to ADR practitioners, employees and customers to increase their knowledge of the use of ADR as an alternate and effective tool to aid in the resolution of EEO discrimination complaints. APHIS seeks resolution at the earliest stage possible and actively engages management officials in resolution discussions, if feasible, throughout the entire EEO process, up to and including hearing before EEOC. In FY 2013, APHIS began implementation of a "Cradle-to-Grave" approach in handling EEO complaints. All EEO Counseling and Resolution Branch EEO Specialists are effectively utilized in processing an EEO complaint from informal counseling through the hearing or Final Agency Decision, ensuring that all branch specialists take part in processing EEO complaints from start to finish.

During fiscal year 2013, there were a total of 93 individuals who contacted the APHIS ADR Center with employment concerns. Each of the 93 individuals was offered the opportunity to participate in a face-to-face ADR Mediation session if he/she chooses. During the fiscal year, efforts at the ADR Center culminated in 22 cases being voluntarily withdrawn while 6 cases were resolved via settlement. Mediation and facilitation were two (2) of the ADR techniques implemented, during fiscal year 2013. At the close of fiscal year 2013, there were 19 contacts still at various stages of the informal/ADR process.

APHIS utilizes the MicroPact iComplaints System (maintained by the Department's Office of the Assistant Secretary for Civil Rights) as well as our own internal OCRDI database to monitor and report on EEO discrimination complaint activity at all stages of the EEO process. As of January 2013, the Department created an Employment Investigation Division (EID), which assumed responsibility for the investigation of EEO discrimination complaints. OCRDI developed an internal database which tracks the processing time for EEO investigations, which enables OCRDI to closely monitor timeframes and advise the EID of possible regulatory processing timeframe violations.

The Conflict Resolution (CR) program is a confidential early intervention program that utilizes effective conflict resolution and communication tools in compliance with the USDA ADR regulation, DR 4701-001. The program provides many Alternative Dispute Resolution (ADR) services including, Mediation, Facilitation, and Conciliation. Services are provided through a variety of means including on-site/in person, telephonically, through video conference, and by webinar. During FY 2013, the Collaborative Resolutions branch conducted 852 consultations; processed 73 total mediations; 41 of which resulted in agreements. Forty-eight mediations are still open; only nine mediations did not result in resolution. A total of 180 principals (employees) participated in mediations. Other ADR processes (arbitration, fact-finding, neutral evaluation) totaled 684 with 67 large group interventions and 641 participants.

#### ***Element E. Responsiveness and Legal Compliance:***

The Office of Civil Rights Diversity and Inclusion continued to identify steps necessary to support the Department's Cultural Transformation goal. One of the initiatives is to re-align the Special Emphasis Program Procedures. APHIS OCRDI was designated to coordinate each of the nine National Special Emphasis programs with the support of approximately 250 collateral duty personnel nationwide. The Office of Diversity and Inclusion (ODI) will serve 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.

The Office of Diversity and Inclusion (ODI) is in the process of finalizing the re-alignment of Special Emphasis Programs which included consolidating the following committees (Civil Rights Committees, Cultural Transformation Committees, Diversity and Inclusion Committees and EEO Advisory Committees) and developing an Special Emphasis Program Guidance document. All committees will now operate under one title Civil Rights and Diversity Committees (CRDAC). ODI conducted input sessions via webinar, conference call and in person meetings from all programs in APHIS to gain information from their perspective on the effectiveness of Special Emphasis Programs within the agency. The input sessions took place over the summer of 2013. Based on these sessions the SEP re-alignment plan was developed, presented and approved by the AMT 9/2013. The re-alignment formalizes an APHIS structure and system of accountability for Special Emphasis Programs, establishes consistency of purpose, adds a Management support role for each CRDAC, incorporates Diversity Liaisons into the CRDAC and creates an APHIS Special Emphasis Program Guidance document for all APHIS programs. Each CRDAC will have nine Special Emphasis Program Managers and at least one Diversity Liaison. The APHIS National Civil Rights and Diversity Advisory Committee (NCRDAC) have been constituted as a result of the re-alignment. 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 will have 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.

Two initiatives were identified: Creation of Diversity Councils and Revised Special Emphasis Program Procedures. The Diversity Councils consist of trained personnel to advise and assist management in conducting outreach and recruitment activities for diversity in applicants for APHIS positions. The Revised Special Emphasis Program Procedures will transition the Special Emphasis Programs to more

centralized program administration implemented by the APHIS Office of Civil Rights, Diversity, and Inclusion.

APHIS Office of Civil Rights, Diversity and Inclusion (OCRDI) works in collaboration with the Office of the Assistant Secretary for Civil Rights (ASCR) and all APHIS program areas to ensure a thorough civil rights impact analysis for a wide range of agency actions. CRIAs were conducted for organizational restructuring, regulations, Federally chartered committees, and office closures. APHIS incorporates impact analyses into the broadest possible scope, and works 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.

Special Emphasis and Disability programs continued to be implemented in accordance with federal law. APHIS funded the programs, and OCRDI staff members were designated to administer each program, ensuring implementation. In addition, funding was provided for training programs 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 partnered with 42 community based organizations or universities with funding for partnerships totaling over 2.6 million dollars. The partnerships involved outreach, capacity building, student internship opportunities, scholarships, conference support, and research and development. Student internship opportunities were significantly expanded thru the partnership with the Thurgood Marshall Scholarship fund.

APHIS partnered with USDA's OSDBU and other organizations for 6 webinar sessions entitled "AbilityOne Program: Training Series for The Acquisition Workforce for FY2013" to provide training in awarding contracts to persons with disabilities. APHIS also meets with 15 vendors each month to support equitable distribution of contracts for small business goals. The total number of vendors meeting with APHIS in FY2013 was 180.

During this reporting period, APHIS provided over \$2.1 million dollars to the following universities and organizations:

- USDA/1890 National Scholars Program (\$200,000) The USDA/1890 National Scholars Program offers 4-year scholarships to U.S. Citizens who are seeking a bachelor's degree in agriculture or a related science at one of the 1890 Land Grant Institutions. The purpose of the National Scholars Program is to strengthen the long-term partnership between the Department of Agriculture and the 1890 Institutions; increase the number of students studying agriculture, food and nutrition, and natural resource sciences; and offer career opportunities at USDA. Currently in FY 2013, APHIS has a total of 13 scholars including 1 selected for the incoming 2013-2013 school year.
- Public Service Leaders Scholars Program (\$15,000) USDA provides a combined scholarship and internship opportunity designed to promote public service, and to create access to higher education for undergraduate and graduate students. All scholarships are tied to a specific job placement in a specific location. This fiscal year, APHIS has 2 Scholars enrolled in this program.

- Florida A&M University Veterinary Technology Program (\$500,000) This is a capacity building initiative. APHIS/USDA, other agencies and animal health organizations continue to need trained professionals and paraprofessionals to maintain healthy animals in order to aid in protecting the health, safety and welfare of humans. These specialists are being trained to assist veterinary, medical and epidemiologists in the surveillance, diagnoses and preventive medicine measures necessary to control such diseases. APHIS/VS and other agencies will gain trained specialists, skilled in disease recognition and control measures, to augment its current workforce.
- Professional Agricultural Workers Conference (PAWC) (\$10,000) PAWC is sponsored by Tuskegee University, a forum committed to a world that values and promotes equal opportunity, equitable access to information and technology for sustainable development of communities and natural resources.
- Hispanic Leader in Agriculture and the Environment (HLAE) (\$30,000) The HLAE is a fellowship program to provide Federal financial assistance to Texas AgriLife Research to sponsor a Ph.D. Graduate Student in the Hispanic Leaders in Agriculture and the Environment (HLAE) program. The goal of the HLAE program is to increase the number of Hispanic leaders in governmental and non-governmental organizations, colleges and universities, and private industries related to agriculture and the environment.
- Federal Asian Pacific American Council (FAPAC) (\$10,000) FAPAC is a 501 (c) (3) organized to serve as an interagency association within the Federal and District of Columbia Governments, providing a focus for over 30 ethnically distinct groups originating from Asian and Pacific regions as recognized by the United States Bureau of the Census.
- USDA/1994 Tribal Scholars Program (\$10,000) The program offers scholarships to U.S. Citizens who are seeking a bachelor's degree at one of the thirty-two currently operating 1994 Land-Grant Institutions in a field of study in agriculture, food, natural resource sciences or other related disciplines.
- Federation of Southern Cooperatives/Land Assistance Fund (\$100,000 and \$5,000 for conference sponsorship) The Federation of Southern Cooperatives/Land Assistance Fund is a non-profit 501 (c) (3) community based organization. The Federation's programs include land retention, cooperative development, marketing, outreach, technical assistance, research, and training. They work primarily with Socially Disadvantage Farmers and Ranchers, in the black Belt Region (13 states in the southern region) of the United States. The Federation is assisting APHIS in conducting regulatory review and outreach to socially disadvantaged farmers and ranchers.
- The Thurgood Marshall College Fund (TMCF) (\$50,000) TMCF develops and prepares a new generation of leaders by providing resources, opportunities and advocacy to public Historically Black Colleges and Universities, students and alumni. TMCF awards scholarships each semester, based on the availability of funding. APHIS supports TMCF's Annual Conference.
- Thurgood Marshall Internships (\$500,000) - The TMCF-APHIS Internship Program is a 10-week summer program designed to employ selected scholarship recipients (undergraduate and graduate students) from the TMCF 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 TMCF;

- Increase the number of students studying agriculture, food, natural resources or other related disciplines; and offer career opportunities to TCMF Scholars within USDA-APHIS.
- The Patriots Technology Training Center (PTTC) (\$5,000) PTTC is a 501(c) (3) charitable and educational organization dedicated to “Empowering Students Through Technology”. PTTC has been in existence for twelve years. PTTC accomplishes its mission by providing students (grades 5 through 12) with training and exposure to professionals in the areas of science, mathematics, engineering, and computer technology. PTTC students are encouraged to obtain a college education and/career in technology and interrelated fields. APHIS is a sponsor of their summer camp.
  - Rural Coalition/Coalición (\$90,000) The Rural Coalition is an alliance of regionally and culturally diverse organizations working to build a more just and sustainable food system to: bring fair returns to minority and other small farmers and rural communities; ensure just and fair working conditions for farm workers; Protect the environment; and deliver safe and health food to consumers. APHIS will enter into a cooperative agreement with the Coalition for assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review. The Rural Coalition will enter into subcontracts with the National Latino Farmers and Ranchers and Trade Association and National American Hmong Inc. to assist APHIS in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.
  - National Latino Farmers and Ranchers Trade Association (NLFRTA) (Washington, DC) (\$45,000) NLFRTA engages and empowers Latino/Hispanic farmer advocacy groups throughout the United States and beyond to protect and promote sustainable farm policy issues for quality and safe food systems for the future. APHIS will enter into a cooperative agreement with the Coalition who serves and the fiscal agent for NLFTRA to subcontract with NLFTRA to provide assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.
  - National Hmong American Farmers, Inc. (Fresno, California) (\$45,000) The National Hmong American Farmers, Inc. assists Hmong farmers with business and farming skills. NHAF’s mission is to promote better health and economic welfare in the Hmong Community. NHAF delivers effective and culturally appropriate programs to meet the needs of the Hmong Community. NHAF also seeks to empower the Hmong to make systematic changes in their health and lives. In doing so, NHAF is committed to: a) Preserving health education, leadership training, and participation in events and issues, which affect the daily lives of community members 2) Providing viable social and economic development programs that will help sustain the community and lead to self-sufficiency, and 3) Being recognized as a provider of effective changes. APHIS will enter into a cooperative agreement with the Rural Coalition who will subcontract with the National Hmong American Farmers, Inc. to assist in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.
  - University of Arkansas at Pine Bluff Outreach (\$50,000) The University of Arkansas at Pine Bluff is a comprehensive 1890 Land-Grant institution that provides open door liberal and professional education. APHIS will enter into a cooperative agreement with the Coalition for assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.
  - Florida A&M University Outreach (\$50,000) Florida A&M University (FAMU) has a long and effective track record of coordination, collaboration and program implementation that supports

underserved and limited resource and socially disadvantaged farmers and ranchers. FAMU's mission is to provide comprehensive support to limited and underserved clientele. APHIS will enter into a cooperative agreement with the Coalition for assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.

- Washington Internships for Native American Students (WINS) (\$63,000) WINS was developed in response to the White House Initiative on American Indians and Alaska Natives. The program offers students of sovereign American Indian, Alaska Native, and Native Hawaiian (AI/AN/NH) nations the opportunity to build leadership skills while living, studying, and interning in Washington, DC. American University manages the program.
- Chicago High School for Agricultural Sciences Intern Project (CHAS) (\$7,200) APHIS partnered with the CHAS to hire two intercity Chicago youth for the summer. CHAS is a Chicago Public School dedicated to making students aware of careers in the agriculture industry.
- Common Good City Farm V Street NW between 2nd and 4th Streets, Washington DC received APHIS funding of \$5,000. Common Good City Farm is an urban farm and education center growing food with and for low-income residents in Washington, DC and providing educational opportunities for all people that help increase food security, improve health, and contribute to environmental sustainability.
- National Association for Equal Opportunity in Higher Education Conference Sponsorship (NAFEO) (\$10,000) NAFEO is the 501 (c) (3), tax-exempt, not-for-profit umbrella organization of the nation's Historically Black Colleges and Universities (HBCUs) and Predominantly Black Institutions (PBIs). Founded in 1969, NAFEO is the only membership association of its kind, representing the presidents and chancellors of the diverse black colleges and universities: public, private and land-grant, two-year, four-year, graduate and professional, historically and predominantly black colleges and universities.

APHIS also provided funding in excess of \$500,000 for seventeen Ag-Discovery programs in 2013 at the following locations:

#### AgDiscovery

Name of University	Dates for 2013
South Carolina State University	June 23 – July 7, 2013
University of Arkansas At Pine Bluff	June 15 – 28, 2013
Kentucky State University	June 9 – 22, 2013
Tuskegee University	June 9 - 22, 2013
Florida Agricultural and Mechanical University	June 9 – 22, 2013
Alcorn State University	June 16 – 28, 2013

University of Hawaii at Manoa	July 17 – 20, 2013
Fort Valley State University	June 17 – 28, 2013
University of Arizona	June 17 – 28, 2013
North Carolina State University	June 17 – 28, 2013
Virginia State University	June 16 – 29, 2013
University of Illinois at Urbana-Champaign	June 30 – July 27, 2013
Delaware State University	July 7 – 20, 2013
University of Maryland College Park	July 7 – 26, 2013
Iowa State University	July 7 – 20, 2013
University of Maryland – Eastern Shore	July 14 – 27, 2013
Lincoln University	July 14 – 27, 2013

Ag-Discovery is a 2 – 3 week summer outreach program that teaches youth about agricultural science, including plants and animals, wildlife management, veterinary medicine, and agricultural biotechnology. Students reside on a college campus during this period. The program is designed to reach persons who have not traditionally participated in APHIS programs and activities. The Ag-Discovery programs are conducted via cooperative agreements with universities and include APHIS employees' providing classroom and lab work for the students. In preparation for the FY2013 Ag-Discovery programs APHIS distributed 15,000 informational leaflets nationwide. To reach a wider geographic audience, APHIS also makes these leaflets and Ag-Discovery application packages available on the APHIS and USDA Web sites and the Web sites of the participating universities. The 2013 applicants also had the option to apply on-line through the APHIS website.

Two students were hired for summer employment through the FY2013 annual Dr. Martin Luther King, Jr., Education Contest. The 2 students have graduated and will be attending a 4 year college/university in the fall. In the 14 years since summer employment has been offered to the winners, more than 50 students have accepted employment (including the 2013 winners). Students are hired at a grade level commensurate with their work experience (usually between the GS/01 – GS/03 grade level). The program continues to inspire students to reflect on the life and dream of Dr. King and share their thoughts in either essays or pictorial presentations on a preselected theme.

### ***Accomplishments and Noteworthy Activities***

The APHIS Portal continues to provide state of the art single sign on access to agency information and news for all employees. The portal content evolves daily. To ensure employees feel integrated with their

own career development and management, APHIS has made the portal a virtual HR tool. Access has grown to include communications directly from the agency administrator, via blogs, audio announcements, and sharing of minutes with the AMT. In addition, direct connection to GovTrip, WebTA, eOPF, TSP, HR Connection and AgLearn, has made taking care of training to retirement seamless.

### **The Civil Rights Communicator**

The quarterly Civil Rights Communicator issued informs APHIS employees about issues in the Civil Rights community. The Communicator features articles pertaining to civil rights and EEO, as well as news about outreach activities, special emphasis program observances, diversity programs, and special projects and events. The first edition of the Civil Rights Communicator was launched in April 2013, and subsequently published in July 2013, and October 2013. The 2014 first quarter edition is now in progress, with a target publication date in early January 2014. The Communicator is distributed via e-mail APHIS-wide.

APHIS is focused on providing students with opportunities to gain valuable experience through employment and scholarship opportunities. During FY 2013 APHIS participated in and supported 17 scholarship and work experience programs across educational spectrum, including high school, undergraduate, and graduate students. Examples of APHIS' levels of commitment to these programs include:

### **USDA/1890 National Scholars**

The USDA/1890 National Scholars Program offers 4-year scholarships to U.S. Citizens who are seeking a bachelor's degree in agriculture or a related science at one of the 1890 Land Grant Institutions. The purpose of the National Scholars Program is to strengthen the long-term partnership between the Department of Agriculture and the 1890 Institutions; increase the number of students studying agriculture, food and nutrition, and natural resource sciences; and offer career opportunities at USDA. In FY 2013, APHIS had a total of fourteen 1890 National Scholars.

### **HACU Public Service Leadership Scholars (PSLS)**

USDA provides a combined scholarship and internship opportunity designed to promote public service, and to create access to higher education for undergraduate and graduate students. All scholarships are tied to a specific job placement in a specific location. APHIS had a total of two Scholars.

### **Hispanic Association of Colleges and Universities (HACU) Internship Program**

The HACU Intern Program recruits college students for paid summer and semester-long internships at Federal agencies and private corporations in Washington, DC and throughout the country. The ten and fifteen week internships are designed to give college students direct experience in diverse careers. APHIS had a total of four HACU interns.

### **Washington Internships for Native Students (WINS)**

WINS was developed in response to the White House Initiative on American Indians and Alaska Natives. The program offers students of sovereign American Indian, Alaska Native, and Native Hawaiian (AI/AN/NH) nations the opportunity to build leadership skills while living, studying, and interning in Washington, DC. American University manages the program. APHIS sponsored six WINS interns in the Washington metro area.

### **Thurgood Marshall College Fund Internship Program**

The TCMF-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. This was the first year APHIS partnered with the Thurgood Marshall College Fund and the agency sponsored 35 interns across the various program areas.

### **Hispanic Leader in Agriculture and the Environment (HLAE)**

The HLAE is a fellowship program to provide Federal financial assistance to Texas AgriLife Research to sponsor a Ph.D. Graduate Student in the Hispanic Leaders in Agriculture and the Environment (HLAE) program. The goal of the HLAE program is to increase the number of Hispanic leaders in governmental and non-governmental organizations, colleges and universities, and private industries related to agriculture and the environment.

### **Florida A&M University Veterinary Technology Program**

This is a capacity building initiative between USDA-APHIS, other Agencies and animal health organizations to continue to need trained professionals and paraprofessionals to maintain healthy animals in order to aid in protecting the health, safety, and welfare of humans.

### **Saul T. Wilson Scholarship Program**

Scholarship program for undergrad students studying biomedical sciences and grad students studying veterinary medicine. Provides funding toward tuition; summer employment with APHIS; and for DVM students, the possibility of conversion to a permanent appointment with the Agency upon graduation.

### **Federal Asian Pacific American Council (FAPAC)**

FAPAC is a 501 (c) (3) organized to serve as an interagency association within the Federal and District of Columbia Governments, providing a focus for over 30 ethnically distinct groups originating from Asian and Pacific regions as recognized by the United States Bureau of the Census.

### **Ag-Discovery Program**

APHIS sponsored its 10<sup>th</sup> year of the Ag-Discovery Summer outreach program, In FY 2013, 17 universities hosted the program. Funding for the FY 2013 Ag-Discovery programs exceeded \$700,000. 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 professionals who work for the U.S. Government in a variety of fields. As a part of the programs outreach and recruiting, APHIS makes the promotional brochures and Ag-Discovery application packages available on the APHIS, USDA, and the participating universities websites.

### **Chicago High School for Agricultural Sciences Intern Program (CHAS)**

APHIS partnered with the CHAS to hire two intercity Chicago youth for the summer. CHAS is a Chicago Public School dedicated to making students aware of careers in the agricultural industry.

### **Martin Luther King Essay Contest**

Designed to inspire students to reflect on the life of Dr. Martin Luther King, Jr. and share their thoughts and insights in an essay or pictorial format. Students chosen are hired for summer employment with APHIS. In the summer of 2013, APHIS had two students to work in Riverdale, MD.

### **The Patriots Technology Training Center (PTTC)**

The PTTC is a 501 c (3) charitable and educational organization dedicated to "Empowering Students through Technology". The PTTC accomplishes its mission by providing students (grades 5-12) training and exposure to professionals in the areas of science, mathematics, engineering, and computer technology. APHIS also sponsored a Career Shadowing Day for the students in at the Riverdale, MD facility. Students spent half a day with an APHIS program and at the end of the day, presented a power point presentation on what they learn. There were approximately 35 students in attendance.

### **Office of National Tribal Liaison (ONTL)**

The ONTL was created to better assist tribal communities and to strengthen partnerships between APHIS and the Tribes. ONTL created an APHIS Tribal Programs Liaison Team. The Team consists of Tribal Liaisons from Biotechnology and Regulatory Services (BRS), Wildlife Services (WS), Animal Care (AC), Plant Protection and Quarantine (PPQ), Veterinary Services (VS), Legislative and Public Affairs (LPA) and Policy and Program Development (PPD). The Team developed a Tribal Pamphlet; Program Specific Fact sheets for WS, AC and VS); created a new Tribal Relations; and a SharePoint Site. An APHIS Tribal Training Plan consisting of 4 separate training series for all employees. Series1: Tribal Consultation Training has been delivered to over 120 employees.

The *Safeguarding Natural Heritage Program* is an educational outreach program designed to enhance youths' exposure to agriculture, natural resources, and wildlife biology, through activities within communities of the Navajo Nation, and surrounding areas. The program exposes students to sustainable agriculture and farming, with a view to preserve their natural heritage, as well as increase students' awareness of invasive and toxic plants. Additionally, students learn about potential job opportunities for college graduates, not only within their own Tribal community, but potentially within APHIS, as well. The 12-day program is open to high school students, 14 to 17 years of age, through a competitive application process. Students chosen to participate will gain practical hands-on experience through labs, workshops, and field trips. APHIS collaborates with Navajo Technical College and Diné College to sponsor the *Safeguarding Natural Heritage Program: Native Plant, Animal & Wildlife Summer Camp Program*. The program is held at the Navajo Technical College, in Crownpoint, NM.

## FY 2013 462 Report Summary Analysis

APHIS continues to provide training to ADR practitioners, employees and customers to increase their knowledge of the use of ADR as an alternate and effective tool to aid in the resolution of EEO discrimination complaints. ADR is offered to each complainant engaging in the informal complaint process and documentation of the acceptance or declination by each individual is maintained by OCRDI. APHIS seeks resolution at the earliest stage possible and actively engages management officials in resolution discussions, if feasible, throughout the entire EEO process, up to and including hearings before EEOC. Involvement of senior level management officials has proven beneficial in the early stages of the complaint.

In FY 2013, APHIS began implementation of a "Cradle-to-Grave" approach in handling EEO complaints. All EEO Counseling and Resolution Branch EEO Specialists are effectively utilized in processing an EEO complaint from informal counseling through the hearing or Final Agency Decision, ensuring that all the branch Specialists take part in processing EEO complaints from start to finish.

There was a slight increase in the number of pre-complaints filed in FY 2013 compared to FY 2012. The 93 pre-complaints filed in FY 2013 represent a 4% increase compared to the 89 pre-complaints file in FY 2012. Each of the 93 individuals was offered the opportunity to participate in a face-to-face ADR Mediation session if he/she chooses. Due to the efforts of the EEO Counselors, and the application of their knowledge and skills in providing information and guidance 30% of the pre-complaints were resolved at the earliest possible stage of the process with 6 settlement agreements and 22 withdrawals by the complainants. Mediation and facilitation were two (2) of the ADR techniques used during FY 2013. At the close of fiscal year 2013, there were 19 contacts still at various stages of the informal/ADR process.

During FY 2013, there was no significant change in the number of formal complaints filed against APHIS. A total of 107 complaints were reported for FY 2013 which encompassed 66 carryovers compared to 109 filed in FY 2012, which included 61 carryovers. The data shows a significant decrease 14.6% (6) in the number of complaints filed in FY 2013 as compared to FY2012. Specifically, there were 41 formal complaints filed in FY 2013, as compared to 47 formal complaints filed in FY 2012. The top issues and basis are captured below.

### Top Issues and Basis of Formal Complaints Filed in FY 2013

Top 4 Issues	# of Complaints	# of Complainants
Harassment (Non- Sexual)	40	15
Terms/Conditions of Employment	38	13
Evaluation/Appraisal	18	5
Assignment of Duties	11	6

Top 4 Bases	# of Complaints	# of Complainants
Reprisal	54	23
Age	41	16
Disability (physical)	19	11
Sex (female)	15	8

There were NO findings issued by Final Agency Decision during FY 2013 which was a decrease from one finding in FY 2012.

The number of days on average to complete investigations slightly decreased from 195.41 average days for FY 2012 compared to 188.15 for FY 2013.

In FY 2012, APHIS, Office of Civil Rights Diversity and Inclusion (OCRDI) prepared a 5-year (FY08-FY12) case analysis to identify areas of concern and to prepare training that would focus on addressing those areas. The results were presented by the Civil Rights Director to the APHIS Management Team which represents all program areas. One of the prominent bases identified was Harassment. Utilizing the results, the Civil Rights Office focused the training presented to all APHIS employees to increase awareness in that area. Training was provided to all employees, supervisors, and managers throughout the year to provide knowledge and tools to be better informed of EEO laws and guidelines and to be proactive in addressing concerns at the lowest level possible.

APHIS will continue to develop and implement programs, strategies, and initiatives designed to close, settle, or mediate active complaints. As an agency in the forefront of Civil Rights and Outreach, we will maintain our proactive efforts to prevent and reduce EEO complaints by providing training and information resources to managers and supervisors, as well as utilizing various ADR techniques to resolve EEO complaints at the earliest possible stage.

## Strategy for FY 2014

Planned activities for FY 2014 include increasing the representation of the groups with low participation by developing effective strategies to hire and retain those individuals.

APHIS will continue its efforts to develop and implement an adequate system that permits the tracking of recruitment efforts, including applications from person with targeted disabilities.

Utilize Special Emphasis Program Managers to discuss underrepresentation in program units with managers, prepare workforce profiles identifying barriers to employment and advancement for members of assigned special emphasis group. Develops recommendations and solutions to managers on how to eliminate or reduce barriers to the full employment of special emphasis group.

The hiring of IWDs increased in FY 2013; however, APHIS is still below the federal initiative of 3% of the total workforce for IWTDs and below the goal set by the agency to recruit at least 10 IWTDs for three consecutive years. It should be noted that for two of the last three years APHIS did meet its goal for hiring 10 or more IWTDs. Therefore, our continued goal is to improve on recruitment and retention of IWTDs. To reinforce our initiative, APHIS will collaborate with HR and other outside agencies to affect a more severe impact with outreach efforts by updating and maintaining contacts with vocational rehabilitation offices, state employment offices, veterans' organizations, colleges/universities, veteran-targeted career fairs, and other facilities to obtain applications from disabled individuals.

Focus APHIS' mandatory civil rights training on the area of increased findings for USDA, which is harassment and reasonable accommodations. Also, continue to highlight and reinforce the "Cultural Transformation" charge by providing diversity training as a part of the Administrators Civil Rights and Diversity Training.

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, **Kenneth E. Johnson, Equal Employment Manager, 0260-15** am the  
Principal EEO Director for **Animal and Plant Health Inspection Service, Office of Civil  
Rights Diversity and Inclusion**

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.

\_\_\_\_\_  
Kenneth E. Johnson, Director  
Office of Civil Rights Diversity and Inclusion  
*Signature of Principal EEO Director*  
*Certifies that this Federal Agency Annual EEO Program  
Status Report is in compliance with EEO MD-715.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Shea, Administrator  
*Signature of Agency Head*

\_\_\_\_\_  
Date

<b>EEOC FORM 715-01 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>Department of Agriculture/USDA Animal and Plant Health Inspection Service</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>

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

I, Director, Office of Civil Rights, Diversity and Inclusion 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

*Kevin Shea*

5/20/14

Signature of Principal EEO Director/Official

Date

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

*Kenneth E. Johnson*

5/20/14

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
The Agency Head was installed on June 14, 2013. The EEO policy statement was issued on July 26, 2013. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		√		We currently have an Acting Administrator, Mr. Kevin Shea.
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		√		
Are new employees provided a copy of the EEO policy statement during orientation?		√		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		√		
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		√		
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?		√		
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)]		√		

 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
		Yes	No	
 Measures				
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		√		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		√		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		√		
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?		√		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		√		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		√		
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 ?		√		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		√		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		√		
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.				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.
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?	√		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	√		

**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.**

 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met		<b>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</b>
		Yes	No	
 <b>Measures</b>				
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> 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?)		√		
Are the duties and responsibilities of EEO officials clearly defined?		√		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		√		
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?			X	The agency does not have a 2 <sup>nd</sup> level EEO reporting component.
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?			X	The agency does not have a 2 <sup>nd</sup> level EEO reporting component.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 <b>Compliance Indicator</b>	<b>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.</b>	Measure has been met		<b>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</b>
 <b>Measures</b>		Yes	No	
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?		√		

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?		√		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		√		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		√		
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)]		√		
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 that EEO concerns are integrated into the agency's strategic mission?		√		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		√		
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?		√		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		√		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		√		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		√		
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		√		
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?		√		
 <b>Compliance</b>	<b>The agency has committed sufficient budget to support</b>	<b>Measure</b>		<b>For all unmet</b>

Indicator	the success of its EEO Programs.	has been met		measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	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	√		
	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?)	√		
	Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	√		
	Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	√		
	Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	√		
	Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	√		
	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)]	√		
	Is there sufficient funding to ensure that all employees have access to this training and information?	√		
	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?	√		
	to provide religious accommodations?	√		
	to provide disability accommodations in accordance with the agency's written procedures?	√		
	in the EEO discrimination complaint process?	√		
	to participate in ADR?	√		

<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.			
 Compliance	EEO program officials advise and provide	Measure	For all unmet measures,

Indicator	appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	has been met		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	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		√		
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?		√		
→ 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	
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?		√		
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?		√		
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?		√		
→ 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	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		√		
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?		√		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		√		
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
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?		√		

Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	√		
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**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.**

 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	Measure has been met		<b>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</b>
		Yes	No	
 <b>Measures</b>				
	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?	√		
	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?	√		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	√		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	√		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	√		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	√		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	√		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	√		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	Measure has been met		<b>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</b>
 <b>Measures</b>		Yes	No	
	Are all employees encouraged to use ADR?	√		
	Is the participation of supervisors and managers in the ADR process required?	√		

**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.				
 Compliance Indicator	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	√		
	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	√		
	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?	√		
	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?	√		
	Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?	√		
 Compliance Indicator	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	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?	√		
	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?	√		
	Does the agency hold contractors accountable for delay in counseling and investigation processing times?	√		
<b><u>If yes, briefly describe how:</u></b> If the terms and conditions of the Statement of Work are not adhered to by the contractor, on a continuous bases, the agency will cease to use the services of that Contractor, and in some cases payment for an investigation may be adjusted. All contract investigators and counselors are selected from the GSA schedule which provides that all contractors conform to the standards set by the EEOC in accordance with 29CFR Part 1614 and EEOC Management Directive -110.				
	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?	√		
	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?	√		

 <b>Compliance Indicator</b>	<b>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.</b>	Measure has been met		<b>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</b>
		Yes	No	
 <b>Measures</b>				
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		√		
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?		√		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		√		
Does the agency complete the investigations within the applicable prescribed time frame?		√		
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?		√		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		√		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		√		
 <b>Compliance Indicator</b>	<b>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.</b>	Measure has been met		<b>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</b>
 <b>Measures</b>		Yes	No	
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?		√		
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?		√		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		√		

Does the responsible management official directly involved in the dispute have settlement authority?		√		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
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 EEOC?		√		
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(a)(1)?		√		
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?		√		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		√		
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?		√		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		√		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		√		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
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 complaints?		√		
Does the agency discrimination complaint process ensure a neutral adjudication function?		√		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		√		

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 <b>Compliance</b>	<b>Agency personnel are accountable for timely compliance</b>	<b>Measure</b>	<b>For all unmet measures,</b>

<b>Indicator</b>	<b>with orders issued by EEOC Administrative Judges.</b>	<b>has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
	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 Judges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are procedures in place to promptly process other forms of ordered relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If so, please identify the employees by title in the comments section, and state how performance is measured.		Civil Rights Director, Human Resource Director, Managers, Supervisors, EEO Specialist		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	√		
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?	√		
Compensatory Damages: The final agency decision and evidence of payment, if made?	√		
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?	√		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	√		
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.	√		
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).	√		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	√		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	√		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	√		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	√		

# **EEOC FORM 715 – 01**

**EEO Program Status Report**

## **PART H and**

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

EEOC FORM 715-01 PART H

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

<p>FY 2013  <b>USDA Animal and Plant Health Inspection Service</b></p>	
<p><b>Statement of Model Program Essential Element Deficiency:</b></p>	<p>The Agency work force is underrepresented by the following groups: African American Males and Females, Hispanic Females, White Females and American Indian/Alaska Native females.</p>
<p><b>Objective:</b></p>	<p>Increase representation of the underrepresented groups and develop strategies to retain employees in previously underrepresented groups.</p>
<p><b>Responsible Official(s):</b></p>	<p>Director, OCRDI                  Director, Human Resources                  Managers and Supervisors</p>
<p><b>Date Objective Initiated:</b></p>	<p>November 1, 2011</p>
<p><b>Target Date for Completion of Objective:</b></p>	<p>September 30, 2014</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Promote and encourage the use of career development programs.</p> <p>Conduct Technical Assistance (TA) visits for program areas with low participation rates.</p> <p>Provide training for hiring and selecting officials regarding hiring authorities, recruitment and the new federal hiring reform process.</p> <p>Implement hiring reform with mechanisms to track improvements in the hiring process, including self-audits of the programs plan.</p> <p>Provide quarterly workforce analyses (using NFC on-line data) to SEPMS and management officials.</p> <p>Provide updates on recruitment activities and workshops, and collaborate on cost-saving events. Meetings will be held on a quarterly or more often, if needed.</p> <p>Reinstitute the Recruiting Advisory Committees within APHIS to ensure an active dialog is maintained among the various programs to promote veteran hiring and identify events that APHIS can have representation at and present APHIS as the employer of choice.</p>
<p><b>Target Date(s):</b></p>	<p>September 30, 2014</p>
<p><b>Accomplishment of Objectives:</b></p>	<p>The HR Recruitment Specialist assists with the development of a comprehensive recruitment calendar for the Fiscal Year. Each event targets various targeted groups to address workforce deficiencies for underrepresented groups for identified positions.</p>

	<p>The 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.</p> <p>The Recruitment Specialist also collaborates with the Office of Human Resources Management to develop a comprehensive list of events for each Agency to either participate in or sponsor with either low or no-cost registration. 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 for those who cannot attend. The HR Recruitment specialist also 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.</p>
<p><b>Results:</b></p>	<p>Improved collaboration between HR Recruitment and hiring officials to ensure information is effectively disseminated during recruitment events. Managers are also aware of the various hiring authorities and are able to have a subject matter expert available during recruitment efforts.</p>

<b>FY 2013          USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	There is no system to sufficiently track recruitment efforts or applications received from persons with targeted disabilities.
<b>Objective:</b>	Develop and implement an adequate system that permits the tracking of recruitment efforts, including applications from persons with targeted disabilities.
<b>Responsible Official(s):</b>	Director, OCRDI Director, Human Resources
<b>Date Objective Initiated:</b>	November 1, 2011
<b>Target Date for Completion of Objective:</b>	September 30, 2014
<b>Planned Activities Toward Completion of Objective:</b>	OCRDI will collaborate with Human Resources to create a tracking system to retrieve data during recruitment and outreach events for persons with targeted disabilities.
<b>Target Date(s):</b>	September 30, 2014
<b>Accomplishment of Objectives:</b>	The Office of Recruitment has created a survey account which allows potential applicants to provide information. During each targeted disability outreach event, the potential applicant has the option to provide us with personal information at that time and/or have the option to provide us with personal information later via the database which is set up to have applications directly forwarded to. The HR staff has also developed an internal database which allows persons to inquire about career opportunities, upcoming events, and submit questions for APHIS hiring process.
<b>Results:</b>	This allows applicants to provide specific information, and allows HR recruitment and HR Operations to cross-reference applicants if referred to a hiring manager.

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Animal and Plant Health Inspection Service</b>		<b>FY 2013</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Agency workforce is underrepresented in the following groups: African American Males and Females, Hispanic females, White females, American Indian/Alaska Native Females.	
OBJECTIVE:	Increase representation of underrepresented groups and develop strategies to retain employees in previously underrepresented groups.	
RESPONSIBLE OFFICIAL:	Director, OCRDI Director, Human Resources Managers and Supervisors	
DATE OBJECTIVE INITIATED:	December 1, 2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
	Identify and partner with professional organizations, colleges and universities that are in high concentration of these underrepresented groups.	
	Continue to partner with USDA Initiatives and liaisons such as HACU, 1890 Scholars Program, Thurgood Marshall College Fund, etc. to attract, recruit and retain these groups.	
	Consult with HR personnel and hiring officials to align job opportunities with recruitment and outreach events, and examine and promote special hiring authorities for specific job opportunities.	
	Partner with organizations such as The Diversity Campus that assists with identifying and recruiting from 117 African American Colleges and Universities, top 25 Hispanic Serving Institutions, 24 Asian American Universities with a population of 20-30%, 19 Native American Colleges and Universities, and the top 12 Women's Colleges.	
	Formulate a FY-Recruitment Plan that will include goals and objectives of utilizing social networking to identify groups and Transition Assistance Program with military instillations.	
	Attend at least two recruitment and outreach events per underrepresented group and partner with collateral duty recruiters to expand our recruitment and outreach efforts.	
	The APHIS Recruitment Advisory Board will re-start its quarterly meetings and will consist of a representative from each APHIS program to share information on what activities and events they plan to attend and how we can partner with each	

	other to share cost.
	HR Operations will partner with managers in providing guidance on the development and retention of employees through skills development programs, mentoring opportunities, cross training, and details to develop future management skills for future positions and promotions.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- . • APHIS participated and partnered in the League of United Latin American Citizens (LULAC). This event was a USDA sponsored conference where APHIS representative was able to conduct a workshop on employment opportunities such as students, various, scholarships, career employment. This event was attended by various USDA representatives and APHIS representatives as well in the field office. Included in this conference was a day job affair that was attended by HR Recruitment Specialist.
- HR Recruitment Specialist made initial contact with all the 1890 Land Grant Institutions requesting information and dates on various events, career fairs, workshops, that the institution will facilitate. Also, information was sent to school on estimated timelines for APHIS Summer Internship positions for the summer of 2014.
- Recruitment Advisory board has been re-established. Goals of this group include collaborating and sharing best practices on current recruitment and outreach activities, create and maintain an extensive contact database for colleges, universities, and professional organizations, develop a strong rapport with USDA special emphasis groups such as HACU, 1890, 1892, 1994 serving institutions, develop a strong rapport with targeted groups such as veterans, persons with disabilities, and other underrepresented groups, share upcoming FY-14 Recruitment calendar of events and collaborate and develop cost-savings measures on events, partner more with HR Operations, Civil Rights and programs to determine program hiring needs and align opportunities with planned activities.
- The Selective Placement Program Coordinator (SPPC) participates in conference and consultation calls with APHIS management and program officials to educate stakeholders regarding: weekly strategic outreach efforts, effective recruitment and hiring resources for individuals with disabilities (IWD); Schedule A hiring authority/certification letter; retention of employees with disabilities through reassignments as an accommodation of last resort (RALR); reassignments under the ADA; reasonable accommodations for job applicants and employees; EEOC guidance; conduct job searches for vacant, funded and qualifying positions for employees under RALR; participates in monthly Departmental disability employment conference calls
- The SPPC continues to work with Agency Reasonable Accommodations staff to support APHIS employees in need of reassignments as a reasonable accommodation.
- The SPPC disseminates monthly metrics and milestone reports to APHIS management officials to gauge Agency progress and for barrier analysis
- The SPPC is responsible for stakeholder education consultations with prospective job applicants; job candidates; and employees regarding lawful disability disclosure
- The SPPC establishes cross-functional collaborative relationships with Departmental Disability Team, State Vocational Rehabilitation Agencies (SVRAs), Veterans organizations/constituent groups, groups serving IWD to contribute to diversity goals of the Agency
- The SPPC focuses on developing relationship with minority serving institutions to expand and diversify talent for recruitment efforts
- The SPPC disseminates job opportunity announcements to organizations and groups serving individuals with disabilities
- The SPPC disseminates monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.
- SPPC monitors the hiring and retention patterns of IWD in APHIS for the purpose of gap/trend analyses
- The SPPC utilizes the OPM Shared list of Individuals with Disabilities, veteran-serving organizations, and SVRAs to locate individuals with Targeted Disabilities
- The SPPC participates during recruitment consultations given by HR Staffing Specialists. Consultations include descriptions how Schedule A and Veteran hiring authorities work within advertised USAJOBS vacancy announcements, and how to conduct targeted recruitment.

- The SPPC regularly disseminates noncompetitive notifications of vacant, funded positions are disseminated exclusively to veterans and individuals with disabilities in an effort to increase veteran/IWD hiring.
- The SPPC regularly disseminates Job Accommodation Network (JAN), Animal & Plant Health Inspection Service (APHIS), Employer Assistance and Resource Network) (EARN), and Equal Employment Opportunity Commission (EEOC) training webinars to APHIS stakeholders to close knowledge gaps and to promote disability hiring.

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Animal and Plant Health Inspection Service</b>		<b>FY 2013</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is no system to sufficiently track recruitment efforts or applications received from Persons with Targeted Disabilities.	
OBJECTIVE:	Develop and implement an adequate system that permits the tracking of recruitment efforts, including applications from persons with targeted disabilities.	
RESPONSIBLE OFFICIAL:	Director, OCRDI Director, Human Resources	
DATE OBJECTIVE INITIATED:	December 1, 2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
	Collaborate with the Department in moving forward with the One USDA initiative which includes the transition of all USDA agencies to one automated Staffing system.	
	Collaborate with USAJOBS which currently collects applicant RNO data and explore the possible collection of applicant disability information. The USAJOBS team indicated they are currently reviewing this enhancement with OPM's Policy office to determine how it can be implemented.	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<ul style="list-style-type: none"> <li>• Prepared the implementation of EmpowHR as part of the One USDA initiative by cleaning up APHIS data, providing Guide to Processing Personnel Actions training to applicable HR staff, requesting processing training for impacted HR staff, and attended workshops on the implementation of eRecruit during FY14.</li> <li>• The Selective Placement Program Coordinator (SPPC) participates in conference and consultation calls with APHIS management and program officials to educate stakeholders regarding: weekly strategic outreach efforts, effective recruitment and hiring resources for individuals with disabilities (IWD); Schedule A hiring authority/certification letter; retention of employees with disabilities through reassignments as an accommodation of last resort (RALR); reassignments under the ADA; reasonable accommodations for job applicants and employees; EEOC guidance; conduct job searches for vacant, funded and qualifying positions for employees under RALR; participates in monthly Departmental disability employment conference calls</li> <li>• The SPPC continues to work with Agency Reasonable Accommodations staff to support APHIS employees in need of reassignments as a reasonable accommodation.</li> </ul>		

- The SPPC disseminates monthly metrics and milestone reports to APHIS management officials to gauge Agency progress and for barrier analysis
- The SPPC is responsible for stakeholder education consultations with prospective job applicants; job candidates; and employees regarding lawful disability disclosure
- The SPPC establishes cross-functional collaborative relationships with Departmental Disability Team, State Vocational Rehabilitation Agencies (SVRAs), Veterans organizations/constituent groups, groups serving IWD to contribute to diversity goals of the Agency
- The SPPC focuses on developing relationship with minority serving institutions to expand and diversify talent for recruitment efforts
- The SPPC disseminates job opportunity announcements to organizations and groups serving individuals with disabilities
- The SPPC disseminates monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.
- SPPC monitors the hiring and retention patterns of IWD in APHIS for the purpose of gap/trend analyses
- The SPPC utilizes the OPM Shared list of Individuals with Disabilities, veteran-serving organizations, and SVRAs to locate individuals with Targeted Disabilities
- The SPPC participates during recruitment consultations given by HR Staffing Specialists. Consultations include descriptions how Schedule A and Veteran hiring authorities work within advertised USAJOBS vacancy announcements, and how to conduct targeted recruitment.
- The SPPC regularly disseminates noncompetitive notifications of vacant, funded positions are disseminated exclusively to veterans and individuals with disabilities in an effort to increase veteran/IWD hiring.
- The SPPC regularly disseminates Job Accommodation Network (JAN), Animal & Plant Health Inspection Service (APHIS), Employer Assistance and Resource Network) (EARN), and Equal Employment Opportunity Commission (EEOC) training webinars to APHIS stakeholders to close knowledge gaps and to promote disability hiring.

# **EEOC FORM 715 – 01**

## **EEO Program Status Report**

# **PART I**

## **EEO Plan to Eliminate Identified Barriers and FY 2013 List of Accomplishments**

## EEO Plan To Eliminate Identified Barrier

FY 2013  
USDA, Animal and Plant Health Inspection Service

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities**

A review of the workforce statistics shows APHIS' total workforce at the end of FY 2013 was 8,010. Of this number 88 or 1.10% were persons with a Targeted Disability. APHIS does not meet the Federal Initiative goal of employing 2% 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 2013 – FY 2015*.

FY 2013 Employees with Targeted Disabilities 88 or 1.10%	3-Year Hiring Goal	Fiscal Year Increase
Fiscal Year 2013	86	+10
Fiscal Year 2014	96	+10
Fiscal Year 2015	106	+10

In Fiscal Year 2013, APHIS' separation rate for persons with a TD is 1.80% which is less than the APHIS overall separation rate of 5.42%.

In FY 2013, there were 88 APHIS employees with a TD. Of the 88 employees 74 or 88% were permanent employees; and 14 or 15% were temporary employees. There were no Separations among Indefinite employees. The majority of permanent employees with a TD work for the Plant Protection and Quarantine (PPQ) program (28 or 38%), followed by 22 or 30% in the Veterinary Services program. Of the employees with a TD most are concentrated in Grades GS-5 through GS-8 (27 or 36%), followed by GS-9 through GS-12 (26 or 35%). 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.

**BARRIER ANALYSIS:**

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

In FY 2013, the APHIS total permanent workforce decreased by -286 employees, reflecting a net change of -3.45%. During FY 2013 APHIS employed 88 persons with a TD, which was an increase of +2 over FY 2012.

A 5 year data review (2008 – 2012) shows consistent underrepresentation among Hispanic females, White females, Black males and females, Two or More Races based on the 2000 CLF.

FY2013 analysis is based on 2010 CLF and APHIS is underrepresented in Hispanic females, White females, Black males and females, and American Indian/Alaska Native.

Hispanic Employees

Total employment for Hispanics in FY2013 is 824 or 10.2 % of the total APHIS employment. Of the total employees with a TD 13 are Hispanic, including 9 (6.92%) males and 2 (1.5%) females. There are 57 Hispanic employees with a Reported Disability, including 36 (6.31%) males and 21 (3.70%) females. Hispanic females are under -represented by (-1.29%) as compared to the CLF. There is no underrepresentation among Hispanic males.

African American Employees

Total employment for African Americans in FY2013 is 659 or 8.2% of the total APHIS employment. Of the total employees with a TD 7 are African American, including 2 (2.86%) male and 5 (7.14%) females. There are 50 African American employees with a Reported Disability, including 20 (0.4%) males and 30 (0.6%) females. African American females are underrepresented by -1.51% and African American Men by -2.28% as compared to the CLF.

Asian Employees

Total employment for Asians in FY2013 is 468 or 5.8% of the total APHIS employment. Of the total employees with a TD 2 (1.1%) are Asian males. There are no Asian females with a Targeted Disability. There are 30 Asian employees with a Reported Disability. Asian females

	<p>are underrepresented by -.02% when compared to the CLF.</p> <p><u>American Indian/Alaskan Native (AI/AN) Employees</u>  Total employment for AI/AN in FY2013 is 99 or 1.0% of the total APHIS employment. Of the total employees with a TD 3 are AI/AN, including 1 (0.33%) male and 2 (0.66%) females. There are no AI/AN males with a Targeted Disability. There are 18 AI/AN with a Reported Disability. American Indians/Alaska Natives females are underrepresented by -.07% when compared to the CLF. There is no underrepresentation among American Indian/Alaska Native males.</p> <p><u>Native Hawaiian or Other Pacific Islander (NHOPI) Employees</u>  Total employment for NHOPI in FY2013 is 99 or 1.0%. Of that total there are no NHOPI employees with a Targeted or Reported Disability. There are 11 NHOPI employees with Reported Disabilities. There is no underrepresentation among NHOPI males or females when compared to the CLF.</p> <p><u>White Employees</u>  Total employment for White males and females in FY2013 is 5752 or 71% of the total APHIS employment. Of the total employees with a TD 62 are White, including 30 (48.3%) are males and 32 (51.6%) are females. White females are underrepresented by (-6.7%) as compared to the CLF. There is no underrepresentation among White males.</p> <p><u>Two or More Races</u>  Total employment for Two or More Races in FY2013 is 109 (1.3%) of the total APHIS employment. Of that total with a TD 1 female represents two or more races. There are 19 Two or More Races employees with a Reported Disability. There is no underrepresentation among Two or More Races.</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>Improve the Agency's Recruitment and Retention Strategies for persons with targeted disabilities.</b></p> <p><b>Improve the Agency's Recruitment and Retention Strategies for underrepresented groups.</b></p>
<p><b>OBJECTIVE:</b></p> <p>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.</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 a total of 30 employees for the next 3-years (FY 2012 – FY 2014).</p> <p>Promote and support Persons with Targeted Disabilities recruitment and hiring.</p> <p>Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.</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>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</p>

	<p>Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS.</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>Establish recruitment objectives and maintain goals for hiring underrepresented groups.</p> <p>In conjunction with HR, Provide Technical Assistance (TA) visits with a specific emphasis of correcting underrepresentation.</p> <p>Use EEO data to identify strengths and weaknesses, with recommendations, for hiring and retention initiatives.</p>
<b>RESPONSIBLE OFFICIAL:</b>	APHIS Administrator
<b>DATE OBJECTIVE INITIATED:</b>	December 15, 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier FY-2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
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 a total of 30 employees for the next 3-years ( <i>FY 2012 – FY 2014</i> ).		9/30/2014
Promote and encourage the use of career development programs for persons with TD.		9/30/2014
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.		9/30/2014
Monitor APHIS' 3-Year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.		9/30/2014
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.		9/30/2014
Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.		9/30/2014
Increase disability employment program managers' communication with managers and supervisors through the use of conference calls, newsletters and email.		9/30/2014
Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.		9/30/2014
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.		9/30/2014
In conjunction with HR, Provide Technical Assistance (TA) visits with a specific emphasis of correcting underrepresentation.		9/30/2014
Establish recruitment objectives and maintain goals for hiring underrepresented groups.		9/30/2014

## **REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

- APHIS participated in several recruitment affairs within the FY to attract disabled veterans- Fort Meade Job fair- (Military Spouses and technical job fairs.
- HR Recruitment staff participated in the Naval Academy Transition Assistance Program (TAP) in February 2013 to about 35 transitioning personnel to the workforce. We discussed career opportunities within APHIS and MRP mission areas, a presentation on Veterans Hiring Authorities, and distributed a flyer generated by HR Operations to distribute to the military personnel.
- The recruitment staff mailed off over 3,000 APHIS veterans flyers to military installations across the US to distribute during TAP classes: Boling AFB, Quantico, Andrews Air Force Base, Fort Meade, Patuxent NAS, and Fort McNair in Washington, DC.
- The number of hiring managers, HR personnel, Special Emphasis Program Managers and Recruiters completing the AgLearn Veterans Training course exceeded 93%.
- During FY 2013, APHIS broadened its outreach efforts to veterans by partnering with MilitaryConnection.com as part of APHIS's use of social media to promote hiring opportunities to veterans.
- Marketing and Regulatory Programs (MRP) and the Department, under a Memorandum of Understanding with the Department of Veterans Affairs, continued the VR&E's Non-Paid Work Experience (NPWE) program by providing stakeholder education of the NPWE directly to APHIS leaders and managers during the monthly Administrative Officer call.
- APHIS veterans participated in the following leadership training courses, which provide the opportunity for employees to build strong individual leadership skills and competencies for development and promotions. Of the total participants in the APHIS Advanced Leadership Development Program (ALDP), 21.1% were Disabled Veterans 26.3% were Veterans.
- The Management and Regulatory Program Business Services (MRPBS) HRO continued its efforts to increase retention rates of veterans hired by utilizing the Veterans Assisting Leaders Understanding Employing Veterans (VALUE Vet) group previously established to work with newly hired veterans, providing a peer group for questions and mentoring if requested to increase retention.
- APHIS exceeded its targeted goal of 3% for hiring of 30% or more Disabled Veteran hires by achieving an overall hiring percentage of 5.6% for FY13.
- During recruitment consultations given by HR Staffing Specialists, all outreach opportunities are described and offered to hiring managers. Consultations include descriptions of how, for example, Schedule A and Veteran hiring authorities work both within traditionally advertised USAJOBS vacancy announcements work, as well as targeted specific emphasis outreach.

<ul style="list-style-type: none"> <li>• Establish cross-functional collaborative relationships with Departmental Disability Team, State Vocational Rehabilitation Agencies (SVRAs), Veterans organizations/constituent groups, groups serving IWD to contribute to diversity goals of the Agency</li> <li>• The SPPC utilizes the OPM Shared list of Individuals with Disabilities, veteran-serving organizations, and SVRAs to locate individuals with Targeted Disabilities</li> </ul>	<p style="text-align: center;"><b>Part I</b></p> <p style="text-align: center;"><b>Report of Accomplishments for</b></p> <p style="text-align: center;"><b>EEO Plan To Eliminate Identified Barrier</b></p> <p style="text-align: center;">FY 2013 - USDA, Animal and Plant Health Inspection Service</p>	<p style="text-align: center;"><b>TARGET DATE</b> (Must be specific)</p>
<p>Monitor APHIS' 3-Year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.</p> <ul style="list-style-type: none"> <li>• <i>The monitoring of APHIS' 3 year hiring goal is an ongoing collaboration between Civil Rights and HR. During FY 2013 there were two new hires for Persons with Targeted Disabilities.</i></li> </ul>	<p style="text-align: center;">9/30/2013</p>	
<p>Implement hiring reform with mechanisms to track improvements in the hiring process and use of hiring flexibilities.</p> <ul style="list-style-type: none"> <li>• <i>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 229 of 688 hires being minority (33.28%).</i></li> </ul>	<p style="text-align: center;">9/30/2013</p>	
<p>Focus recruitment activities based upon the responses to and results of mission critical reports and mandates.</p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>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</i></li> </ul>	<p style="text-align: center;">9/30/2013</p>	

<p><i>Minnesota in order to meet the strategic hiring goals of the Agency's non-regional offices.</i></p>	
<p>Increase Disability Employment Program Managers' communication with managers and supervisors through the use of conference calls, newsletters, and email.</p> <ul style="list-style-type: none"> <li>• <i>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 has committed to participate in at least two events for the fiscal year.</i></li> <li>• <i>Selective Placement Program Coordinator (SPPC) disseminated monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.</i></li> </ul>	<p>9/30/2013</p>
<p>Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.</p> <ul style="list-style-type: none"> <li>• <i>The Department completed an agreement with VA Vocational Rehabilitation and has set a goal for 1000 VR&amp;E Interns across USDA. Hiring officials within APHIS are currently being trained on the use of VA Vocational Rehabilitation's Non-Paid Experience (NPWE). The Department is currently working on an agreement with the Wounded Warrior Project's Operation Warfighter. These are ways to continue targeting Disabled Veterans and Individuals with Targeted Disabilities for future potential employment in light of the current hiring restraints.</i></li> <li>• <i>The Marketing and Regulatory Programs (MRP) Veterans' Employment Emphasis Coordinator (VEEC) additional duty position was reorganized to partner with the VEPMs, the Civil Rights staff, managers, and HR officials as well as other internal and external customers. The role of the VEEC is to facilitate the consideration and hiring of Veterans to meet MRP's goals in accordance with Executive Order 13518 and other Agency-specific goals.</i></li> </ul>	<p>9/30/2013</p>
<p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <ul style="list-style-type: none"> <li>• <i>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</i></li> </ul>	<p>9/30/2013</p>

<p><i>is available to all managers, supervisors and hiring officials.</i></p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul>	
<p>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.</p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul>	9/30/2013
<p>Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.</p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>The Reasonable Accommodation Staff and the Target Center work together to coordinate accommodations solutions.</i></li> <li>• <i>The MRP RA policy is administered as appropriate to process requests for reassignments as a reasonable accommodation.</i></li> <li>• <i>During FY 2013 the Reasonable Accommodation program opened 201 cases. Of that number 199 (99%) were closed within the fiscal year.</i></li> <li>• <i>Reasonable Accommodation Staff has developed and provided webinar and VTC training on the topics of 1) Medical Confidentiality, and 2) Hidden Disabilities</i></li> <li>• <i>Reasonable Accommodation Staff is collaborating with ITD to obtain the support needed for the assistive technology and assistive software used as reasonable accommodations.</i></li> </ul>	9/30/2013
<p>Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.</p> <ul style="list-style-type: none"> <li>• <i>Staffing Representatives, Recruiters, DEPMs and VEPMs continue to promote the use of Schedule A, Excepted Service hiring authorities to directly hire qualified applicants with</i></li> </ul>	9/30/2013

<i>targeted disabilities.</i>	
<p>Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.</p> <ul style="list-style-type: none"> <li>• <i>The VEPMs have aggressively promoted the use of Colleges and Universities to target Disabled Veterans and Veterans for summer and permanent appointments.</i></li> </ul>	9/30/2013

<b>EEOC FORM 715-01 PART J</b>	<b>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>
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<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 Diversity and Inclusion

<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	8,296	100.00%	8,010	100.00%	-286	-3.45%
	Reportable Disability	794	9.57%	774	9.66%	-20	-2.52%
	Targeted Disability*	86	1.04%	88	1.10%	+2	+2.33%
<p>* 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).</p>							
<b>1. Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						<i>There is no system for tracking applications from Persons with Targeted Disabilities.</i>	
<b>2. Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.						8	

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions									
4. Non-Competitive Promotions	226	24	10.62%	5	2.21%	4	1.77%	198	87.61%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	112	11		2		6		93	
5.b. Grades 13 - 14	29	0		0		0		0	
5.c. Grade 15/SES	14	1		0		1		12	
6. Employee Recognition and									

Awards									
6.a. Time-Off Awards (Total hrs awarded)	12,023	1,323	11%	194	1.6%	327	3.0%	10,373	86.3%
6.b. Cash Awards (total \$\$\$ awarded)	\$2,258,017	\$249,519	11.05%	\$30,519	1.4%	\$51,554	2%	\$2,236,944	99%
6.c. Quality-Step Increase	157	15	9.55%	2	1.27%	9	5.73%	133	84.71%

EEOC FORM <b>715-01</b> 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>

<p align="center"><b>Part J</b>  <b>Report of Accomplishments</b>  <b>FY-2013 Planned Strategies and Activities Toward Recruitment of</b>  <b>Persons with Targeted Disabilities:</b></p>	<p align="center"><b>TARGET DATE</b>  <b>(Must be Specific)</b></p>
<p align="center"><b>USDA, Animal and Plant Health Inspection Service</b></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 align="center">9/30/2013</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 align="center">9/30/2013</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 align="center">9/30/2013</p>
<p>Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission area's outreach/recruitment efforts.</p>	<p align="center">9/30/2013</p>
<p>Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials.</p>	<p align="center">9/30/2013</p>
<p>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 align="center">9/30/2013</p>
<p>Utilize the special hiring authorities, job development, and mentoring programs for veterans.</p>	<p align="center">9/30/2013</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 align="center">9/30/2013</p>
<p>Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.</p>	<p align="center">9/30/2013</p>

<b>USDA, Animal and Plant Health Inspection Service</b>	
<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> <ul style="list-style-type: none"> <li>• <i>APHIS partnered with USDA's OSDBU and other organizations for 6 webinar sessions entitled "AbilityOne Program: Training Series for The Acquisition Workforce for FY2013" to provide training in awarding contracts to persons with disabilities. APHIS also meets with 15 vendors each month to support equitable distribution of contracts for small business goals. The total number of vendors meeting with APHIS in FY2013 was 180.</i></li> </ul>	9/30/2013
<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> <ul style="list-style-type: none"> <li>• <i>In FY 2013, the Human Resources Workplace Resolutions and Wellness Branch sponsored fifteen training opportunities on reasonable accommodation-related topics, including an overview of the reasonable accommodation process, hidden disabilities, and medical confidentiality. This year, two additional training sessions were added to provide an overview of the requirements for telework as a reasonable accommodation. Reference guides and pamphlets are also available, which provide answers to critical questions about employees with disabilities on a range of topics such as: incentives and return on investment; interviewing and hiring; achieving workplace success; and retaining valued employees.</i></li> <li>• <i>APHIS manages a comprehensive Reasonable Accommodation (RA) program, and maintains an informative RA website <a href="http://www.aphis.usda.gov/mrpbs/hr/reasonable_accommodation.shtml">http://www.aphis.usda.gov/mrpbs/hr/reasonable_accommodation.shtml</a>. Components of the site include links to the USDA Reasonable Accommodation Departmental Directive; disability parking, forms, 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. During FY 2013, APHIS' RA program opened a total of 201 cases with 199 cases closed. As a result of a changing workforce that includes veterans, and other groups, the RA program presented a total of seven training sessions on topics such as: Medical Confidentiality/RA Overview, Hidden Disabilities, and the RA Process.</i></li> </ul>	9/30/2013
<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> <ul style="list-style-type: none"> <li>• <b>On a quarterly basis, the HR Broadcast Newsletter is published and provides valuable information to managers, supervisors and employees on a variety of topics, including</b></li> </ul>	9/30/2013

<p><i>disability hiring. HRD and OCRDI continued to review existing and projected attrition/retention and related issues of the advancement of disabled employees, and identified any barriers that needed to be removed and/or improved in the employment of the disabled.</i></p> <ul style="list-style-type: none"> <li><i>The Veterans' Employment Emphasis Coordinator (VEEC) participates in monthly meetings with the APHIS Human Resources Office (HRO) and Civil Rights Enforcement and Compliance (CREC) to share best practices, resources, and effective outreach strategies. In addition to positions being directly recruited for, the VEEC continues to conduct outreach efforts to notify veteran organizations nationwide of positions currently being advertised on USAJOBS at the direct request of hiring managers. Management and Regulatory Program Business Services (MRPBS) HRO continued its efforts to increase retention rates of veterans hired by utilizing the Veterans Assisting Leaders Understanding Employing Veterans (VALUE Vet) group previously established in FY 2012. VALUE Vet was founded by veterans already employed in MRP to ensure the newly hired veteran has a group of veterans that have made the transition for military to federal service successfully are available to answer any questions the newly hired veteran may have, or work with leadership to ensure a smooth transition is implemented to increase the success rate of first time hires into federal service.</i></li> </ul>	
<p>Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission area's outreach/recruitment efforts.</p> <ul style="list-style-type: none"> <li><i>During FY 2013, APHIS broadened its outreach efforts to veterans by partnering with MilitaryConnection.com as part of APHIS' use of social media to promote hiring opportunities to veterans. MilitaryConnection.com is a comprehensive online directory of resources, whose focus is employment for the veteran. MilitaryConnection.com is recognized by Weddles and the International Association of Employment Web Sites as a Top 100 Employment Web Site that has over 113,000 followers on Twitter. APHIS also initiated a partnership with the various branches of the military service (Marine Corps, Army, Navy, and Air Force) Transition Assistance Program (TAP) Coordinators to ensure veterans preparing to leave the service are familiar with APHIS and the hiring opportunities that exist. APHIS provided each TAP Coordinator with an informational flyer that is included in the veterans' TAP binder for their review and questions. APHIS expects over 50,000 veterans from diverse backgrounds to have participated in the TAP classes during FY 2013.</i></li> </ul>	9/30/2013
<p>Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials.</p> <ul style="list-style-type: none"> <li><i>Cultural Transformation Initiative - Ensure all APHIS Hiring Managers, HR Personnel, Program Managers and Recruiters complete Veterans Hiring Flexibility Training. 93% of APHIS personnel has completed the training.</i></li> </ul>	9/30/2013

<p>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> <ul style="list-style-type: none"> <li>• <i>Recruitment Advisory board has been re-established. Goals of this group includes collaborating and sharing best practices on current recruitment and outreach activities, create and maintain an extensive contact database for colleges, universities, and professional organizations, develop a strong rapport with USDA special emphasis groups such as HACU, 1890, 1892, 1994 serving institutions, develop a strong rapport with targeted groups such as veterans, persons with disabilities, and other underrepresented groups, share upcoming FY-14 Recruitment calendar of events and collaborate and develop cost-savings measures on events, partner more with HR Operations, Civil Rights and programs to determine program hiring needs and align opportunities with planned activities.</i></li> </ul>	9/30/2013
<p>Utilize the special hiring authorities, job development, and mentoring programs for veterans.</p> <ul style="list-style-type: none"> <li>• <i>APHIS also offers a mentoring program that is available to all employees, including veterans. The Open Mentoring Network is an on-line learning tool which allows users to share knowledge, select mentoring partners, create learning plans, share learning resources, and more. It allows for learning across geographical boundaries, job function, position, and/or demographics. As employees make new connections using the Open Mentoring system, they strengthen their interpersonal networks, share information and expertise, and broaden their knowledge base across APHIS. Veterans can also avail themselves of an internal coaching program designed to help APHIS meet its succession needs by passing on institutional knowledge and developing its leaders. This program provides APHIS leadership with continued support to effectively deal with the challenges of a changing work environment.</i></li> </ul>	9/30/2013
<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> <ul style="list-style-type: none"> <li>• <i>APHIS continues to reach out and partner with organizations and individuals at the Federal, State, County, and non-governmental levels via its Human Resources (HR) Veterans' Employment Emphasis Coordinator (VEEC). The VEEC fosters these partnerships to ensure increased awareness and access to employment with APHIS. The APHIS VEEC is a veteran himself with over 20 years of active service, who brings firsthand veteran experience that can be beneficial to the veteran entering the application process. Although FY 2013 saw a reduction in advertised positions due to the implementation of a hiring slowdown, Program Managers and HR Staff regularly referred positions to the VEEC when available with the intent to promote the hiring of veterans and Schedule A (disability) eligible candidates for noncompetitive job placement options.</i></li> </ul>	9/30/2013

<p>Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.</p> <ul style="list-style-type: none"> <li><i>In January 2013, Veterans Employment Program Managers (VEPM's) began holding monthly brown bag lunches in Riverdale, Maryland to provide a venue for veterans to talk to a VEPM on veterans concerns, such as hiring and promotion. A secondary purpose of the brown bag lunches is to provide an opportunity for non-veterans to meet with veterans and learn from their experiences. A dedicated cubical space for veterans was also established in Riverdale. The cubicle space offers information for veterans on hiring authorities, Veterans Administration handouts, and when possible, job listings that are directed to veterans. The cubicle also provides a quiet, out-of-the-way location for any veteran who needs some time alone.</i></li> </ul>	<p>9/30/2013</p>

<p style="text-align: center;"><b>Part J</b>  <b>For FY-2014 Planned Strategies and Activities</b>  <b>USDA, Animal and Plant Health Inspection Service</b></p>	<p style="text-align: center;"><b>TARGET DATE</b>  <b>(Must be Specific)</b></p>
Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission area's outreach/recruitment efforts.	9/30/2014
Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials.	9/30/2014
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.	9/30/2014
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.	9/30/2014
Utilize the special hiring authorities, job development, and mentoring programs for veterans.	9/30/2014
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).	9/30/2014
Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.	9/30/2014
Maintenance Disability Employment Programs which are designed to promote employment, advancement, development and retention of the disabled.	9/30/2014
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.	9/30/2014
Partner with employees who are veterans with disabilities and non- veterans with disabilities to participate in recruitment, outreach, and other employment programs, as consultants, role models, and as recruitment/outreach personnel.	9/30/2014

**\*These initiatives will be noted in APHIS FY 2014 HR Recruitment Plan.**

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

## **Appendix A**

1. Policy – APHIS Civil Rights Statement
2. Policy – Diversity and Inclusion Statement
3. Policy – Anti Harassment Statement
4. APHIS Organizational Chart
5. OCRDI Organizational Chart
6. APHIS Workforce Profile
7. Workforce Data Tables A-1 through A-14
8. Workforce Data Tables B-1 through B-14



Animal and Plant  
Health Inspection  
Service

## Animal and Plant Health Inspection Service Civil Rights Policy Statement

Office of the  
Administrator

1400 Independence  
Avenue SW  
Washington, DC  
20250

Civil rights include the rights of individuals to receive equal treatment and be free from unfair treatment or discrimination. Animal and Plant Health Inspection Service (APHIS) employees are responsible for conducting programs and employment practices in a non-discriminatory manner that provides access to all persons who can potentially benefit from our Agency's programs and services. Equal opportunity and civil rights are fundamental to the success of our programs.

I ask that you join with your fellow employees in embracing both the letter and spirit of the laws and regulations prohibiting discrimination. APHIS employees must always operate at unimpeachable levels of fairness and respect. Discrimination based on race, color, religion, national origin, age, sex (including gender identity and expression), disability, reprisal, sexual orientation, marital status, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance will not be tolerated in employment or program delivery.

We must continue to examine our policies and practices to ensure that our programs are accessible to all persons. This includes veterans, persons with disabilities, individuals with limited English proficiency, and those who have not traditionally participated in APHIS programs. Outreach should always be an operational component of our programs and activities. Accordingly, we must continue to partner with all APHIS stakeholders to ensure that we collaboratively address critical issues identified by those communities to effectively protect and promote U.S. agricultural health. Our Agency should always strive to ensure that the public has an opportunity to offer their perspectives and ideas whenever we develop new programs and activities or change existing ones.

Diversity is an important asset to our Agency's capacity for meeting our mission goals and objectives. Managers and supervisors must be committed to enhancing diversity in the workplace and working with employees to provide opportunities for their career advancement. Additionally, a performance element covering civil rights and equal opportunity should be included on each employee's performance plan.

This policy statement must be posted in all workplaces so employees and the public can view our commitment to civil rights. This policy statement and additional information on our civil rights program can be found on the Office of Civil Rights, Diversity, and Inclusion website at [www.aphis.usda.gov/civil\\_rights](http://www.aphis.usda.gov/civil_rights).

Your commitment to equal opportunity and civil rights is vital to accomplishing the APHIS mission.

Kevin Shea  
Administrator

JUL 26 2013



Animal and Plant  
Health Inspection  
Service

## Animal and Plant Health Inspection Service Anti-Harassment Policy Statement

Office of the  
Administrator

1400 Independence  
Avenue SW  
Washington, DC  
20250

All Animal and Plant Health Inspection Service (APHIS) employees are required to conduct themselves in a manner that demonstrates respect for their colleagues in the workplace and provides a high level of courteous service to our customers and stakeholders. APHIS' policy is clear: Harassment of any kind will not be tolerated.

Workplace harassment is defined as unwelcome or offensive treatment, behavior, or conduct—whether verbal, physical, visual, or psychological—that denigrates or shows hostility or aversion towards an individual based on the individual's protected status, which a reasonable person would consider intimidating, hostile or abusive. Offensive conduct includes, but is not limited to, bullying, offensive jokes, slurs, epithets, name-calling, physical assault or threats, intimidation, insults, ridicule, mockery, interference with work performance, and the display of offensive objects or pictures, written or verbal comments, or graphic materials that are offensive to or show hostility toward an individual or group. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature.

Employees experiencing or witnessing harassment should immediately report the matter to their supervisor, manager, or the Workplace Violence Prevention and Response toll-free number at 1-866-234-3174. Any employee who files such a complaint or provides information related to a complaint will be protected from retaliation. An employee making a complaint of harassment based on a protected status must contact the APHIS Office of Civil Rights, Diversity, and Inclusion (OCRDI) Counseling and Resolution Branch at 1-800-342-7231 within 45 days of the alleged incident. This includes workplace harassment based on race, religion, color, sex (including gender identity and expression), age, national origin, disability, reprisal, sexual orientation, marital, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance. Confidentiality of harassment complaints will be maintained to the utmost extent possible.

Managers and supervisors are required to take prompt action to address any harassment complaint and to ensure that no retaliation takes place against any employee or other individual making such a complaint or providing information about the complaint.

This policy should be posted in our workplace and disseminated to all employees. The policy statement can be found on the OCRDI website at [www.aphis.usda.gov/civil\\_civil\\_rights](http://www.aphis.usda.gov/civil_civil_rights).

Kevin Shea  
Administrator

JUL 26 2010



Animal and Plant  
Health Inspection  
Service

## Animal and Plant Health Inspection Service Diversity and Inclusion Policy Statement

Office of the  
Administrator

1400 Independence  
Avenue SW  
Washington, DC  
20250

The Animal and Plant Health Inspection Service (APHIS) has a longstanding commitment to support civil rights and provide a discrimination-free workplace. Equally important—and just as vital to our success as an Agency—is our commitment to diversity and inclusion. APHIS is committed to achieving visible diversity at all organizational levels. Workforce diversity creates an array of individual attributes that, taken together, build an agency that more closely resembles the public it serves. This in turn improves agency effectiveness and credibility.

The APHIS Office of Diversity and Inclusion has been established to develop structures and strategies to equip leaders with the ability to manage diversity, be accountable, measure results through the Cultural Transformation Action Plan, and institutionalize a culture of inclusion. In carrying out our mission to increase diversity and inclusion within APHIS, we will strive to make the best use of individual employee and team talents, backgrounds, and capabilities. We will seek to foster environments where diverse ideas are highly valued and employees are encouraged to offer their perspectives and viewpoints before critical decisions are made. We will also aspire to help individuals achieve their potential through the enhancement of leadership and mentoring programs, thereby creating a diverse pool of candidates for mission-critical positions and maximizing their contributions to the Agency.

To support diversity and inclusion, APHIS must also cast the widest possible net to search for the best talent. Every Agency hiring and recruitment initiative must ensure that we are bringing on board talent from the widest possible range of sources. This means recruiting at institutions we may not have focused on previously, and partnering with community and professional organizations to establish an APHIS workplace that is fully reflective of our Nation's diversity. Once new employees are on board, we must work to retain them through a commitment to mentoring, coaching, and developing them to their full potential.

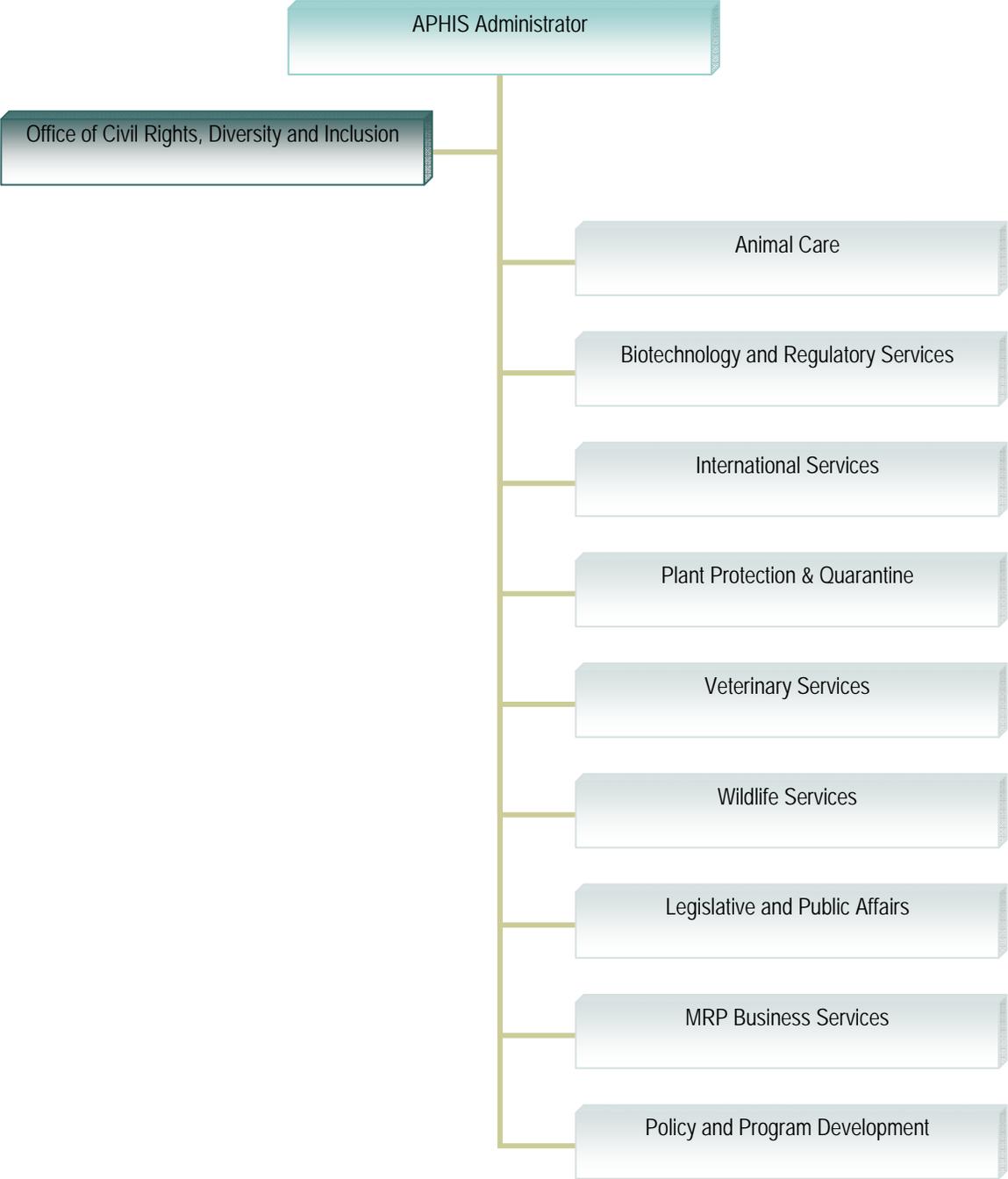
For APHIS to be an employer of choice, every member of the Agency community must advocate for, promote, and—most importantly—practice the principles of diversity and inclusion in everything that we do. As APHIS' Diversity and Inclusion Champion, I am personally committed to ensuring that APHIS fosters a more inclusive culture that improves our organizational creativity, decision making, employee morale, and job satisfaction.

This Diversity and Inclusion Policy Statement must be distributed to all employees and posted in all work areas to ensure the APHIS workforce is aware of its diversity and inclusion responsibilities. This policy statement will also be posted on the Office of Civil Rights, Diversity and Inclusion website at [www.aphis.usda.gov/civilrights](http://www.aphis.usda.gov/civilrights).

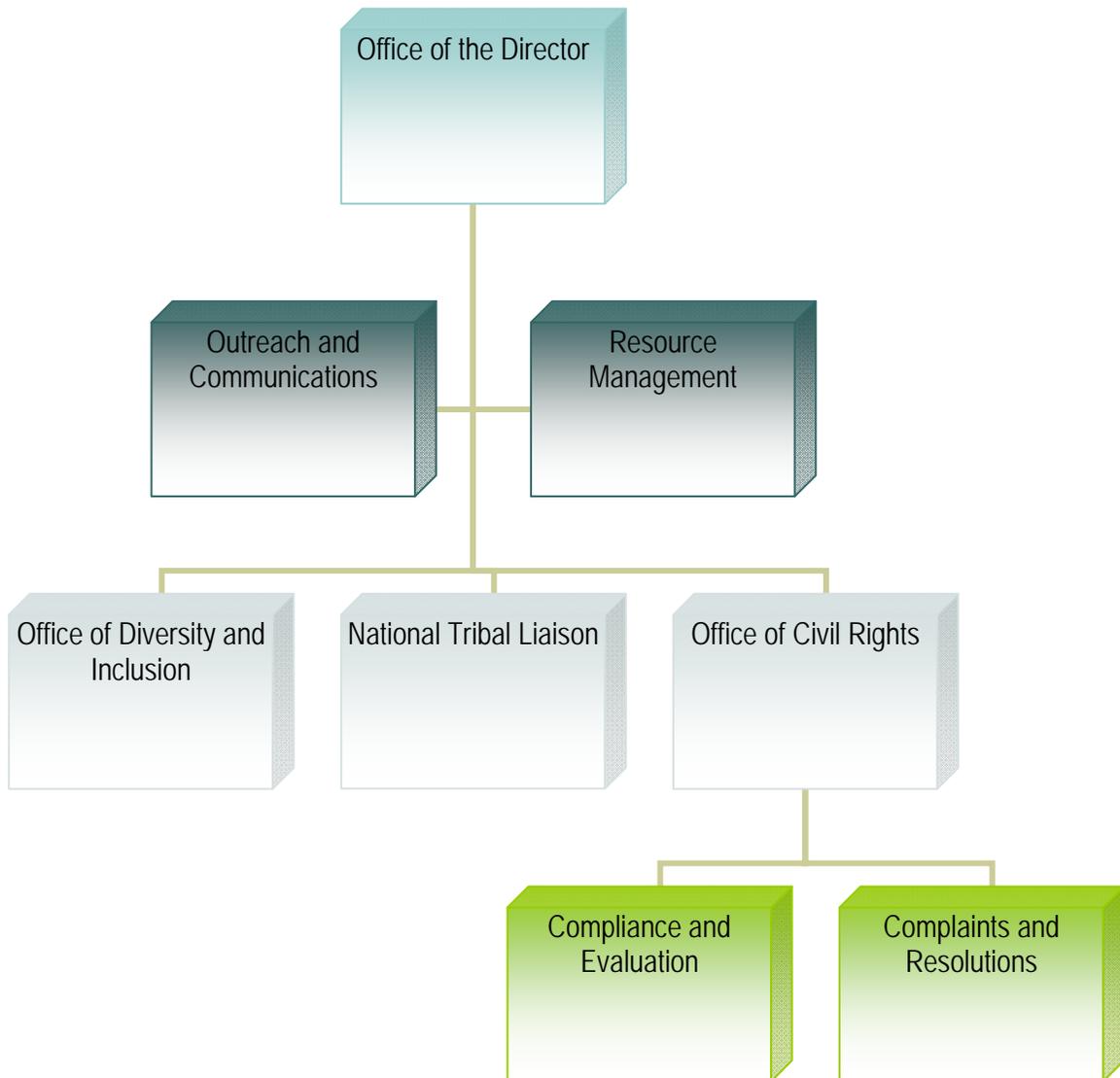
Kevin Shea  
Administrator

JUL 26 2013

# APHIS Organizational Chart



# Office of Civil Rights, Diversity and Inclusion



## APHIS Data Analysis FY 2013

### Workforce Profile

The APHIS total workforce decreased from 8,296 in FY2012 to 8,010 in FY2013, a net decrease of -286. Of the -286 decrease, 61% (-177) are males and 38% (-109) are females. White males represent the majority of the APHIS workforce with 44.5% (3564) representation, followed by White females with 27.32% (2188); Hispanic males 6.7% (544) and Hispanic females represent 3.5% (280); Black males 3.21% (257) and Black females 5% (402); Asian males 3.9% (315) and Asian females 1.9% (153); Native Hawaiian or Other Pacific Islander (NHOPI) males represents 0.97% (78) and NHOPI females .26% (21); American Indian males with .77% (62) and American Indian females with .46% (37); Two or more races male .80% (64) and Two or more races female .56% (45). APHIS is below the Civilian Labor Force (CLF) and underrepresented in the categories of: Black males and females, Hispanic females, Asian females White females and American Indian/Alaska Native females.

There are a total of 88 employees with a Targeted Disability, an increase of two from FY2012. Of that population 39 (44.3%) are male and 49 (55.6%) are female. The number of individuals with disabilities (IWD) is 774, representing 9.6% of the total workforce. IWDs are comprised of 473 (61.1%) males and 301 (39.0%) females.

### Hispanic Employees

Total employment for Hispanics in FY2013 is 824 or 10.2 % of the total APHIS employment. Of the total employees with a TD 13 are Hispanic, including 9 (6.92%) males and 2 (1.5%) females. There are 57 Hispanic employees with a Reported Disability, including 36 (6.31%) males and 21 (3.70%) females. *Hispanic females are under-represented by (-1.29%) as compared to the CLF. There is no underrepresentation among Hispanic males.*

### African American Employees

Total employment for African Americans in FY2013 is 659 or 8.2% of the total APHIS employment. Of the total employees with a TD 7 are African American, including 2 (2.86%) male and 5 (7.14%) females. There are 50 African American employees with a Reported Disability, including 20 (0.4%) males and 30 (0.6%) females. *African American females are underrepresented by -1.51% and African American Men by -2.28% as compared to the CLF.*

### Asian Employees

Total employment for Asians in FY2013 is 468 or 5.8% of the total APHIS employment. Of the total employees with a TD 2 (1.1%) are Asian males. There are no Asian females with a Targeted Disability. There are 30 Asian employees with a Reported Disability. *Asian females are underrepresented by -.02% when compared to the CLF.*

### American Indian/Alaskan Native (AI/AN) Employees

Total employment for AI/AN in FY2013 is 99 or 1.0% of the total APHIS employment. Of the total employees with a TD 3 are AI/AN, including 1 (0.33%) male and 2 (0.66%) females. There are no AI/AN males with a Targeted Disability. There are 18 AI/AN with a Reported Disability. *American Indians/Alaska Natives females are underrepresented by -.07% when compared to the CLF. There is no underrepresentation among American Indian/Alaska Native males.*

### Native Hawaiian or Other Pacific Islander (NHOPI) Employees

Total employment for NHOPI in FY2013 is 99 or 1.0%. Of that total there are no NHOPI employees with a Targeted or Reported Disability. There are 11 NHOPI employees with Reported Disabilities. *There is no underrepresentation among NHOPI males or females when compared to the CLF.*

### White Employees

Total employment for White males and females in FY2013 is 5752 or 71% of the total APHIS employment. Of the total employees with a TD 62 are White, including 30 (48.3%) are males and 32 (51.6%) are females. *White females are underrepresented by (-6.7%) as compared to the CLF. There is no underrepresentation among White males.*

### Two or More Races

Total employment for Two or More Races in FY2013 is 109 (1.3%) of the total APHIS employment. Of that total with a TD 1 female represents two or more races. There are 19 Two or More Races employees with a Reported Disability. *There is no underrepresentation among Two or More Races.*

## Analysis for Underrepresented Groups

<b>Underrepresented Groups</b>	<b>Total workforce Representation</b>	<b>CLF Representation</b>	<b>Underrepresentation (as compared to CLF)</b>
Hispanic females (HF)	3.50%	4.79%	-1.29%
White females (WF)	27.32%	34%	-6.71%
Black males (BM)	3.21%	5.49%	-2.28%
Black females (BF)	5.02%	6.53%	-1.51%
Asian females (AF)	1.91%	1.93%	-0.02%
American Indian/Alaska Native females (AIAN)	.46%	.53%	-0.07%

### New Hires

There were a total of 688 new hires (127 permanent and 561 Temporary) during FY2013. Of the New Hires 61.9% were male and 38% female.

Of the New Hires 4.3% (30) were HF as compared to their representation in the total workforce of 3.50%; 26% (180) were WF as compared to their representation in the total agency workforce of 27.32%; 2.9% (20) of new hires were BM who also represent 3.21% of the total agency workforce; BF also represented 3.7% (26) of the new hires and 5.02% of the agency workforce. Asian females comprised of 0.68% (10) of the new hires and 1.91% of the total agency workforce. American Indian or Alaska Native female comprised of .04 %(3) of the new hires and .46% of the total agency workforce.

## Grades

The highest concentration of GS/GM employees in APHIS is in the GS 12 (1,109), GS-11 (916) and GS-13 (734) categories.

Hispanic females represent 3.50% of the total APHIS Workforce. Among the most populated grades in APHIS HF represent 3.4% (38) of GS-12 employees, followed by 3.8% (35) of GS-11 and 2.0% (15) of the GS 13 employees.

White females represent 27.32% of the total APHIS Workforce. Among the most populated grades in APHIS WF represent 32.19% (357) of GS-12 employees, followed by 27.51% (252) of GS-11 and 34% (250) of GS-13 employees.

Black males represent 3.21% of the total APHIS workforce. Among the most populated grades in APHIS BM represent 4.23% (47) of GS-12 employees, followed by 4.25% (39) of GS-11 and 4.63% (34) of GS 13 employees.

Black females represent 5.02% of the total APHIS workforce. Among the most populated grades in APHIS BF represent 7.12% (79) of GS-12 employees, followed by 7.5% (55) of GS 13 and 3.93% (36) of GS-11 employees.

Asian females represent 1.91% of the total APHIS workforce. Among the most populated grades in APHIS Asian female represent 3.38% (31) of GS-11 employees, followed by 1.0% (13) of GS-12 and 1.0% (8) of GS-13 employees.

American Indian/Alaska Native represent .46% of the total APHIS workforce. Among the most populated grades in APHIS Asian female represent .3% (4) of GS-12 employees, followed by .3% (3) of GS-11 and .2% (2) of GS-13 employees.

## Major Occupations

The highest concentration of employees in APHIS are located in the following Major Occupation Categories: 0401 – General Biological Science 14.6% (1174); 0701 Veterinary Medical Science 7.7% (617); 0303 - Miscellaneous Clerk and Assistant 4.8% (386).

Hispanic females comprise 5.03% (59) of the 401 series, followed by 1.94% (12) of the 701 series and 9.07% (35) of the 303 series.

White females comprise 22.40% (263) of the 401 series, followed by 36.4% (225) of the 701 series and 52.33% (202) of the 303 series.

Black males comprise 3.66% (43) of the 401 series, followed by 3.40% (21) of the 701 series and 2.8% of the 303 series.

Black females comprise 1.19% (14) of the 401 series, followed by 4.70% (29) of the 701 series and 14.51 (56) of the 303 series.

Asian females comprise 3.15% (37) of the 401 series, followed by 1.46% (9) of the 701 series and 2.33% (9) of the 303 series.

American Indian/Alaska Native females comprise of .05% (7), followed by .01% (1) of the 701 series and 1.5%(6) of the 303 series .

### Separations

There were a total of 278 Separations (262 voluntary and 16 involuntary) during FY 2013. Of the Separations 57.2% were males and 42.7% females.

The overall separation rate for HF was 3.24% as compared to their representation in the total workforce of 3.50%.

The overall separation rate for WF was 32.01% as compared to their representation in the total workforce of 27.32%.

The overall separation rate for BM was 5.0% as compared to their representation in the total workforce of 3.21%.

The overall separation rate for BF was 5.40% as compared to their representation in the total workforce of 5.02%.

The overall separation rate for AF was 1.80% as compared to their representation in the total workforce of 1.91%

The overall separation rate for AI/AN was .36% as compared to their representation in the total workforce of .46%.

*Data Source: NFC Online Reporting Center – November 2013*

Workforce  
Data Tables  
Tables A-1 through A-14

**Table A2: Total Workforce By Component - Distribution by Race/Ethnicity and Sex**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

ORGANIZATIONAL COMPONENT	TOTAL WORKFORCE					RACE/ETHNICITY											
						Hispanic or Latino		Non-Hispanic or Latino									
	All	Male	Female	Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
						Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	5551	2985	2566	342	208	2154	1835	219	366	197	100	18	9	37	28	18	20
	100.00%	53.77%	46.23%	6.16%	3.75%	38.80%	33.06%	3.95%	6.59%	3.55%	1.80%	0.32%	0.16%	0.67%	0.50%	0.32%	0.36%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
CLF (2000)		53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%
OFFICE OF ADMINISTRATOR	33	10	23	0	1	2	6	6	15	0	1	0	0	2	0	0	0
	100.00%	30.30%	69.70%	0.00%	3.03%	6.06%	18.18%	18.18%	45.45%	0.00%	3.03%	0.00%	0.00%	6.06%	0.00%	0.00%	0.00%
VETERINARY SERVICES	1642	795	847	87	48	616	672	49	98	21	16	3	2	15	6	4	5
	100.00%	48.42%	51.58%	5.30%	2.92%	37.52%	40.93%	2.98%	5.97%	1.28%	0.97%	0.18%	0.12%	0.91%	0.37%	0.24%	0.30%
ANIMAL CARE	181	64	117	2	0	53	93	5	19	3	2	0	0	1	1	0	2
	100.00%	35.36%	64.64%	1.10%	0.00%	29.28%	51.38%	2.76%	10.50%	1.66%	1.10%	0.00%	0.00%	0.55%	0.55%	0.00%	1.10%
POLICY and PROGRAM DEVELOPMENT	101	34	67	2	2	27	52	4	11	1	2	0	0	0	0	0	0
	100.00%	33.66%	66.34%	1.98%	1.98%	26.73%	51.49%	3.96%	10.89%	0.99%	1.98%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
LEGISLATIVE AND PUBLIC AFFAIRS STAFF	60	15	45	1	0	10	27	4	16	0	1	0	0	0	0	0	1
	100.00%	25.00%	75.00%	1.67%	0.00%	16.67%	45.00%	6.67%	26.67%	0.00%	1.67%	0.00%	0.00%	0.00%	0.00%	0.00%	1.67%
MRP BUSINESS SERVICES	672	277	395	21	11	184	260	59	106	8	12	0	0	3	4	2	2
	100.00%	41.22%	58.78%	3.13%	1.64%	27.38%	38.69%	8.78%	15.77%	1.19%	1.79%	0.00%	0.00%	0.45%	0.60%	0.30%	0.30%
INTERNATIONAL SERVICES	87	43	44	8	6	29	22	3	14	3	1	0	0	0	0	0	1
	100.00%	49.43%	50.57%	9.20%	6.90%	33.33%	25.29%	3.45%	16.09%	3.45%	1.15%	0.00%	0.00%	0.00%	0.00%	0.00%	1.15%
PLANT PROTECTION and QUARANTINE	2041	1244	797	203	127	779	519	80	64	147	59	11	6	13	14	11	8
	100.00%	60.95%	39.05%	9.95%	6.22%	38.17%	25.43%	3.92%	3.14%	7.20%	2.89%	0.54%	0.29%	0.64%	0.69%	0.54%	0.39%
BIOTECHNOLOGY REGULATORY SERVICES	85	33	52	2	3	20	33	4	14	7	2	0	0	0	0	0	0
	100.00%	38.82%	61.18%	2.35%	3.53%	23.53%	38.82%	4.71%	16.47%	8.24%	2.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WILDLIFE SERVICES	649	470	179	16	10	434	151	5	9	7	4	4	1	3	3	1	1
	100.00%	72.42%	27.58%	2.47%	1.54%	66.87%	23.27%	0.77%	1.39%	1.08%	0.62%	0.62%	0.15%	0.46%	0.46%	0.15%	0.15%

**Table A3-1: Occupational Categories - Distribution by Race/Ethnicity and Sex**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

OCCUPATIONAL CATEGORIES	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>1. Officials and Managers</b>																	
Executive/Senior Level (Grades 15 and Above)	142	94	48	6	3	74	35	9	8	5	1	0	0	0	0	0	1
	100.00%	66.20%	33.80%	4.23%	2.11%	52.11%	24.65%	6.34%	5.63%	3.52%	0.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.70%
- Mid-Level (Grades 13-14)	407	253	154	16	5	208	119	13	24	8	4	2	0	4	1	2	1
	100.00%	62.16%	37.84%	3.93%	1.23%	51.11%	29.24%	3.19%	5.90%	1.97%	0.98%	0.49%	0.00%	0.98%	0.25%	0.49%	0.25%
- First Level (Grades 12 and Below)	138	110	28	15	3	79	20	5	4	9	0	1	0	1	0	0	1
	100.00%	79.71%	20.29%	10.87%	2.17%	57.25%	14.49%	3.62%	2.90%	6.52%	0.00%	0.72%	0.00%	0.72%	0.00%	0.00%	0.72%
- Other Officials and Managers	682	204	478	14	18	141	317	38	123	4	12	1	1	4	3	2	4
	100.00%	29.91%	70.09%	2.05%	2.64%	20.67%	46.48%	5.57%	18.04%	0.59%	1.76%	0.15%	0.15%	0.59%	0.44%	0.29%	0.59%
Officials and Managers	1369	661	708	51	29	502	491	65	159	26	17	4	1	9	4	4	7
Total	100.00%	48.28%	51.72%	3.73%	2.12%	36.67%	35.87%	4.75%	11.61%	1.90%	1.24%	0.29%	0.07%	0.66%	0.29%	0.29%	0.51%
2. Professionals	2541	1547	994	150	89	1150	732	101	95	119	55	6	1	12	6	9	16
	100.00%	60.88%	39.12%	5.90%	3.50%	45.26%	28.81%	3.97%	3.74%	4.68%	2.16%	0.24%	0.04%	0.47%	0.24%	0.35%	0.63%
3. Technicians	804	516	288	112	40	324	224	25	9	42	11	6	2	6	1	1	1
	100.00%	64.18%	35.82%	13.93%	4.98%	40.30%	27.86%	3.11%	1.12%	5.22%	1.37%	0.75%	0.25%	0.75%	0.12%	0.12%	0.12%
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5. Administrative Support Workers	619	115	504	14	53	72	334	18	90	6	12	1	3	3	4	1	8
	100.00%	18.58%	81.42%	2.26%	8.56%	11.63%	53.96%	2.91%	14.54%	0.97%	1.94%	0.16%	0.48%	0.48%	0.65%	0.16%	1.29%
6. Craft Workers	25	25	0	10	0	14	0	1	0	0	0	0	0	0	0	0	0
	100.00%	100.00%	0.00%	40.00%	0.00%	56.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	30	27	3	2	0	23	2	0	0	1	0	0	0	1	1	0	0
	100.00%	90.00%	10.00%	6.67%	0.00%	76.67%	6.67%	0.00%	0.00%	3.33%	0.00%	0.00%	0.00%	3.33%	3.33%	0.00%	0.00%
8. Laborers and Helpers	23	12	11	3	1	9	8	0	1	0	0	0	0	0	0	0	1
	100.00%	52.17%	47.83%	13.04%	4.35%	39.13%	34.78%	0.00%	4.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.35%
9. Service Workers	108	64	44	12	3	46	39	3	1	1	1	0	0	1	0	1	0
	100.00%	59.26%	40.74%	11.11%	2.78%	42.59%	36.11%	2.78%	0.93%	0.93%	0.93%	0.00%	0.00%	0.93%	0.00%	0.93%	0.00%



















**Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex (Perm)**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

Major Occupations	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0401 - GENERAL BIOLOGICAL SCIENCE	1174	791	383	113	59	532	263	43	14	86	37	5	1	8	7	4	2
	100.0	67.38	32.62	9.63%	5.03%	45.32	22.40	3.66%	1.19	7.33	3.15%	0.43	0.09	0.68	0.60	0.34%	0.17
Occupational CLF																	
0701 - VETERINARY SCIENCE	617	336	281	15	12	283	225	21	29	12	9	0	2	4	1	1	3
	100.0	54.46	45.54	2.43%	1.94%	45.87	36.47	3.40%	4.70	1.94	1.46%	0.00	0.32	0.65	0.16	0.16%	0.49
Occupational CLF																	
0303 - MISCELLANEOUS CLERK and ASSISTANT	386	74	312	10	35	42	202	11	56	6	9	1	2	3	6	1	2
	100.0	19.17	80.83	2.59%	9.07%	10.88	52.33	2.85%	14.51	1.55	2.33%	0.26	0.52	0.78	1.55	0.26%	0.52
Occupational CLF																	
0486 - WILDLIFE BIOLOGY	320	284	36	10	1	263	33	2	1	4	0	3	0	2	1	0	0
	100.0	88.75	11.25	3.13%	0.31%	82.19	10.31	0.63%	0.31	1.25	0.00%	0.94	0.00	0.63	0.31	0.00%	0.00
Occupational CLF																	
0704 - ANIMAL HEALTH TECHNICIAN	312	212	100	62	3	140	92	6	4	0	0	1	0	3	1	0	0
	100.0	67.95	32.05	19.87	0.96%	44.87	29.49	1.92%	1.28	0.00	0.00%	0.32	0.00	0.96	0.32	0.00%	0.00
Occupational CLF																	
2210 - INFORMATION TECHNOLOGY MANAGEMENT	265	179	86	11	4	127	63	27	18	10	0	2	0	1	1	1	0
	100.0	67.55	32.45	4.15%	1.51%	47.92	23.77	10.19	6.79	3.77	0.00%	0.75	0.00	0.38	0.38	0.38%	0.00
Occupational CLF																	
0404 - BIOLOGICAL SCIENCE TECHNICIAN	264	154	110	13	9	124	97	4	2	11	0	0	1	2	1	0	0
	100.0	58.33	41.67	4.92%	3.41%	46.97	36.74	1.52%	0.76	4.17	0.00%	0.00	0.38	0.76	0.38	0.00%	0.00
Occupational CLF																	
0301 -	223	59	164	2	7	40	94	13	59	1	2	0	0	2	2	1	0

MISCELLANEOUS ADMINISTRATION and PROGRAM	100.0 0%	26.46 %	73.54 %	0.90%	3.14%	17.94 %	42.15 %	5.83%	26.46 %	0.45 %	0.90%	0.00 %	0.00 %	0.90 %	0.90 %	0.45%	0.00 %
Occupational CLF																	
0421 - PLANT PROTECTION TECHNICIAN	206	142	64	41	27	46	25	13	0	35	11	5	1	1	0	1	0
	100.0 0%	68.93 %	31.07 %	19.90 %	13.11 %	22.33 %	12.14 %	6.31%	0.00 %	16.99 %	5.34%	2.43 %	0.49 %	0.49 %	0.00 %	0.00 %	0.49%
Occupational CLF																	
0343 - MANAGEMENT PROGRAM ANALYSIS	197	58	139	3	1	42	105	10	27	1	4	0	0	1	0	1	2
	100.0 0%	29.44 %	70.56 %	1.52%	0.51%	21.32 %	53.30 %	5.08%	13.71 %	0.51 %	2.03%	0.00 %	0.00 %	0.51 %	0.00 %	0.51%	1.02 %
Occupational CLF																	
0414 - ENTOMOLOGY	101	70	31	6	3	54	27	1	0	9	1	0	0	0	0	0	0
	100.0 0%	69.31 %	30.69 %	5.94%	2.97%	53.47 %	26.73 %	0.99%	0.00 %	8.91 %	0.99%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00%
Occupational CLF																	
0560 - BUDGET ANALYSIS	97	15	82	2	4	9	62	3	14	0	1	0	0	1	1	0	0
	100.0 0%	15.46 %	84.54 %	2.06%	4.12%	9.28%	63.92 %	3.09%	14.43 %	0.00 %	1.03%	0.00 %	0.00 %	1.03 %	1.03 %	0.00%	0.00 %
Occupational CLF																	
1810 - GENERAL INVESTIGATING	96	66	30	13	2	47	27	3	1	1	0	0	0	1	0	1	0
	100.0 0%	68.75 %	31.25 %	13.54 %	2.08%	48.96 %	28.13 %	3.13%	1.04 %	1.04 %	0.00%	0.00 %	0.00 %	1.04 %	0.00 %	1.04%	0.00 %
Occupational CLF																	
0201 - HUMAN RESOURCES MANAGEMENT	85	24	61	0	0	20	44	3	15	1	1	0	0	0	1	0	0
	100.0 0%	28.24 %	71.76 %	0.00%	0.00%	23.53 %	51.76 %	3.53%	17.65 %	1.18 %	1.18%	0.00 %	0.00 %	0.00 %	1.18 %	0.00%	0.00 %
Occupational CLF																	
0403 - MICROBIOLOGY	85	31	54	0	1	25	49	0	3	4	1	0	0	2	0	0	0
	100.0 0%	36.47 %	63.53 %	0.00%	1.18%	29.41 %	57.65 %	0.00%	3.53 %	4.71 %	1.18%	0.00 %	0.00 %	2.35 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0318 - SECRETARY	60	8	52	2	4	6	29	0	16	0	0	0	0	0	0	0	3
	100.0 0%	13.33 %	86.67 %	3.33%	6.67%	10.00 %	48.33 %	0.00%	26.67 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	5.00 %
Occupational CLF																	
0341 - ADMINISTRATIVE OFFICER	60	23	37	0	3	19	25	2	7	0	0	1	1	0	0	1	1
	100.0 0%	38.33 %	61.67 %	0.00%	5.00%	31.67 %	41.67 %	3.33%	11.67 %	0.00 %	0.00%	1.67 %	1.67 %	0.00 %	0.00 %	1.67%	1.67 %
Occupational CLF																	
1712 - TRAINING INSTRUCTION	60	31	29	4	5	20	18	5	4	1	2	0	0	0	0	1	0
	100.0	51.67	48.33	6.67%	8.33%	33.33	30.00	8.33%	6.67	1.67	3.33%	0.00	0.00	0.00	0.00	1.67%	0.00





	100.0 0%	88.24 %	11.76 %	0.00%	0.00%	64.71 %	11.76 %	23.53 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0150 - GEOGRAPHY	16	9	7	0	0	9	7	0	0	0	0	0	0	0	0	0	0
	100.0 0%	56.25 %	43.75 %	0.00%	0.00%	56.25 %	43.75 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1035 - PUBLIC AFFAIRS	16	6	10	1	0	3	8	2	2	0	0	0	0	0	0	0	0
	100.0 0%	37.50 %	62.50 %	6.25%	0.00%	18.75 %	50.00 %	12.50 %	12.50 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
2101 - TRANSPORTATIO N SPECIALIST	16	2	14	0	0	1	9	0	5	1	0	0	0	0	0	0	0
	100.0 0%	12.50 %	87.50 %	0.00%	0.00%	6.25%	56.25 %	0.00%	31.25 %	6.25 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
4749 - MAINTENANCE MECHANIC	16	16	0	1	0	11	0	1	0	1	0	0	0	0	0	2	0
	100.0 0%	100.0 0%	0.00%	6.25%	0.00%	68.75 %	0.00%	6.25%	0.00 %	6.25 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	12.50 %	0.00 %
Occupational CLF																	
0430 - BOTANY	14	10	4	2	1	7	3	0	0	0	0	0	0	1	0	0	0
	100.0 0%	71.43 %	28.57 %	14.29 %	7.14%	50.00 %	21.43 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	7.14 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0799 - VETERINARY STUDENT TRAINEE	13	2	11	0	0	1	9	0	2	1	0	0	0	0	0	0	0
	100.0 0%	15.38 %	84.62 %	0.00%	0.00%	7.69%	69.23 %	0.00%	15.38 %	7.69 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1320 - CHEMISTRY	12	10	2	0	0	10	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	83.33 %	16.67 %	0.00%	0.00%	83.33 %	16.67 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0018 - SAFETY and OCCUPATIONAL HEALTH MANAGEMENT	11	6	5	1	1	4	4	1	0	0	0	0	0	0	0	0	0
	100.0 0%	54.55 %	45.45 %	9.09%	9.09%	36.36 %	36.36 %	9.09%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0080 - SECURITY ADMINISTRATION	11	8	3	2	0	6	1	0	2	0	0	0	0	0	0	0	0
	100.0 0%	72.73 %	27.27 %	18.18 %	0.00%	54.55 %	9.09%	0.00%	18.18 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0306 -	11	2	9	0	0	1	2	1	5	0	1	0	0	0	0	0	1

	100.0 0%	18.18 %	81.82 %	0.00%	0.00%	9.09%	18.18 %	9.09%	45.45 %	0.00 %	9.09%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	9.09 %
Occupational CLF																	
1101 - GENERAL BUSINESS and INDUSTRY	11	6	5	0	1	2	1	4	3	0	0	0	0	0	0	0	0
	100.0 0%	54.55 %	45.45 %	0.00%	9.09%	18.18 %	9.09%	36.36 %	27.27 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0260 - EQUAL EMPLOYMENT OPPORTUNITY	10	3	7	0	0	1	0	2	7	0	0	0	0	0	0	0	0
	100.0 0%	30.00 %	70.00 %	0.00%	0.00%	10.00 %	0.00%	20.00 %	70.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0499 - BIOLOGICAL SCIENCE STUDENT TRAINEE	10	3	7	0	0	2	2	0	4	0	0	0	0	0	0	0	1
	100.0 0%	30.00 %	70.00 %	0.00%	0.00%	20.00 %	20.00 %	0.00%	40.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	10.00 %
Occupational CLF																	
4742 - UTILITY SYSTEMS REPAIRING- OPERATING	9	8	1	1	0	6	0	0	0	1	0	0	0	0	0	1	0
	100.0 0%	88.89 %	11.11 %	11.11 %	0.00%	66.67 %	0.00%	0.00%	0.00 %	11.11 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	11.11 %	0.00%
Occupational CLF																	
0342 - SUPPORT SERVICES ADMINISTRATION	8	4	4	0	0	1	4	3	0	0	0	0	0	0	0	0	0
	100.0 0%	50.00 %	50.00 %	0.00%	0.00%	12.50 %	50.00 %	37.50 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1140 - TRADE SPECIALIST	8	3	5	0	3	3	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	37.50 %	62.50 %	0.00%	37.50 %	37.50 %	25.00 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1529 - MATHEMATICAL STATISTICIAN	8	3	5	0	0	2	5	0	0	1	0	0	0	0	0	0	0
	100.0 0%	37.50 %	62.50 %	0.00%	0.00%	25.00 %	62.50 %	0.00%	0.00 %	12.50 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1640 - FACILITY OPERATIONS	8	7	1	0	0	6	1	1	0	0	0	0	0	0	0	0	0
	100.0 0%	87.50 %	12.50 %	0.00%	0.00%	75.00 %	12.50 %	12.50 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1670 - EQUIPMENT SERVICES	8	8	0	1	0	7	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	12.50 %	0.00%	87.50 %	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
3511 -	8	5	3	0	0	5	2	0	0	0	1	0	0	0	0	0	0



PROCUREMENT CLERICAL and ASSISTANCE	100.0 0%	50.00 %	50.00 %	0.00%	0.00%	16.67 %	50.00 %	33.33 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0340 - PROGRAM MANAGEMENT	5	4	1	0	0	4	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	80.00 %	20.00 %	0.00%	0.00%	80.00 %	20.00 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0690 - INDUSTRIAL HYGIENE	5	3	2	0	0	2	2	1	0	0	0	0	0	0	0	0	0
	100.0 0%	60.00 %	40.00 %	0.00%	0.00%	40.00 %	40.00 %	20.00 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1083 - TECHNICAL WRITING and EDITING	5	2	3	0	0	2	3	0	0	0	0	0	0	0	0	0	0
	100.0 0%	40.00 %	60.00 %	0.00%	0.00%	40.00 %	60.00 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1412 - TECHNICIAN INFORMATION SERVICES	5	1	4	0	0	0	4	0	0	0	0	0	0	1	0	0	0
	100.0 0%	20.00 %	80.00 %	0.00%	0.00%	0.00%	80.00 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	20.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0019 - SAFETY TECHNICIAN	4	4	0	0	0	3	0	0	0	0	0	0	0	1	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	75.00 %	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	25.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0335 - COMPUTER CLERK and ASSISTANT	4	2	2	0	0	1	2	1	0	0	0	0	0	0	0	0	0
	100.0 0%	50.00 %	50.00 %	0.00%	0.00%	25.00 %	50.00 %	25.00 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0544 - CIVILIAN PAY	4	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1084 - VISUAL INFORMATION	4	2	2	0	0	1	1	1	1	0	0	0	0	0	0	0	0
	100.0 0%	50.00 %	50.00 %	0.00%	0.00%	25.00 %	25.00 %	25.00 %	25.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1410 - LIBRARIAN	4	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1805 -	4	0	4	0	1	0	2	0	1	0	0	0	0	0	0	0	0

	100.0 0%	0.00%	100.0 0%	0.00%	25.00 %	0.00%	50.00 %	0.00%	25.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
2003 - SUPPLY PROGRAM MANAGEMENT	4	4	0	1	0	2	0	0	0	1	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	25.00 %	0.00%	50.00 %	0.00%	0.00%	0.00 %	25.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
2299 - INFORMATION TECHNOLOGY TRAINEE	4	3	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0
	100.0 0%	75.00 %	25.00 %	0.00%	0.00%	50.00 %	25.00 %	25.00 %	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0086 - SECURITY CLERICAL and ASSISTANCE	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	33.33 %	66.67 %	0.00%	0.00%	33.33 %	66.67 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0305 - MAIL and FILE	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	33.33 %	66.67 %	0.00%	0.00%	33.33 %	66.67 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0482 - FISHERY BIOLOGY	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	33.33 %	66.67 %	0.00%	0.00%	33.33 %	66.67 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0801 - GENERAL ENGINEERING	3	1	2	0	0	0	1	1	1	0	0	0	0	0	0	0	0
	100.0 0%	33.33 %	66.67 %	0.00%	0.00%	0.00%	33.33 %	33.33 %	33.33 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0963 - LEGAL INSTRUMENTS EXAMINING	3	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1087 - EDITORIAL ASSISTANCE	3	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1311 - PHYSICAL SCIENCE TECHNICIAN	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0
	100.0 0%	33.33 %	66.67 %	0.00%	0.00%	33.33 %	66.67 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
1530 - STATISTICIAN	3	2	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	66.67 %	33.33 %	0.00%	0.00%	66.67 %	33.33 %	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %





OPPORTUNITY ASSISTANCE	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	100.0 0%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00%	0.00 %
Occupational CLF																	
0410 - ZOOLOGY	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0601 - GENERAL HEALTH SCIENCE	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00 %	0.00 %	100.0 0%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0610 - NURSE	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0830 - MECHANICAL ENGINEERING	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0850 - ELECTRICAL ENGINEERING	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
0890 - AGRICULTURAL ENGINEERING	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	100.0 0%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1020 - ILLUSTRATING	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1071 - AUDIOVISUAL PRODUCTION	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1099 - INFORMATION and ARTS STUDENT TRAINEE	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1160 - FINANCIAL ANALYSIS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

	0%		0%				0%		%	%		%	%	%	%		%
Occupational CLF																	
1421 - ARCHIVES TECHNICIAN	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1515 - OPERATIONS RESEARCH	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1599 - MATHEMATICS and STATISTICS STUDENT TRAINEE	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00 %	0.00 %	100.0 0%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1603 - EQUIPMENT, FACILITIES and SERVICES ASSISTANCE	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1654 - PRINTING MANAGEMENT	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
1899 - INVESTIGATION STUDENT TRAINEE	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
2005 - SUPPLY CLERICAL and TECHNICIAN	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
2030 - DISTRIBUTION FACILITIES and STORAGE MANAGEMENT	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	
2102 - TRANSPORTATIO N CLERK and ASSISTANT	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Occupational CLF																	

3566 - CUSTODIAL WORKING	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
3703 - WELDERS	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
4206 - PLUMBING	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
5401 -	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
5409 - WATER TREATMENT PLANT OPERATING	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
5803 - HEAVY MOBILE EQUIPMENT MECHANIC	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																	
8852 - AIRCRAFT MECHANIC	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
	100.0 0%	100.0 0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.0 0%	0.00%
Occupational CLF																	

**Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex**

	Total			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races						
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Job Title/Series: 0343 Management and Program Analysis</b>																		
Total Received	#	102																
Voluntarily Identified	#	93	43	50	3	5	23	14	10	24	7	5	0	0	0	0	0	2
	%	100%	46.20%	53.80%	3.20%	5.40%	24.70%	15.10%	10.80%	25.80%	7.50%	5.40%	0.00%	0.00%	0.00%	0.00%	0.00%	2.20%
Qualified of those Identified	#	76	34	42	3	5	20	9	7	21	4	5	0	0	0	0	0	2
	%	100%	44.70%	55.30%	3.90%	6.60%	26.30%	11.80%	9.20%	27.60%	5.30%	6.60%	0.00%	0.00%	0.00%	0.00%	0.00%	2.60%
Selected of those Identified	#	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			61.40%	38.60%	2.00%	1.60%	52.50%	31.10%	2.50%	3.30%	3.40%	1.90%	0.00%	0.00%	0.10%	0.10%	0.80%	0.60%
<b>Job Title/Series: 0401 Biological Scientist</b>																		
Total Received	#	614																
Voluntarily Identified	#	511	359	152	86	36	191	103	35	5	36	2	1	1	2	0	8	5
	%	100%	70.20%	29.80%	17.00%	6.10%	37.30%	21.00%	7.30%	1.00%	6.50%	0.40%	0.00%	0.20%	0.40%	0.00%	1.70%	1.00%
Qualified of those Identified	#	438	304	134	68	31	165	92	30	5	33	2	1	1	2	0	5	3
	%	100%	69.10%	30.90%	15.30%	6.60%	37.50%	21.70%	7.30%	1.20%	7.30%	0.50%	0.00%	0.20%	0.50%	0.00%	1.20%	0.70%
Selected of those Identified	#	4	1	3	1	2	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	50.00%	50.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			55.90%	44.10%	1.90%	2.10%	47.30%	35.00%	1.20%	1.80%	4.10%	4.30%	0.00%	0.00%	0.40%	0.20%	0.90%	0.70%
<b>Job Title/Series: 0403 Microbiologist</b>																		
Total Received	#	99																
Voluntarily Identified	#	78	54	24	3	0	33	12	3	2	15	8	0	0	0	0	0	2
	%	100%	69.20%	30.80%	3.80%	0.00%	42.30%	15.40%	3.80%	2.60%	19.20%	10.30%	0.00%	0.00%	0.00%	0.00%	0.00%	2.60%
Qualified of those	#	52	35	17	1	0	23	9	2	2	9	5	0	0	0	0	0	1



CLF		55.90%	44.10%	1.90%	2.10%	47.30%	35.00%	1.20%	1.80%	4.10%	4.30%	0.00%	0.00%	0.40%	0.20%	0.90%	0.70%
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**Job Title/Series: 0701 Veterinary Medical Officer**

Total Received	#	9																
Voluntarily Identified	#	8	3	5	0	0	2	4	0	1	0	0	0	0	0	0	1	0
	%	100%	37.50%	62.50%	0.00%	0.00%	25.00%	50.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	0.00%
Qualified of those Identified	#	5	3	2	0	0	2	2	0	0	0	0	0	0	0	0	1	0
	%	100%	60.00%	40.00%	0.00%	0.00%	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%
Selected of those Identified	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
	%	100%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
CLF			60.50%	39.50%	1.30%	0.90%	56.10%	36.40%	0.70%	0.80%	1.50%	0.80%	0.00%	0.00%	0.10%	0.10%	0.80%	0.50%

**Job Title/Series: 2210 Information Technology Specialist**

Total Received	#	97																
Voluntarily Identified	#	88	75	13	6	2	40	4	11	4	15	2	0	1	1	0	2	0
	%	100%	85.20%	14.80%	6.80%	2.30%	45.50%	4.50%	12.50%	4.50%	17.00%	2.30%	0.00%	1.10%	1.10%	0.00%	2.30%	0.00%
Qualified of those Identified	#	74	61	13	4	2	34	4	8	4	13	2	0	1	0	0	2	0
	%	100%	82.40%	17.60%	5.40%	2.70%	45.90%	5.40%	10.80%	5.40%	17.60%	2.70%	0.00%	1.40%	0.00%	0.00%	2.70%	0.00%
Selected of those Identified	#	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0
	%	100%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			66.80%	33.20%	3.10%	1.60%	50.40%	24.70%	4.30%	3.50%	7.40%	2.90%	0.10%	0.00%	0.20%	0.10%	1.20%	0.50%

**Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex**

		Total			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
		White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Job Title/Series: 0301 Administrative Series</b>																		
Total Received	#	297																
Voluntarily Identified	#	208	87	121	9	14	41	41	28	57	5	2	0	0	0	2	4	5
	%	100%	41.80%	58.20%	4.30%	6.70%	19.70%	19.70%	13.50%	27.40%	2.40%	1.00%	0.00%	0.00%	0.00%	1.00%	1.90%	2.40%
Qualified of those Identified	#	132	57	75	8	11	24	26	20	34	3	1	0	0	0	0	2	3
	%	100%	43.20%	56.80%	6.10%	8.30%	18.20%	19.70%	15.20%	25.80%	2.30%	0.80%	0.00%	0.00%	0.00%	0.00%	1.50%	2.30%
Selected of those Identified	#	8	1	7	0	1	0	3	1	3	0	0	0	0	0	0	0	0
	%	100%	12.50%	87.50%	0.00%	12.50%	0.00%	37.50%	12.50%	37.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			43.40%	56.60%	4.70%	5.30%	30.20%	39.70%	4.90%	7.80%	2.60%	2.30%	0.10%	0.10%	0.20%	0.40%	0.70%	0.90%
<b>Job Title/Series: 0343 Management and Program Analysis</b>																		
Total Received	#	302																
Voluntarily Identified	#	231	113	118	10	4	62	51	33	57	5	2	0	0	0	1	3	3
	%	100%	48.90%	51.10%	4.30%	1.70%	26.80%	22.10%	14.30%	24.70%	2.20%	0.90%	0.00%	0.00%	0.00%	0.40%	1.30%	1.30%
Qualified of those Identified	#	117	51	66	7	1	27	29	14	35	3	0	0	0	0	0	0	1
	%	100%	43.60%	56.40%	6.00%	0.90%	23.10%	24.80%	12.00%	29.90%	2.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.90%
Selected of those Identified	#	5	1	4	0	0	1	3	0	1	0	0	0	0	0	0	0	0
	%	100%	20.00%	80.00%	0.00%	0.00%	20.00%	60.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			61.40%	38.60%	2.00%	1.60%	52.50%	31.10%	2.50%	3.30%	3.40%	1.90%	0.00%	0.00%	0.10%	0.10%	0.80%	0.60%
<b>Job Title/Series: 0401 Biological Scientist</b>																		
Total Received	#	716																
Voluntarily Identified	#	503	331	172	80	47	174	95	34	20	31	7	2	0	2	1	8	2
	%	100%	65.80%	34.20%	15.90%	9.30%	34.60%	18.90%	6.80%	4.00%	6.20%	1.40%	0.40%	0.00%	0.40%	0.20%	1.60%	0.40%
Qualified of those	#	295	198	97	55	26	111	55	12	10	20	4	0	0	0	0	0	2



CLF			49.10%	51.00%	2.80%	4.80%	35.80%	34.00%	3.70%	4.50%	4.80%	6.40%	0.20%	0.00%	0.70%	0.40%	1.10%	0.80%
<b>Job Title/Series: 0486 Biologist, Wildlife</b>																		
Total Received	#	124																
Voluntarily Identified	#	81	64	17	4	1	54	13	0	1	5	0	0	0	0	1	1	1
	%	100%	79.00%	21.00%	4.90%	1.20%	66.70%	16.00%	0.00%	1.20%	6.20%	0.00%	0.00%	0.00%	0.00%	1.20%	1.20%	1.20%
Qualified of those Identified	#	34	28	6	0	1	25	4	0	0	2	0	0	0	0	0	1	1
	%	100%	82.40%	17.60%	0.00%	2.90%	73.50%	11.80%	0.00%	0.00%	5.90%	0.00%	0.00%	0.00%	0.00%	0.00%	2.90%	2.90%
Selected of those Identified	#	5	5	0	0	0	4	0	0	0	0	0	0	0	0	0	1	0
	%	100%	100.00%	0.00%	0.00%	0.00%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%
CLF			55.90%	44.10%	1.90%	2.10%	47.30%	35.00%	1.20%	1.80%	4.10%	4.30%	0.00%	0.00%	0.40%	0.20%	0.90%	0.70%
<b>Job Title/Series: 0701 Veterinary Medical Officer</b>																		
Total Received	#	263																
Voluntarily Identified	#	191	109	82	7	15	73	49	5	14	10	1	0	0	5	3	9	0
	%	100%	57.10%	42.90%	3.70%	7.90%	38.20%	25.70%	2.60%	7.30%	5.20%	0.50%	0.00%	0.00%	2.60%	1.60%	4.70%	0.00%
Qualified of those Identified	#	138	79	59	4	14	50	36	4	8	8	0	0	0	4	1	9	0
	%	100%	57.20%	42.80%	2.90%	10.10%	36.20%	26.10%	2.90%	5.80%	5.80%	0.00%	0.00%	0.00%	2.90%	0.70%	6.50%	0.00%
Selected of those Identified	#	8	2	6	0	1	2	4	0	1	0	0	0	0	0	0	0	0
	%	100%	25.00%	75.00%	0.00%	12.50%	25.00%	50.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			60.50%	39.50%	1.30%	0.90%	56.10%	36.40%	0.70%	0.80%	1.50%	0.80%	0.00%	0.00%	0.10%	0.10%	0.80%	0.50%
<b>Job Title/Series: 2210 IT Specialist</b>																		
Total Received	#	134																
Voluntarily Identified	#	98	84	14	5	0	65	8	9	5	5	0	0	0	0	0	0	1
	%	100%	85.70%	14.30%	5.10%	0.00%	66.30%	8.20%	9.20%	5.10%	5.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.00%
Qualified of those Identified	#	75	64	11	4	0	51	6	5	4	4	0	0	0	0	0	0	1
	%	100%	85.30%	14.70%	5.30%	0.00%	68.00%	8.00%	6.70%	5.30%	5.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.30%
Selected of those Identified	#	4	3	1	0	0	2	1	0	0	1	0	0	0	0	0	0	0
	%	100%	75.00%	25.00%	0.00%	0.00%	50.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			66.80%	33.20%	3.10%	1.60%	50.40%	24.70%	4.30%	3.50%	7.40%	2.90%	0.10%	0.00%	0.20%	0.10%	1.20%	0.50%

**Table A8: New Hires By Type of Appointment - Distribution by Race/Ethnicity and Sex**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

TYPE OF APPOINTMENT	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	All	Male	Female			Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
Male				Female	Male			Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
PERMANENT	127	52	75	4	6	39	55	4	9	4	3	1	0	0	1	0	1
	100.00%	40.94%	59.06%	3.15%	4.72%	30.71%	43.31%	3.15%	7.09%	3.15%	2.36%	0.79%	0.00%	0.00%	0.79%	0.00%	0.79%
TEMPORARY	561	374	187	79	24	240	125	16	17	22	7	10	4	5	2	2	8
	100.00%	66.67%	33.33%	14.08%	4.28%	42.78%	22.28%	2.85%	3.03%	3.92%	1.25%	1.78%	0.71%	0.89%	0.36%	0.36%	1.43%
NON-APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
CLF (2000)		53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%





<b>Relevant Applicant Pool</b>		100%	54.90%	45.10%	2.18%	1.50%	43.46%	34.06%	4.50%	7.36%	2.59%	1.09%	0.14%	0.00%	1.23%	0.27%	0.82%	0.82%
<b>Grade(s) of Vacancy: GS-15</b>																		
<b>Total Applications Received</b>	#	237	105	51	6	21	62	20	15	6	19	2	1	0	0	0	2	2
	%	100%	67.31%	32.69%	3.85%	13.46%	39.74%	12.82%	9.62%	3.85%	12.18%	1.28%	0.64%	0.00%	0.00%	0.00%	1.28%	1.28%
<b>Qualified</b>	#	73	44	29	3	13	28	11	4	2	6	1	1	0	0	0	2	2
	%	100%	60.27%	39.73%	4.11%	17.81%	38.36%	15.07%	5.48%	2.74%	8.22%	1.37%	1.37%	0.00%	0.00%	0.00%	2.74%	2.74%
<b>Selected</b>	#	4	1	3	0	2	0	1	0	0	1	0	0	0	0	0	0	0
	%	100%	25.00%	75.00%	0.00%	50.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Relevant Applicant Pool</b>		100%	54.34%	45.66%	2.90%	1.70%	45.32%	34.07%	2.39%	6.30%	2.22%	2.04%	0.17%	0.00%	0.85%	0.34%	0.51%	1.19%

<b>Grade(s) of Vacancy: SES</b>																		
<b>Total Applications Received</b>	#	ALL SES VACANCIES NOW POSTED AND TRACKED BY THE DEPARTMENT																
	%																	
<b>Qualified</b>	#																	
	%																	
<b>Selected</b>	#																	
	%																	
<b>Relevant Applicant Pool</b>																		

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

Type of Award	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino								Two or More Races			
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>TIME-OFF AWARDS - 1-9 HOURS</b>																	
Total Time-Off	154	60	94	7	11	34	50	11	29	7	4	1	0	0	0	0	0
Awards Given	100.00%	38.96%	61.04%	4.55%	7.14%	22.08%	32.47%	7.14%	18.83%	4.55%	2.60%	0.65%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Hours	970	375	595	42	64	205	308	72	200	51	23	5	0	0	0	0	0
Average Hours	6	6	6	6	6	6	6	7	7	7	6	5	0	0	0	0	0
<b>TIME-OFF AWARDS - 9+ HOURS</b>																	
Total Time-Off	421	170	251	7	6	96	169	25	52	35	18	4	1	2	2	1	3
Awards Given	100.00%	40.38%	59.62%	1.66%	1.43%	22.80%	40.14%	5.94%	12.35%	8.31%	4.28%	0.95%	0.24%	0.48%	0.48%	0.24%	0.71%
Total Hours	11053	4425	6628	156	138	2516	4409	566	1339	998	538	105	40	64	60	20	104
Average Hours	26	26	26	22	23	26	26	23	26	29	30	26	40	32	30	20	35
<b>CASH AWARDS - \$100 - \$500</b>																	
Total Cash Awards	404	194	210	33	19	132	141	21	44	3	0	0	0	2	4	3	2
Given	100.00%	48.02%	51.98%	8.17%	4.70%	32.67%	34.90%	5.20%	10.89%	0.74%	0.00%	0.00%	0.00%	0.50%	0.99%	0.74%	0.50%
Total Amount	163111	81194	81917	16177	8885	53381	53504	8541	17595	1300	0	0	0	645	1251	1150	682
Average Amount	404	419	390	490	468	404	379	407	400	433	0	0	0	323	313	383	341
<b>CASH AWARDS - \$500+</b>																	
Total Cash Awards	2122	1010	1112	107	68	754	837	90	163	39	30	0	2	17	6	3	6
Given	100.00%	47.60%	52.40%	5.04%	3.20%	35.53%	39.44%	4.24%	7.68%	1.84%	1.41%	0.00%	0.09%	0.80%	0.28%	0.14%	0.28%
Total Amount	2374906	1135765	1239141	114177	66826	869523	939026	84210	180158	46802	38534	0	1800	17356	5209	3697	7588
Average Amount	1119	1125	1114	1067	983	1153	1122	936	1105	1200	1284	0	900	1021	868	1232	1265
<b>QUALITY STEP INCREASES (QSI)</b>																	
Total QSI's Awarded	157	73	84	12	10	53	59	4	11	4	3	0	0	0	1	0	0
Total Benefit	308513	147860	160653	21507	14702	108718	115300	6494	21801	11141	6841	0	0	0	2009	0	0
Average Benefit	1965	2025	1913	1792	1470	2051	1954	1624	1982	2785	2280	0	0	0	2009	0	0

**Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

TYPE OF SEPARATION	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
VOLUNTARY	262	150	112	15	8	113	84	11	14	8	5	1	0	1	1	1	0
	100.00%	57.25%	42.75%	5.73%	3.05%	43.13%	32.06%	4.20%	5.34%	3.05%	1.91%	0.38%	0.00%	0.38%	0.38%	0.38%	0.00%
INVOLUNTARY	16	8	8	0	1	5	5	3	1	0	0	0	0	0	0	0	1
	100.00%	50.00%	50.00%	0.00%	6.25%	31.25%	31.25%	18.75%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%
TOTAL SEPARATIONS	278	158	120	15	9	118	89	14	15	8	5	1	0	1	1	1	1
	100.00%	56.83%	43.17%	5.40%	3.24%	42.45%	32.01%	5.04%	5.40%	2.88%	1.80%	0.36%	0.00%	0.36%	0.36%	0.36%	0.36%
TOTAL WORKFORCE	5551	2985	2566	354	217	2154	1835	217	361	195	97	17	7	32	16	16	33
	100.00%	53.77%	46.23%	6.38%	3.91%	38.80%	33.06%	3.91%	6.50%	3.51%	1.75%	0.31%	0.13%	0.58%	0.29%	0.29%	0.59%



Workforce  
Data Tables  
Tables B-1 through B-14



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**Table B2: Total Workforce By Component - Distribution by Disability [OPM Form 256 Self-Identification Codes]**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

ORGANIZATIONAL COMPONENT	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
<b>Total</b>	<b>5551</b>	<b>4848</b>	<b>129</b>	<b>574</b>	<b>74</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>9</b>	<b>2</b>	<b>10</b>	<b>3</b>	<b>34</b>	<b>3</b>
	100.00%	87.34%	2.32%	10.34%	1.33%	0.16%	0.05%	0.02%	0.16%	0.04%	0.18%	0.05%	0.61%	0.05%
EEOC Federal Goal					2.00%									
<b>OFFICE OF ADMINISTRATOR</b>	<b>33</b>	<b>30</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	100.00%	90.91%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>VETERINARY SERVICES</b>	<b>1642</b>	<b>1435</b>	<b>37</b>	<b>170</b>	<b>22</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>0</b>
	100.00%	87.39%	2.25%	10.35%	1.34%	0.24%	0.12%	0.00%	0.18%	0.06%	0.06%	0.12%	0.55%	0.00%
<b>ANIMAL CARE</b>	<b>181</b>	<b>165</b>	<b>5</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
	100.00%	91.16%	2.76%	6.08%	1.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.55%	0.55%
<b>POLICY and PROGRAM DEVELOPMENT</b>	<b>101</b>	<b>91</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	100.00%	90.10%	1.98%	7.92%	1.98%	0.00%	0.00%	0.00%	0.99%	0.00%	0.00%	0.00%	0.99%	0.00%
<b>LEGISLATIVE AND PUBLIC AFFAIRS STAFF</b>	<b>60</b>	<b>51</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	100.00%	85.00%	3.33%	11.67%	3.33%	1.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%
<b>MRP BUSINESS SERVICES</b>	<b>672</b>	<b>568</b>	<b>17</b>	<b>87</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>1</b>
	100.00%	84.52%	2.53%	12.95%	1.64%	0.15%	0.00%	0.00%	0.15%	0.15%	0.30%	0.15%	0.60%	0.15%
<b>INTERNATIONAL SERVICES</b>	<b>87</b>	<b>79</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	100.00%	90.80%	3.45%	5.75%	1.15%	0.00%	0.00%	0.00%	0.00%	0.00%	1.15%	0.00%	0.00%	0.00%
<b>PLANT PROTECTION and QUARANTINE</b>	<b>2041</b>	<b>1749</b>	<b>57</b>	<b>235</b>	<b>28</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>1</b>
	100.00%	85.69%	2.79%	11.51%	1.37%	0.10%	0.00%	0.05%	0.20%	0.00%	0.20%	0.00%	0.78%	0.05%
<b>BIOTECHNOLOGY REGULATORY SERVICES</b>	<b>85</b>	<b>75</b>	<b>0</b>	<b>10</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	100.00%	88.24%	0.00%	11.76%	3.53%	1.18%	1.18%	0.00%	0.00%	0.00%	0.00%	0.00%	1.18%	0.00%
<b>WILDLIFE SERVICES</b>	<b>649</b>	<b>605</b>	<b>6</b>	<b>38</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>
	100.00%	93.22%	0.92%	5.86%	0.46%	0.00%	0.00%	0.00%	0.00%	0.00%	0.31%	0.00%	0.15%	0.00%

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**Table B3-1: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes]**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

OCCUPATIONAL CATEGORIES	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
<b>1. Officials and Managers</b>															
<b>Executive/Senior Level (Grades 15 and Above)</b>	142 2.56%	134 2.76%	1 0.78%	7 1.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
<b>- Mid-Level (Grades 13-14)</b>	407 7.33%	368 7.59%	10 7.75%	29 5.05%	5 6.76%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	1 10.00%	0 0.00%	2 5.88%	1 33.33%	
<b>- First Level (Grades 12 and Below)</b>	138 2.49%	131 2.70%	0 0.00%	7 1.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
<b>- Other Officials and Managers</b>	682 12.29%	593 12.23%	15 11.63%	74 12.89%	9 12.16%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	1 50.00%	2 20.00%	0 0.00%	4 11.76%	1 33.33%	
<b>Officials and Managers Total</b>	1369 24.66%	1226 25.29%	26 20.16%	117 20.38%	14 18.92%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	2 100.00%	3 30.00%	0 0.00%	6 17.65%	2 66.67%	
<b>2. Professionals</b>	2541 45.78%	2233 46.06%	67 51.94%	241 41.99%	24 32.43%	2 22.22%	1 33.33%	0 0.00%	3 33.33%	0 0.00%	5 50.00%	0 0.00%	12 35.29%	1 33.33%	
<b>3. Technicians</b>	804 14.48%	724 14.93%	8 6.20%	72 12.54%	8 10.81%	1 11.11%	0 0.00%	0 0.00%	1 11.11%	0 0.00%	1 10.00%	0 0.00%	5 14.71%	0 0.00%	
<b>4. Sales Workers</b>	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
<b>5. Administrative Support Workers</b>	619 11.15%	483 9.96%	20 15.50%	116 20.21%	24 32.43%	6 66.67%	1 33.33%	1 100.00%	5 55.56%	0 0.00%	1 10.00%	2 66.67%	8 23.53%	0 0.00%	
<b>6. Craft Workers</b>	25 0.45%	22 0.45%	0 0.00%	3 0.52%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
<b>7. Operatives</b>	30 0.54%	24 0.50%	2 1.55%	4 0.70%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
<b>8. Laborers and Helpers</b>	23 0.41%	17 0.35%	2 1.55%	4 0.70%	1 1.35%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 2.94%	0 0.00%	
<b>9. Service Workers</b>	108 0.41%	90 0.35%	3 1.55%	15 0.70%	3 1.35%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.00%	2 2.94%	0 0.00%	

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**Table B3-2: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes]**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

OCCUPATIONAL CATEGORIES	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
<b>1. Officials and Managers</b>														
Executive/Senior Level (Grades 15 and Above)	142 2.56%	134 2.76%	1 0.78%	7 1.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
- Mid-Level (Grades 13-14)	407 7.33%	368 7.59%	10 7.75%	29 5.05%	5 6.76%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%	1 10.00%	0 0.00%	2 5.88%	1 33.33%
- First Level (Grades 12 and Below)	138 2.49%	131 2.70%	0 0.00%	7 1.22%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
- Other Officials and Managers	682 12.29%	593 12.23%	15 11.63%	74 12.89%	9 12.16%	0 0.00%	1 33.33%	0 0.00%	0 0.00%	1 50.00%	2 20.00%	0 0.00%	4 11.76%	1 33.33%
<b>Officials and Managers Total</b>	<b>1369</b> 24.66%	<b>1226</b> 25.29%	<b>26</b> 20.16%	<b>117</b> 20.38%	<b>14</b> 18.92%	<b>0</b> 0.00%	<b>1</b> 33.33%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>2</b> 100.00%	<b>3</b> 30.00%	<b>0</b> 0.00%	<b>6</b> 17.65%	<b>2</b> 66.67%
<b>2. Professionals</b>	<b>2541</b> 45.78%	<b>2233</b> 46.06%	<b>67</b> 51.94%	<b>241</b> 41.99%	<b>24</b> 32.43%	<b>2</b> 22.22%	<b>1</b> 33.33%	<b>0</b> 0.00%	<b>3</b> 33.33%	<b>0</b> 0.00%	<b>5</b> 50.00%	<b>0</b> 0.00%	<b>12</b> 35.29%	<b>1</b> 33.33%
<b>3. Technicians</b>	<b>804</b> 14.48%	<b>724</b> 14.93%	<b>8</b> 6.20%	<b>72</b> 12.54%	<b>8</b> 10.81%	<b>1</b> 11.11%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>1</b> 11.11%	<b>0</b> 0.00%	<b>1</b> 10.00%	<b>0</b> 0.00%	<b>5</b> 14.71%	<b>0</b> 0.00%
<b>4. Sales Workers</b>	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%
<b>5. Administrative Support Workers</b>	<b>619</b> 11.15%	<b>483</b> 9.96%	<b>20</b> 15.50%	<b>116</b> 20.21%	<b>24</b> 32.43%	<b>6</b> 66.67%	<b>1</b> 33.33%	<b>1</b> 100.00%	<b>5</b> 55.56%	<b>0</b> 0.00%	<b>1</b> 10.00%	<b>2</b> 66.67%	<b>8</b> 23.53%	<b>0</b> 0.00%
<b>6. Craft Workers</b>	<b>25</b> 0.45%	<b>22</b> 0.45%	<b>0</b> 0.00%	<b>3</b> 0.52%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%
<b>7. Operatives</b>	<b>30</b> 0.54%	<b>24</b> 0.50%	<b>2</b> 1.55%	<b>4</b> 0.70%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%
<b>8. Laborers and Helpers</b>	<b>23</b> 0.41%	<b>17</b> 0.35%	<b>2</b> 1.55%	<b>4</b> 0.70%	<b>1</b> 1.35%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>1</b> 2.94%	<b>0</b> 0.00%
<b>9. Service Workers</b>	<b>108</b> 0.41%	<b>90</b> 0.35%	<b>3</b> 1.55%	<b>15</b> 0.70%	<b>3</b> 1.35%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>0</b> 0.00%	<b>1</b> 0.00%	<b>2</b> 2.94%	<b>0</b> 0.00%
<b>TOTAL</b>	<b>5551</b> 100.00%	<b>4848</b> 100.00%	<b>129</b> 100.00%	<b>574</b> 100.00%	<b>74</b> 100.00%	<b>9</b> 100.00%	<b>3</b> 100.00%	<b>1</b> 100.00%	<b>9</b> 100.00%	<b>2</b> 100.00%	<b>10</b> 100.00%	<b>3</b> 100.00%	<b>34</b> 100.00%	<b>3</b> 100.00%

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**Table B4-1: Participation Rates for General Schedule (GS) Grades by Disability (Perm)**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

GS/GM,SES and Related Grades	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
GS-01	1	0	0	1	0	0	0	0	0	0	0	0	0	0
	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-02	5	5	0	0	0	0	0	0	0	0	0	0	0	0
	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-03	7	5	1	1	0	0	0	0	0	0	0	0	0	0
	100.00%	71.43%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-04	85	70	1	14	4	3	0	0	0	0	0	1	0	0
	100.00%	82.35%	1.18%	16.47%	4.71%	3.53%	0.00%	0.00%	0.00%	0.00%	0.00%	1.18%	0.00%	0.00%
GS-05	176	135	7	34	7	1	0	1	2	0	0	1	2	0
	100.00%	76.70%	3.98%	19.32%	3.98%	0.57%	0.00%	0.57%	1.14%	0.00%	0.00%	0.57%	1.14%	0.00%
GS-06	268	222	7	39	10	1	1	0	2	0	1	0	5	0
	100.00%	82.84%	2.61%	14.55%	3.73%	0.37%	0.37%	0.00%	0.75%	0.00%	0.37%	0.00%	1.87%	0.00%
GS-07	566	480	10	76	8	2	0	0	0	0	0	0	6	0
	100.00%	84.81%	1.77%	13.43%	1.41%	0.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.06%	0.00%
GS-08	272	253	1	18	2	0	0	0	1	0	0	0	1	0
	100.00%	93.01%	0.37%	6.62%	0.74%	0.00%	0.00%	0.00%	0.37%	0.00%	0.00%	0.00%	0.37%	0.00%
GS-09	502	447	9	46	6	0	0	0	1	1	2	0	2	0
	100.00%	89.04%	1.79%	9.16%	1.20%	0.00%	0.00%	0.00%	0.20%	0.20%	0.40%	0.00%	0.40%	0.00%
GS-10	9	8	0	1	1	0	0	0	0	0	0	0	0	1
	100.00%	88.89%	0.00%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%
GS-11	916	800	29	87	10	0	0	0	1	0	3	0	6	0
	100.00%	87.34%	3.17%	9.50%	1.09%	0.00%	0.00%	0.00%	0.11%	0.00%	0.33%	0.00%	0.66%	0.00%
GS-12	1109	965	28	116	9	1	0	0	0	0	3	0	4	1
	100.00%	87.02%	2.52%	10.46%	0.81%	0.09%	0.00%	0.00%	0.00%	0.00%	0.27%	0.00%	0.36%	0.09%
GS-13	734	650	12	72	7	1	1	0	2	0	0	0	2	1
	100.00%	88.56%	1.63%	9.81%	0.95%	0.14%	0.14%	0.00%	0.27%	0.00%	0.00%	0.00%	0.27%	0.14%
GS-14	583	525	17	41	7	0	1	0	0	1	1	0	4	0
	100.00%	90.05%	2.92%	7.03%	1.20%	0.00%	0.17%	0.00%	0.00%	0.17%	0.17%	0.00%	0.69%	0.00%
GS-15	120	111	2	7	0	0	0	0	0	0	0	0	0	0
	100.00%	92.50%	1.67%	5.83%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
SES	38	36	0	2	0	0	0	0	0	0	0	0	0	0
	100.00%	94.74%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	5391	4712	124	555	71	9	3	1	9	2	10	2	32	3
	100.00%	87.40%	2.30%	10.29%	1.32%	0.17%	0.06%	0.02%	0.17%	0.04%	0.19%	0.04%	0.59%	0.06%















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**Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Perm)**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

SERIES/JOB TITLE	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
0201 - HUMAN RESOURCES MANAGEMENT	85	73	3	9	1	0	0	0	0	0	0	0	1	0
	100.00%	85.88%	3.53%	10.59%	1.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.18%	0.00%
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	223	194	4	25	3	0	1	0	0	1	0	0	1	0
	100.00%	87.00%	1.79%	11.21%	1.35%	0.00%	0.45%	0.00%	0.00%	0.45%	0.00%	0.00%	0.45%	0.00%
0343 - MANAGEMENT PROGRAM ANALYSIS	197	172	3	22	3	0	0	0	0	0	2	0	1	0
	100.00%	87.31%	1.52%	11.17%	1.52%	0.00%	0.00%	0.00%	0.00%	0.00%	1.02%	0.00%	0.51%	0.00%
0401 - GENERAL BIOLOGICAL SCIENCE	1174	1035	30	109	10	0	0	0	1	0	2	0	7	0
	100.00%	88.16%	2.56%	9.28%	0.85%	0.00%	0.00%	0.00%	0.09%	0.00%	0.17%	0.00%	0.60%	0.00%
0404 - BIOLOGICAL SCIENCE TECHNICIAN	264	241	2	21	5	1	0	0	0	0	1	0	3	0
	100.00%	91.29%	0.76%	7.95%	1.89%	0.38%	0.00%	0.00%	0.00%	0.00%	0.38%	0.00%	1.14%	0.00%
0421 - PLANT PROTECTION TECHNICIAN	206	181	1	24	1	0	0	0	0	0	0	0	1	0
	100.00%	87.86%	0.49%	11.65%	0.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.49%	0.00%
0486 - WILDLIFE BIOLOGY	320	308	1	11	1	0	0	0	0	0	1	0	0	0
	100.00%	96.25%	0.31%	3.44%	0.31%	0.00%	0.00%	0.00%	0.00%	0.00%	0.31%	0.00%	0.00%	0.00%
0701 - VETERINARY MEDICAL SCIENCE	617	547	15	55	6	1	1	0	0	0	0	0	3	1
	100.00%	88.65%	2.43%	8.91%	0.97%	0.16%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.49%	0.16%
0704 - ANIMAL HEALTH TECHNICIAN	312	287	4	21	1	0	0	0	0	0	0	0	1	0
	100.00%	91.99%	1.28%	6.73%	0.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.32%	0.00%
2210 - INFORMATION TECHNOLOGY MANAGEMENT	265	216	9	40	3	1	0	0	0	0	1	0	0	1
	100.00%	81.51%	3.40%	15.09%	1.13%	0.38%	0.00%	0.00%	0.00%	0.00%	0.38%	0.00%	0.00%	0.38%



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**Table B8: New Hires By Type of Appointment - Distribution by Disability [OPM Form 256 Self-Identification Codes]**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

TYPE OF APPOINTMENT	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
PERMANENT	<b>127</b>	<b>96</b>	<b>5</b>	<b>26</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
	100.00%	75.59%	3.94%	20.47%	1.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.57%	0.00%
TEMPORARY	<b>561</b>	<b>497</b>	<b>16</b>	<b>48</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
	100.00%	88.59%	2.85%	8.56%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.36%	0.00%
NON-APPROPRIATED	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL CURRENT YEAR	<b>688</b>	<b>593</b>	<b>21</b>	<b>74</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
	100.00%	86.19%	3.05%	10.76%	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.58%	0.00%
TOTAL PRIOR YEAR	<b>708</b>	<b>573</b>	<b>45</b>	<b>90</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	100.00%	80.93%	6.36%	12.71%	0.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.14%	0.00%

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**Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
<b>Total Employees Eligible for Career Ladder Promotions</b>	<b>226</b>	<b>198</b>	<b>4</b>	<b>24</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	100.00%	87.61%	1.77%	10.62%	2.21%	0.88%	0.00%	0.00%	0.44%	0.44%	0.00%	0.44%	0.00%	0.00%	
<b>1 - 12 months</b>	<b>23</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	100.00%	91.30%	4.35%	4.35%	4.35%	4.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>13 - 24 months</b>	<b>16</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	100.00%	93.75%	0.00%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>25+ months</b>	<b>45</b>	<b>42</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	100.00%	93.33%	0.00%	6.67%	2.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.22%	0.00%	0.00%	

**Table B12: Participation in Career Development - Distribution by Disability**

Year = FY 2013

	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
<b>Career Development Programs for GS 5-12:</b>															
Slots	112														
Relevant Pool															
Applied	112	93	6	11	2	0	1	0	0	0	0	0	1	0	
Participants	112	93	6	11	2	0	1	0	0	0	0	0	1	0	
<b>Career Development Programs for GS 13 - 14:</b>															
Slots	29														
Relevant Pool															
Applied	29	29	0	0	0	0	0	0	0	0	0	0	0	0	
Participants	29	29	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Career Development Programs for GS 15 and SES:</b>															
Slots	14														
Relevant Pool															
Applied	14	12	1	1	0	0	0	0	0	0	0	0	0	0	
Participants	14	12	1	1	0	0	0	0	0	0	0	0	0	0	
<b>"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.</b>															

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**Table B13: Employee Recognition and Awards - Distribution by Disability**  
Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

RECOGNITION OR AWARD	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
<b>TIME-OFF AWARDS - 1-9 HOURS</b>														
Total Time-Off	154	134	2	18	4	2	0	0	0	1	0	1	0	0
Awards Given	100.00%	87.01%	1.30%	11.69%	2.60%	1.30%	0.00%	0.00%	0.00%	0.65%	0.00%	0.65%	0.00%	0.00%
Total Hours	970	842	10	118	28	12	0	0	0	8	0	8	0	0
Average Hours	6	6	5	7	7	6	0	0	0	8	0	8	0	0
<b>TIME-OFF AWARDS - 9+ HOURS</b>														
Total Time-Off	421	367	10	44	5	0	0	0	0	0	1	0	4	0
Awards Given	100.00%	87.17%	2.38%	10.45%	1.19%	0.00%	0.00%	0.00%	0.00%	0.00%	0.24%	0.00%	0.95%	0.00%
Total Hours	11053	9531	317	1205	166	0	0	0	0	0	40	0	126	0
Average Hours	26	26	32	27	33	0	0	0	0	0	40	0	32	0
<b>CASH AWARDS - \$100 - \$500</b>														
Total Cash Awards	404	342	9	53	2	0	1	0	0	0	0	0	1	0
Given	100.00%	84.65%	2.23%	13.12%	0.50%	0.00%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	0.00%
Total Amount	163111	140600	3343	19168	296	0	148	0	0	0	0	0	148	0
Average Amount	404	411	371	362	148	0	148	0	0	0	0	0	148	0
<b>CASH AWARDS - \$500+</b>														
Total Cash Awards	2122	1873	43	206	30	3	1	0	4	2	5	1	12	2
Given	100.00%	88.27%	2.03%	9.71%	1.41%	0.14%	0.05%	0.00%	0.19%	0.09%	0.24%	0.05%	0.57%	0.09%
Total Amount	2374906	2096344	48211	230351	30223	2300	1000	0	4042	2500	5192	575	13072	1542
Average Amount	1119	1119	1121	1118	1007	767	1000	0	1011	1250	1038	575	1089	771
<b>QUALITY STEP INCREASES (QSI)</b>														
Total QSI's	157	133	9	15	2	0	0	0	0	0	0	0	1	1
	100.00%	84.71%	5.73%	9.55%	1.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.64%	0.64%
Total Benefit	308513	261793	15444	31276	3522	0	0	0	0	0	0	0	1133	2389
Average Benefit	1965	1968	1716	2085	1761	0	0	0	0	0	0	0	1133	2389

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**Table B14: Separations by Type of Separation - Distribution by Disability [OPM Form 256 Self-Identification Codes]**

Year = FY 2013 and Two or More with Hispanic Grouped as Hispanic

TYPE OF SEPARATION	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
<b>VOLUNTARY</b>	<b>262</b>	<b>223</b>	<b>4</b>	<b>35</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>
	100.00%	85.11%	1.53%	13.36%	1.91%	0.00%	0.00%	0.00%	0.00%	0.00%	0.76%	0.00%	0.76%	0.38%
<b>INVOLUNTARY</b>	<b>16</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	100.00%	87.50%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL SEPARATIONS</b>	<b>278</b>	<b>237</b>	<b>4</b>	<b>37</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>
	100.00%	85.25%	1.44%	13.31%	1.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.72%	0.00%	0.72%	0.36%
<b>TOTAL WORKFORCE</b>	<b>5551</b>	<b>4848</b>	<b>129</b>	<b>574</b>	<b>74</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>9</b>	<b>2</b>	<b>10</b>	<b>3</b>	<b>34</b>	<b>3</b>
	100.00%	87.34%	2.32%	10.34%	1.33%	0.16%	0.05%	0.02%	0.16%	0.04%	0.18%	0.05%	0.61%	0.05%