

United States  
Department of  
Agriculture

November 23, 2009

Animal and Plant  
Health Inspection  
Service

SUBJECT: APHIS FY 2009 EEO Program Status Report

Civil Rights Enforcement  
and Compliance

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

Washington, DC  
20250

Enclosed is the Animal and Plant Health Inspection Service's Fiscal Year 2009 Annual EEO Program Status Report. The report includes an update on the status of the agency and accomplishments on the action items proposed in the APHIS FY 2008 Management Directive 715 report.

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



Anna P. Grayson, Director  
Civil Rights Enforcement and Compliance

cc: Kenneth Baisden  
Winona Scott  
MRP Human Resources Director

Enclosure

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

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

### **Section 2 - Parts A – J**

- Part A – Agency's Identifying Information
- Part B – Total Employment
- Part C – Agency Officials Responsible for Oversight of EEO Programs
- Part D – List of Subordinate Components Covered in this report
- Part E – Executive Summary
- Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs
- Part G – Self-Assessment Checklist – ***Not Required for Submission***
- Part H – EEO Plan to Attain the Essential Elements of a model EEO Program
- Part I – EEO Plan to Eliminate Identified Barriers and FY 2008 List of Accomplishments
- Part J – Special Program for the Recruitment, Hiring and Advancement of Individuals with Targeted Disabilities

### **Section 3 – Tables A and B**

**A Tables** – Total Employment

**B Tables** – Individuals with Disabilities Employment



**Animal and Plant Health Inspection Service (APHIS)  
Civil Rights Policy Statement**

This policy statement reaffirms my commitment to preventing discrimination of any type in APHIS' employment policies, procedures, practices, and operations. It is our intent and responsibility to maintain a diverse workforce and respect the civil rights of all employees, job applicants, clients, and customers. This commitment also extends to recipients of program services and to those who receive financial assistance.

The other members of APHIS' management team and I strongly support the Secretary's civil rights, equal employment, and diversity policies and we also share his zero tolerance of any discrimination, harassment, or reprisal. Our goal is to implement the Department's policy by making civil rights an essential and integral part of every program, service and activity. Promoting nondiscrimination and equal access in all our programs and services is a necessary component of leadership.

Managers and supervisors also must be aware of and respond appropriately to potentially discriminatory situations. By working together, we can create an atmosphere that fosters respect for everyone and create a diverse workforce where every individual is treated with dignity and respect. Through achieving the agency's equal opportunity objectives, we will also enhance our ability to accomplish our mission.

We cannot protect civil rights or achieve equal employment opportunity without the strong commitment and support of every APHIS employee. I rely on each of you to adhere to this policy, and I fully expect senior executives, program managers, and supervisors to support and share with me the responsibility for continued enforcement and promotion of equal opportunity in all Agency activities. All APHIS employees are responsible for implementing the agency's equal employment opportunity (EEO) policy in their daily actions, conduct and decisions, and performance standards should contain a Civil Rights/EEO element to ensure that our EEO goals and objectives are being achieved.

This Civil Rights Policy Statement must be posted in all work areas to ensure that the APHIS workforce is aware of and promotes its civil rights responsibilities. This policy statement is also posted on the CREC website at [www.aphis.usda.gov/civil-rights](http://www.aphis.usda.gov/civil-rights)

Cindy Smith  
Administrator

NOV 18 2008

**Animal and Plant Health Inspection Service (APHIS)  
Anti-Harassment Policy Statement**

APHIS is committed to preventing and eliminating all types of workplace harassment based upon race, religion, color, sex, age, national origin, disability, reprisal, sexual orientation, marital and familial status, or other protected group status. With this policy statement, I want to reiterate my firm stance on promoting and creating a productive work environment that is free of discrimination and harassment.

Harassment is defined as unwelcome conduct (whether verbal, physical, or visual) that denigrates or shows hostility or aversion towards an individual based on a person's protected status. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. Harassment (sexual or nonsexual) occurs when such conduct is a condition of a person's job, is used for employment decisions, creates an intimidating, hostile or offensive environment, or interferes with the performance of an employee's duties. The bottom line, however, is that harassment in any form is inappropriate and unacceptable and will not be tolerated.

I strongly encourage employees who experience harassment to report the matter as soon as possible. Employees seeking relief from harassment based on a protected status must contact the Civil Rights Enforcement and Compliance, Alternative Dispute Resolution Center (1-800-342-7231) within 45 calendar days of an alleged incident. All other allegations of harassment should be reported to supervisors, managers, or the Workplace Violence Prevention and Response Hotline (1-866-234-3174).

APHIS is committed to taking immediate action upon learning of possible sexual harassment, even if the involved individual does not pursue a complaint. We will take all necessary steps to ensure that the matter is promptly investigated and addressed before the situation become severe or pervasive. I also expect APHIS management officials to be aware of the Agency's responsibilities as specified in the Equal Employment Opportunity Commission's enforcement guidance documents (posted at <http://www.eeoc.gov>). In view of our EEO obligations, I expect APHIS managers to act proactively to prevent harassment and to take immediate and appropriate corrective actions when problems occur to prevent further issues.

EEO is everyone's business. This policy statement must be posted and disseminated to all employees. This policy statement is also posted on the CREC website at [www.aphis.usda.gov/civil-rights](http://www.aphis.usda.gov/civil-rights).

Cindy Smith  
Administrator

NOV 18 2008

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

For period covering October 1, 2008, to September 30, 2009

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. United States Department of Agriculture</b>	
	<b>1.a. 2<sup>nd</sup> level reporting component</b>		<b>Animal and Plant Health Inspection Service</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 1400 Independence Avenue, SW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20250</b>	
	4. CPDF Code	5. FIPS code(s)	4. AG 34 24	5. 11001
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>1. 6,137</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 3,035</b>	
	<b>3. Enter total number employees paid from non- appropriated funds</b>		<b>3. N/A</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 9,172</b>	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Thomas J. Vilsack Secretary of Agriculture</b>	
	<b>2. Agency Head Designee</b>		<b>2. Cindy J. Smith Administrator</b>	
	<b>3. Principal EEO Director Official Title/Series/Grade</b>		<b>3. Anna P. Grayson, Director Civil Rights Enforcement and Compliance (CREC) 0260-15</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Njeri K. Mwalimu, Deputy Director CREC</b>	
	<b>5. Section 501 Affirmative Action Program Official</b>		<b>5. Sophia L. Kirby, Disability Employment Program Manager</b>	
	<b>6. Complaint Processing Program Manager</b>		<b>Anna P. Grayson, Director Civil Rights Enforcement and</b>	

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

*Data Source: MicroPact Eversity Data System – 3<sup>rd</sup> Quarter 2009 APHS Data*

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>
List of Subordinate Components Covered in This Report	<b>Office of the Administrator</b> Washington, D. C. <i>(Civil Rights Enforcement and Compliance; and Office of Emergency Management &amp; Homeland Security)</i>	
	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>International Services</b> Washington, D. C. Riverdale, Maryland International Locations	
	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			

## EEOC FORM 715-01 PART E

### U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

### FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#### Animal and Plant Health Inspection Service

For Period Covering October 1, 2008 to September 30, 2009

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## EXECUTIVE SUMMARY

The Animal and Plant Health Inspection Service is a multi-faceted agency with the basic charge of "Protecting American Agriculture" and providing leadership in ensuring the health and care of animals and plants. The agency improves agricultural productivity and competitiveness and contributes to the national economy and the public health. The APHIS mission is an integral part of USDA's efforts to provide the nation with safe and affordable food.

The Fiscal Year 2009 EEO Program Status Report reflects feedback from 354 managers and supervisors who were required to complete and submit to the civil rights staff, the APHIS EEO Self Assessment Program Survey. The survey along with data from the FEORP Plan, DVAAP Plan, EEO Compliance Reviews, the Outreach Report, and the Annual Civil Rights Performance Report were used to measure the degree of success in the accomplishment of civil rights goals and priorities. Part G of Management Directive 715 defines the six essential elements of a model EEO program through a list of 122 measurement items identified by EEOC. The following summarizes APHIS' efforts to meet the Commission's essential elements of a model program.

***Demonstrated Commitment from Agency Leadership:*** The Annual Civil Rights Policy Statement and the Anti-Harassment Policy Statement covering fiscal year 2009 were signed and issued by our Agency Administrator, Cindy J. Smith on November 18, 2008. These policy statements demonstrate and affirm that the APHIS EEO program requirements will be enforced and that APHIS will maintain a workplace free of discrimination. The policy statements are provided both electronically and hard copy to all employees and are prominently posted for viewing by employees and visitors. The policy statements are also posted on the CREC website at [www.aphis.usda.gov/civil\\_rights](http://www.aphis.usda.gov/civil_rights). Each year the agency Administrator recognizes managers, supervisors and employees for leadership and contributions in support of Civil Rights and Equal Opportunity.

Managers and supervisors are held accountable for the effective implementation of APHIS' EEO program through a separate "critical" civil rights performance element included in their performance plan. Planned activities for 2010 include the continued evaluation of managers and supervisors on their performance in promoting civil rights and diversity. Our annual Administrator's Civil Rights Awards program recognized 7 individuals and 4 groups for their commitment to Civil Rights and Equal Opportunity.

The Agency Administrator, Cindy Smith received the following diversity leadership awards during FY2009: Federal Asian Pacific American Council (FAPAC) Outstanding Civilian Award, and the USDA GLOBE Recognition Award.

***Integration of EEO into the Agency's Strategic Mission:*** The first Organizational Priority in the APHIS Strategic Plan (2007-2012) is that we become a model civil rights organization. *A copy of the plan is posted on the APHIS website.* APHIS continues to successfully implement its 3 Civil Rights Strategic Plan Goals which are aligned with the APHIS Strategic Plan and with the broader direction provided by the Department's Civil Rights Strategic Plan.

As a member of the Administrator's Management Team the APHIS Civil Rights Director meets regularly with the Administrator and the team to discuss the implementation and progress of the Agency's Civil Rights Program and its compliance with Management Directive 715 and the Title VII Civil Rights and Rehabilitation Programs. The Civil Rights 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 has provided sufficient resources to ensure adequate staffing and funding to operate the agencies EEO program in an effective manner. The Civil Rights Director is the fund holder and manages those resources. This includes the staffing of trained personnel.

The Administrator and Associate Administrator held meetings with all senior management officials and their staffs. The meetings included a discussion of the USDA key strategies and priorities as defined by the Secretary of Agriculture and how APHIS fits into those priorities. Town Hall meetings with employees were also held throughout the country at designated agency locations. This allowed employees an opportunity to share their perspective regarding agency and program processes that were effective and areas that need improvement.

The Civil Rights staff will continue to strengthen its partnership with Human Resources through its collaborative efforts regarding human capital planning, targeted recruitment, development of the FEORP and DVAAP reports and implementation of strategies to address underrepresentation within the APHIS workforce. The Civil Rights staff and Human Resources are committed to a results driven partnership that will effectively impact APHIS' civil rights performance and outreach efforts.

***Management and Program Accountability:*** Managers and supervisors complete an EEO Self Assessment survey annually. The results are analyzed and written feedback is provided to the participants. This process allows managers to identify deficiencies and barriers to equal employment. If deficiencies and barriers are found managers and supervisors work with the Civil Rights staff to develop corrective measures. The Civil Rights staff follows up to ensure the corrective measures are implemented within the specified time frame.

Mandatory civil rights training is provided annually to managers and supervisors, and an additional EEO – Civil Rights training session is provided to senior management officials annually. Quarterly EEO updates are provided to management officials through the Civil Rights Enforcement and Compliance Operational Plan and the Annual EEO Program Status Report. The Civil Rights Staff and Human Resources meet

monthly to ensure the effective coordination of human resource 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. During the 2nd quarter of 2009 APHIS partnered with the Office of General Counsel (OGC) to provide the Americans with Disabilities Amendments Act of 2008 (ADAAA) training. This training was made available to managers and employees throughout the agency. On-site and desk civil rights compliance reviews are also conducted annually to assess the effectiveness and efficiency of the EEO program.

***Proactive Prevention of Unlawful Discrimination:*** APHIS performance plans include requirements to accomplish civil rights program objectives, integrate civil rights policies, and ensure a discrimination free work environment at all levels. APHIS continues to use Web-based training to assist executives, managers, and supervisors in developing credible measures to accurately assess employee performance and align performance plans with organizational goals.

The Civil Rights Enforcement and Compliance Staff developed and implemented the ***Civil Rights Barometer***. This tool is a confidential, web-based feedback system to gauge employee opinion quarterly on APHIS civil rights programs. The Barometer has been designed to capture information from new hires and departing employees. By heeding this information, managers may be able to make improvements that will prevent future complaints.

CREC publishes ***The Civil Rights Update***, which is a newsletter that provides civil rights information highlighting various topics such as Informal and Formal Complaints, MD-715, Alternative Dispute Resolution, Civil Rights in Program Delivery, Special Program Initiatives, etc. A copy of the Civil Rights Update is available at CREC's website: [http://www.aphis.usda.gov/civil\\_rights/downloads/Civil\\_Rights\\_Update.pdf](http://www.aphis.usda.gov/civil_rights/downloads/Civil_Rights_Update.pdf) Occasionally CREC publishes Special Editions packed with in-depth coverage of topics deemed to be important and critical to developing and maintaining a knowledgeable APHIS workforce.

APHIS conducts Title VII Compliance Reviews annually. The purpose of the reviews is to determine compliance with agency and Federal laws, regulations, and guidelines as they relate to equal employment. The focus of all compliance reviews is the degree to which progress is being made toward a "Model EEO Program" as outlined in EEOC Management Directive 715 (MD 715). This includes the identification and elimination of barriers to full employment. The FY 2010 compliance review schedule is as follows:

QUARTER	REGION	PROGRAM	STATE(S)	PURPOSE
1 <sup>st</sup>	All Regions	ANAWG	All State Reps	Desk Audit
2 <sup>nd</sup>	Southeast State Offices	PPQ, WS and VS	North Carolina, South Carolina, Kentucky, Tennessee, Mississippi, Alabama, Georgia and Florida	Desk Audit & On-site Reviews
3 <sup>rd</sup>	TBD	Recipient/Beneficiaries of APHIS Assistance Program (2 reviews)	TBD	On-site Reviews
3 <sup>rd</sup>	Eastern Region Follow-up	VS	North Carolina	On-site Reviews
4 <sup>th</sup>	Northwest State Offices	PPQ, WS and VS	Washington, Oregon, Idaho, Montana, Wyoming, North Dakota and South Dakota	Desk Audit & On-site Reviews

The Civil Rights and Human Resources Directors continue to provide training and briefings for managers and supervisors on the Alternative Dispute Resolution and Conflict Prevention processes. During FY 2009 the ADR training focused on the Americans with Disabilities Amendments Act of 2008 (ADAAA). APHIS continues to emphasize ADR training for its managers and supervisors in its planned activities. Managers are also provided with training on the implementation of requests for reasonable accommodation. In FY 2009, there were 4 Fundamentals of APHIS Human Resources Managers (FAHRM) Presentations and 31 Webinars. The Management Help Line continues to be an available resource for complaints prevention.

The Civil Rights Information and Communication Team works with the Training and Development Branch on a project by project basis. In FY 2009, this partnership involved coordinating a Civil Rights segment for the supervisory training held on a quarterly basis and sharing information as needed for reporting requirements (APHIS participation in the mandatory civil rights training). This partnership has also resulted in a workshop for Hispanic Heritage Month and a strategy for improving and ensuring APHIS full participation in the mandatory civil rights training.

The Civil Rights Information and Communication Team also worked with the Human Resources Branch to re-establish the exit survey. In so doing, CREC became aware of the need for a survey instrument that would reach employees before they depart and so developed the Civil Rights Barometer.

**Efficiency:** APHIS maintains an efficient, fair, accessible and impartial complaint process that is frequently audited to measure efficiency. The Agency continues to use the MicroPact iComplaints System as well as our own APHIS Civil Rights Enforcement and Compliance (CREC) database to create, track, manage, and report on EEO complaint activity at any stage in the EEO process up to resolution and closure. In addition, in 2009 APHIS initiated a Complaint Reduction Report/Settlement Initiative Report which is updated weekly.

APHIS remains committed to resolving complaints as early as practical and when at all possible, and in reducing the overall number of complaints. APHIS completed the eleventh year of its Complaint Reduction Initiative, which was started in 1998. To date, CREC has closed over 1100 complaints through this initiative. APHIS' Complaint Reduction Initiative currently operates in unison with the EEO Complaint Resolution Initiative recently started by the Assistant Secretary for Civil Rights in June 2009. FY 2009 was another successful year, due in large part to the support and collaborative efforts of APHIS' directors, managers, supervisors and employees. In FY 2009, APHIS closed 79 complaints.

Civil Rights Enforcement and Compliance actively participates in the iComplaints User Advisory Board meetings and Employment Complaints Division Partnership Meetings which are convened by the Department. In addition, in 2009 the APHIS CREC Formal Complaints Team started meeting and participating in an open exchange of ideas with the APHIS Reasonable Accommodation, Workplace Resolutions & Wellness Branch, in an effort to reduce the number of disability and reasonable accommodation complaints

In FY 2009 CREC developed and published a Guide to the Informal and Formal Employment Discrimination Complaint Processes. This guide is available on the CREC website

[http://www.aphis.usda.gov/civil\\_rights/downloads/Formal\\_Complaints\\_Guide.pdf](http://www.aphis.usda.gov/civil_rights/downloads/Formal_Complaints_Guide.pdf). A hard copy is also available through CREC.

***Responsiveness and Legal Compliance:*** Our self assessment did not identify any deficiencies in this area for either FY 2008 or FY 2009. APHIS has a system in place for ensuring timely compliance of any orders or directives issued by EEOC. The Civil Rights Compliance Reviews, which include desk and on-site reviews, are conducted according to an annual schedule. During the period July 1, 2008 thru July 30, 2009 APHIS completed the following on-site civil rights compliance reviews: Veterinary Services Eastern Regional Office Raleigh, North Carolina, completed September 2008; Veterinary Services North Carolina State Office Raleigh, North Carolina, completed September 2008; Plant Protection and Quarantine State Office Carlisle, Pennsylvania, completed June 2009; Wildlife Services State Office Harrisburg, Pennsylvania, completed June 2009; Veterinary Services State Office Harrisburg, Pennsylvania, completed June 2009; Veterinary Services Animal Import Center and JFK International Airport, completed June 2009. Desk Reviews were conducted for 4 program areas which included 69 work units. The Assistant Director for Program Delivery and Compliance provides written analyses of all Compliance Reviews to the heads of all units that participated in the reviews. All recommendations and corrective actions are monitored until fully implemented.

EEOC FORM 715-01 PART F

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

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

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

**Principal EEO Director** **Animal and Plant Health Inspection Service, Civil Rights Enforcement and Compliance**  
for

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

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

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

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

\_\_\_\_\_  
Cindy J. Smith, Administrator  
*Signature of Agency Head* \_\_\_\_\_  
Date

# **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><b>FY 2008 USDA Animal and Plant Health Inspection Service</b></p>	
<p><b>Statement of Model Program Essential Element Deficiency:</b></p>	<p>In the past years, the Agency has not had 100% compliance with employees completing civil rights training.</p>
<p><b>Objective:</b></p>	<p>To ensure the total workforce completes civil rights training.</p>
<p><b>Responsible Official(s):</b></p>	<p>Training and Development Division – Human Resources APHIS Managers and Supervisors</p>
<p><b>Date Objective Initiated:</b></p>	<p>October 1, 2008</p>
<p><b>Target Date for Completion of Objective:</b></p>	<p>September 30, 2009</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Monitor the Agency's AgLearn System to ensure that Mandatory Civil Rights Training is available to all permanent employees.</p> <p>Improve reporting capability to ensure accurate and comprehensive results</p> <p>Enter the module in all permanent employee learning plans with a due date as soon as it is available,</p> <p>Provide status reports of employees who have not taken the training to the APHIS Management Team.</p> <p>Require that managers' civil rights elements include ensuring that all permanent employees on their staffs have taken the mandatory civil rights training.</p>
<p><b>Target Date(s):</b></p>	<p>September 2009</p>

<b>Accomplishment of Objectives:</b>	The Americans with Disabilities Amendments Act of 2008 (ADAAA) was selected as the mandatory civil rights training for FY 2009. The Training and Development Branch implemented a process to outsource the training.
<b>Results:</b>	The contract for the development of the Mandatory Civil Rights training was awarded in October 2009 to Human Technology, Inc. The stand alone course module, CD-ROM version and paper PDF format is scheduled to be available in January 2010.

<b>FY 2009          USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	The agency has not implemented an adequate RSNO data collection and analysis systems that permits tracking of information required by MD-715.
<b>Objective:</b>	Implement an adequate data collection and analysis system that permits tracking of the information required by MD715 and its instructions.
<b>Responsible Official(s):</b>	Director, CREC Director, Human Resources
<b>Date Objective Initiated:</b>	December 1, 2009
<b>Target Date for Completion of Objective:</b>	September 30, 2010
<b>Planned Activities Toward Completion of Objective:</b>	The Department has approved the Agency's request to track RSNO data. In January 2010, the Human Resources Division will include this as one of the questions completed by applicants.  Review current NFC data elements via FOCUS reports.  CREC and Human Resources will collaborate to create a tracking system to retrieve data regarding outreach events and the number of new hires and promotions within the Agency on a quarterly basis.
<b>Target Date(s):</b>	September 30, 2010
<b>Accomplishment of Objectives:</b>	
<b>Results:</b>	

<b>FY 2009</b> <b>USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	EEO program officials are not present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.
<b>Objective:</b>	Ensure that management/personnel policies, procedures and practices are examined at regular intervals to assess whether there are hidden impediments to the equal opportunity for employees and applicants.
<b>Responsible Official(s):</b>	Director, CREC Director, Human Resources
<b>Date Objective Initiated:</b>	December 1, 2009
<b>Target Date for Completion of Objective:</b>	September 30, 2010
<b>Planned Activities Toward Completion of Objective:</b>	<p>CREC will collaborate with Human Resources to analyze position descriptions, vacancy announcements and recruitment strategies.</p> <p>CREC and Human Resources will collaborate to determine patterns of potential problems in hiring and succession planning.</p> <p>CREC and Human Resources will collaborate with SEPMS to develop outreach and recruitment activities for Mission Critical Occupations.</p> <p>CREC and Human Resources will collaborate to provide recommendations to managers for employee Individual Development Plans (IDP's) and to create an assessment tool that will identify strengths and weaknesses.</p>
<b>Target Date(s):</b>	September 30, 2010
<b>Accomplishment of Objectives:</b>	
<b>Results:</b>	

<b>FY 2009</b> <b>USDA Animal and Plant Health Inspection Service</b>	
<b>Statement of Model Program Essential Element Deficiency:</b>	<p>The Agency work force is underrepresented by the following groups: African American Males and Females, Hispanic Females and White Females</p>
<b>Objective:</b>	<p>Increase representation of the underrepresented groups and develop strategies to retain employees in previously underrepresented groups.</p>
<b>Responsible Official(s):</b>	<p>Director, CREC  Director, Human Resources</p>
<b>Date Objective Initiated:</b>	<p>December 1, 2009</p>
<b>Target Date for Completion of Objective:</b>	<p>September 30, 2010</p>
<b>Planned Activities Toward Completion of Objective:</b>	<p>Network with other Federal agencies that are successful in retaining their employees.</p> <p>CREC and Human Resources will collaborate to ensure attendance at targeted outreach events.</p> <p>CREC will work with Human Resources to review and revise, when necessary, the succession plans regarding underrepresented populations.</p> <p>CREC will work with Human Resources to track hires and outreach efforts.</p> <p>CREC will provide quarterly workforce analyses (using NFC on-line data) to SEPMs and management officials.</p>
<b>Target Date(s):</b>	<p>September 30, 2010</p>
<b>Accomplishment of Objectives:</b>	
<b>Results:</b>	

<b>FY 2009</b> <b>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, CREC Director, Human Resources
<b>Date Objective Initiated:</b>	December 1, 2009
<b>Target Date for Completion of Objective:</b>	September 30, 2010
<b>Planned Activities Toward Completion of Objective:</b>	Review current NFC data elements via FOCUS reports.  CREC will collaborate with Human Resources to create a tracking system to retrieve data regarding outreach events for persons with targeted disabilities.
<b>Target Date(s):</b>	September 30, 2010
<b>Accomplishment of Objectives:</b>	
<b>Results:</b>	

# **EEOC FORM 715 – 01**

## **EEO Program Status Report**

### **PART I**

#### **EEO Plan to Eliminate Identified Barriers and FY 2009 List of Accomplishments**



<p><b>OBJECTIVE:</b></p> <p>To attract highly qualified candidates to meet staffing needs. HR and CREC will continue to target and identify disabled employees through special recruitment efforts.</p>	<p>Assist APHIS HR and hiring officials in meeting the established APHIS 3-year hiring goal of increasing the number of persons with targeted disabilities by 5 employees for the next 3-years (<i>FY 2007 – FY 2009</i>).</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 on how to utilize the Schedule A Hiring Authority.</p> <p>Review job series not traditionally viewed as accessible to persons with targeted disabilities. Analyze the most prevalent job series in each APHIS program area and research possible technologies to facilitate accommodations.</p> <p>Establish recruitment objectives in each program area for employment of persons with targeted disabilities.</p> <p>Quarterly report to the APHIS Management Team and managers and supervisors on the progress in hiring and retaining persons with targeted disabilities and resources for consideration.</p> <p>Assist HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS.</p> <p>Utilize USAJobs system to locate and recruit persons with TD in the APHIS workforce.</p> <p>Continue to circulate résumés of persons with TD to various USDA and APHIS offices in headquarters and field locations.</p> <p>Require annual training in reasonable accommodation procedures and sensitivity to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>APHIS Administrator</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>October 1, 2006</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2009</p>



	<p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <p>Review job series not traditionally viewed as accessible to persons with targeted disabilities. Analyze the most prevalent job series in each APHIS program area and research possible technologies for accommodations.</p> <p>Establish recruitment objectives in each program area for employment of persons with targeted disabilities.</p> <p>Quarterly reporting to the APHIS Management Team and managers and supervisors on the progress in hiring and retaining persons with targeted disabilities and resources for consideration.</p> <p>Assist APHIS HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS.</p> <p>Utilize USAJobs system in locating and recruiting persons with TD in the APHIS workforce.</p> <p>Continue to circulate résumés of persons with TD to various USDA and APHIS offices in headquarters and field locations.</p> <p>Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.</p>
<b>RESPONSIBLE OFFICIAL:</b>	APHIS Administrator
<b>DATE OBJECTIVE INITIATED:</b>	December 1, 2009
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2012

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**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Monitor APHIS' 3-Year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.	9/30/2010
Increase Disability Employment Program Managers' communication with managers and supervisors through the use of conference calls, newsletters, and email.	9/30/2010
Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.	9/30/2010
Review job series not traditionally viewed as accessible to persons with disabilities. Analyze the most prevalent job series in each APHIS program area and research possible technologies for accommodations.	9/30/2010
APHIS will utilize internal and external resources to identify qualified individuals with reported and targeted disabilities.	9/30/2010
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.	9/30/2010
Promote and encourage the use of career development programs for persons with TD disabilities.	9/30/2010
Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.	9/30/2010
Require the delivery of mandatory disability awareness training for managers and supervisors, including special hiring authorities, reasonable accommodations and employment resources.	9/30/2010
Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.	9/30/2010
Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.	9/30/2010
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.	9/30/2010
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

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**Accomplishment Report  
For  
EEO Plan to Eliminate Identified Barriers**

**FY 2009  
USDA, Animal and Plant Health Inspection Service**

<p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Objective:</b></p> <p><b>Responsible Official(s):</b></p> <p><b>Date Objective Initiated:</b></p> <p><b>Target Date for Completion of Objective:</b></p>	<p>Monitor APHIS' 3-Year hiring goal of increasing the number of persons with targeted disabilities.</p> <p>In order to reach the Federal Participation Rate of 2.00%, APHIS has to increase the number of new hires with a targeted disability by 5 individuals each year.</p> <p>Director, CREC Director, Human Resources APHIS Disability Employment Program Managers</p> <p>January 23, 2007</p> <p>September 30, 2009</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date(s):</b></p> <p><b>Accomplishment of Objectives:</b></p> <p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date:</b></p> <p><b>Accomplishment of Objective:</b></p> <p><b>Planned Activities Toward Completion of Objective:</b></p> <p><b>Target Date:</b></p>	<p>Increase Disability Employment Program Manager's communication with managers and supervisors through the use of conference calls, newsletters and email.</p> <p>October 2007 - September 2009</p> <p>Quarterly meetings were held with APHIS Program Disability Program Managers (Headquarter and Field). Departmental Meetings were attended and information on training/conferences/job vacancies were distributed widely. The APHIS National DEPM provided data upon request on the status of program areas.</p> <p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <p>September 2009</p> <p>Managers and Supervisors were provided information on the 2009 Workforce Recruitment Program (March 2009) which included information of the Special Hiring Authorities. Information was also made available from the Recruitment Division of Human Resources, the USDA Target Center and the Departmental DEPM.</p> <p>Review job series not traditionally viewed as accessible to persons with disabilities. Analyze the most prevalent job series in each program area and research possible technologies for accommodations.</p> <p>September 2009</p>

<p><b>Accomplishment of Objective:</b></p>	<p>APHIS is recognized by the Department as having <b>7</b> major occupations that are crucial to the overall mission of the agency. An analysis was completed of the total employment of the mission critical occupations and the report revealed that 6.75% of the employees had a reported disability and .50% had a targeted disability. The National Disability Employment Program Manager is working with the Reasonable Accommodations Specialist and the Recruitment Manager to increase the numbers. Reasonable Accommodations was also given to APHIS Managers and Employees.</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Utilize internal and external resources to identify qualified individuals with reported and targeted disabilities.</p>
<p><b>Target Date(s):</b></p>	<p>October 2008 – September 2009</p>
<p><b>Accomplishment of Objective:</b></p>	<p>APHIS participated in the following activities to promote the employment of persons with disabilities:</p> <ul style="list-style-type: none"> <li>The 2009 Workforce Recruitment Program</li> <li>Civilian Jobs Career Fairs</li> <li>RecruitMilitary Career Fairs</li> <li>Inaugural VetSuccess Career and Employment Fair</li> <li>The Hiring Heroes Career Fair</li> <li>The Wounded Warriors Career Fair</li> <li>The Army Career and Alumni Program</li> <li>The Disabled American Veterans National Conference</li> <li>Gallaudet University Career Fair</li> </ul>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Monitoring the hiring and retention patterns of APHIS headquarters and field locations to determine the 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 targeted disabilities.</p>
<p><b>Target Date(s):</b></p>	<p>March 2009 and September 2009</p>
<p><b>Accomplishment of Objective:</b></p>	<p>Mid-Year and End-of-Year Analysis on the Disability Employment Program and trends were discussed with program DEPMs and recommendations were made to the management officials. Also, monthly meetings were held with an HR Representative and the Human Capital Manager to discuss recruitment strategies for the Agency.</p>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Promote and encourage the use of career development programs for people with targeted disabilities.</p>
<p><b>Target Date(s):</b></p>	<p>September 2009</p>
<p><b>Accomplishment of Objective:</b></p>	<p>The following programs were distributed to encourage career development within the Agency:</p> <ul style="list-style-type: none"> <li>Workforce Recruitment Program</li> <li>Vocational Rehabilitation and Employment Program</li> </ul>
<p><b>Planned Activities Toward Completion of Objective:</b></p>	<p>Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.</p>
<p><b>Target Date(s):</b></p>	<p>October 2008 – September 2009</p>
<p><b>Accomplishment of Objectives:</b></p>	<p>APHIS approved a total of 18 full reasonable accommodations cases and 11 accommodations cases were granted under "employee assistance". In addition, there were 18 cases withdrawn by the employee or closed for failure to pursue, 6 denials and 7 currently in processing.</p>
	<p>Require the delivery of mandatory disability awareness training for managers and</p>

<b>Planned Activities Toward Completion of Objective:</b>	supervisors, including special hiring authorities, reasonable accommodations and employment resources.				
<b>Target Date(s):</b>	September 2009				
<b>Accomplishment of Objective:</b>	APHIS partnered with the Office of General Counsel to provide training on the Americans with Disabilities Amendments Act (ADAAA) of 2008. This training was made available to managers and employees throughout the Agency.				
<b>Planned Activities Toward Completion of Objective:</b>	Promote the use of Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.				
<b>Target Date(s):</b>	October 2008 – September 2009				
<b>Accomplishment of Objective:</b>	Survey responses from managers showed that APHIS hired 11 employees under the Schedule A hiring authority.				
<b>Planned Activities Toward Completion of Objective:</b>	Greater participation in the Workforce Recruitment Program (WRP) for College Students with disabilities in obtaining summer and permanent employment.				
<b>Target Date:</b>	March 2009 – September 2009				
<b>Accomplishment of Objective:</b>	The National DEPM met with the program managers and distributed information on the 2009 WRP. APHIS hired 2 individuals under the WRP in FY 2009.				
<b>Planned Activities Toward Completion of Objective:</b>	Require annual training and sufficient resources for all Disability Employment Program Managers to assist officials in retaining persons with TD.				
<b>Target Date:</b>	September 2009				
<b>Accomplishment of Objective:</b>	Continued to promote the following: <ul style="list-style-type: none"> <li>• Perspectives Conference on Persons with Disabilities</li> <li>• Job Accommodation Network</li> <li>• Interagency Disability Educational Awareness Showcase (IDEAS) Conference</li> <li>• Reasonable Accommodations Training</li> </ul>				
<b>Planned Activities Toward Completion of Objective:</b>	Monitor the participation rates of under-represented groups that fall below the Civilian Labor Force.				
<b>Target Date:</b>	October 2008 – September 2009				
<b>Accomplishment of Objective:</b>	APHIS Workforce Profile Updates were published and representatives from CREC and the Recruitment Division met to discuss recruitment strategies to bring the under-represented groups to parity. Also, the following Career Fairs and Conferences were attended to assist in the recruitment efforts: The under-represented groups are as follows: <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="padding-right: 20px;">White Females</td> <td>Black Females</td> </tr> <tr> <td>Black Males</td> <td>Hispanic Females</td> </tr> </table> <i>(See Total Workforce Table A1)</i>  The following job fairs were attended during FY 2009 to assist with the under representation:  The 35 <sup>th</sup> Annual National Conference for the Society for Advancement of Chicanos and Native Americans The 80 <sup>th</sup> Annual League of United Latino American Citizens (LULAC) The National Council of La Raza (NCLR) Thurgood Marshall Leadership Institute Recruitment Conference Bowie State University Career Fair	White Females	Black Females	Black Males	Hispanic Females
White Females	Black Females				
Black Males	Hispanic Females				

	Lincoln University University of Arkansas – Pine Bluff Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) American Public University System New Mexico State University

EEOC FORM  
715-01 PART J  
*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of  
Individuals With Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency		1. Animal and Plant Health Inspection Service				
	1.a. 2 <sup>nd</sup> Level Component		1.a. Office of the Administrator				
	1.b. 3 <sup>rd</sup> Level or lower		1.b. Civil Rights Enforcement and Compliance				
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	9067	100%	9172	100%	105	1.14%
	Reportable Disability	642	7.0	665	7.2	23	3.4%
	Targeted Disability*	62	1.0	67	1.0	5	7.4%
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).							
1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						Approx. 15 applications received by HR. * <i>There is no system for tracking applications for Persons with Disabilities.</i>	
2. <b>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	125	3	2%	0	0%	0	0%	122	98%
4. Non-Competitive Promotions	753	39	5%	3	0%	0	0%	711	95%

5. Employee Career Development Programs									
5.a. Grades 5 – 12	161	6	4%	0	0%	9	6%	146	91%
5.b. Grades 13 – 14	81	0	0%	0	0%	4	5%	77	95%
5.c. Grade 15/SES	3	1	33 %	0	0%	0	0%	2	67%
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	5392	498	9%	72	1%	58	1%	4,836	89%
6.b. Cash Awards (total \$\$\$ awarded)	4,053,547	237,297	6%	27,151	1%	88,552	2%	3,727,698	91%
6.c. Quality-Step Increase	185	12	6%	0	0%	4	2	169	91%

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

PLANNED STRATEGIES AND ACTIVITIES TOWARD RECRUITMENT OF PERSONS WITH TARGETED DISABILITIES:	TARGET DATE (Must be Specific)
Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity collateral duty officials.	9/30/2010
Collaborate with CREC to establish a Veterans Emphasis Program designed to promote employment, advancement, development, and retention of veterans.	9/30/2010
Partner with CREC and designated Disability Employment Program managers and Veterans Emphasis Program Managers to research and focus on various opportunities to target disabled	9/30/2010

veterans for employment opportunities.	
Through ongoing education and information campaigns, 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).	9/30/2010
Utilize special hiring authorities, job development and mentoring programs for veterans.	9/30/2010
Maintain contacts with vocational rehabilitation offices, state employment offices, veterans' organizations, colleges/universities, and other facilities to obtain applications from disabled veterans. In addition, coordinate outreach activities when vacancies occur that allow for external recruitment.	9/30/2010
Partner with CREC to educate and emphasize the importance of recruiting disabled veterans to management staff and hiring officials when advising them of best hiring practices.	9/30/2010
Recruiters are provided with proper training and the necessary tools to achieve recruitment goals and attend career fairs and annual conferences aimed specifically at hiring disabled veterans.	9/30/2010
Collaboration between the Strategic Acquisitions and Retention (STAR) Branch and the HRD Operations and Policy Directorate in strategically advertising positions to coincide with attended career fairs and annual conferences.	9/30/2010
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.	9/30/2010
Partner with employees who are veterans with disabilities to participate in recruitment, outreach, and other employment programs, as consultants, role models, and as recruitment/outreach personnel.	9/30/2010
Make reasonable accommodations and Work Life Wellness (WLW) information available to disabled veteran applicants during the recruitment process.	9/30/2010
Partner with CREC in working with NISH Affiliated community Rehabilitation Programs to provide a more grassroots approach to the Agency's outreach/recruitment efforts.	9/30/2010
Promote the newly signed Post 9/11 GI Bill. This bill provides current veteran employees funding for educational opportunities to improve their ability to succeed at work. It is funded by the Department of Veteran's Affairs.	9/30/2010
Make veteran employees aware of career opportunities and procedures to follow for positions under the Federal Career Intern Program and through Delegated Examining Unit vacancy announcements. These opportunities may provide career advancement beyond the current full potential level of their current positions.	9/30/2010
Ensure management identifies disabled veterans on selection certificates, especially those who are 30% or more disabled, who possess the requisite skills and abilities.	9/30/2010
Encourage senior leadership to include the status of hiring and advancement of disabled veterans on the agenda of recurring staff meetings.	9/30/2010
Actively seek out employees who are veterans with disabilities to be included in recruitment and outreach as consultants.	9/30/2010
Encourage selecting officials to include disabled veterans for membership on promotion/interview committees, commissions, panels, or boards.	9/30/2010
Minimize impediments to career progression, accessibility and reasonable accommodations to be provided to veterans with disabilities through the Target Center.	9/30/2010

# EEOC FORM 715 – 01

## A Tables

### **Total Employment Data**

## Analysis of Workforce Profiles FY 2009- A Tables

**Participation Rates** – A comparison of FY 08 and FY 09 participation rates shows a net change in the workforce of 1.16%, a difference of +105 employees, with FY 09 total employment at 9,172 and FY 08 total employment of 9,067. The participation rate for women was higher in FY 08 (39.62%) than in FY 09 (39.53%), and lower than the comparable U.S. Civilian Labor Force (CLF) rate of 46.8%. The participation rate for Hispanic or Latino men (6.63%) is above the CLF rate of 6.20%. However, the participation rate of Hispanic women is 3.6% which is well below the CLF of 4.5%. The participation rate of African American men is 2.92% which is below the CLF rate of 4.8%; for African American women the rate is 4.97% compared with the CLF rate of 5.70%. The participation rate for White women (28.39%) is below the CLF rate of 33.74%. The participation rate for Asian men and women is above the CLF rate with Asian men showing a participation rate of 5.09% compared with a CLF of 1.90%. The participation rate for Native American men and women is .34% and .32% respectively. The comparable CLF rate is .30% for both Native American men and women. *See the FY 2009 APHIS Federal Equal Opportunity Program Plan (FEORP) and the Disabled Veterans Affirmative Action Plan (DVAAP) posted on the CREC website: [www.aphis.usda.gov/civil\\_rights/](http://www.aphis.usda.gov/civil_rights/)*

**Grade Categories** – The majority of APHIS permanent employees 1,101 are at the GS-12 grade level, followed by 976 employees at the GS-11 grade level. At the GS-13 grade level there are 775 permanent employees and 626 employees at both the GS 7 & GS-9 grade level. At the GS-15 and above grade level there are 128 employees. In Executive/Senior Level positions there are 37 employees (25 men and 12 women). White men and White women represent 51.3% and 29.7% respectively of this level of employment. At the GS 13 & 14 grade level totaling 1,352 employees, men outnumber the women 799 to 553. White men (681) and White women (418) collectively represent 81% of this category. *See Table A6 for a breakdown of the Agency's Mission Critical Occupations by Race and Gender.*

**New Hires** – There were 253 employees hired to permanent positions in FY 2009, 638 to temporary positions and 0 to non-appropriated positions. Men outnumbered women in permanent hires with 129 hires compared to 124 for women. Of the total number of permanent hires White men had the highest participation rate at 38.7% followed by White women with 37.5%. There were a total of 34 African Americans hired to permanent positions (16 males and 18 females); and 16 permanent Hispanic employees (8 males and 8 females). Of the 638 temporary employees hired 79% were White, 6% Hispanic and 13% African American.

## APHIS Mission Critical Occupations

Mission Critical Occupations are job series which are crucial to the overall mission of the Agency. APHIS is recognized by the Department as having 7 major occupation job series. At the end of FY 2009, the total number of APHIS employees (*males/females*) in each major job category is as follows:

### Males

Job Series	WM	BM	HM	AM	NAM	Total
Gen Biolcl Sci (0401)	719	45	124	102	6	996
Biolcl Tech (0404)	1098	11	44	69	12	1234
Plt. Protection Tech. (0421)	464	28	124	197	6	819
Wildlife Biology (0486)	521	2	10	9	3	545
Vet Med Sci (0701)	348	26	19	15	3	411
Animal Health Tech (0704)	227	8	92	0	6	333
Info. Tech Spec (2210)	234	38	18	8	4	302

### Females

Job Series	WF	BF	HF	AF	NAF	Total
Gen Biolcl Sci (0401)	297	15	57	40	5	414
Biolcl Tech (0404)	236	2	10	11	3	262
Plt. Protection Tech. (0421)	256	24	84	67	10	441
Wildlife Biology (0486)	40	1	1	1	1	44
Vet Med Sci (0701)	211	31	9	11	2	264
Animal Health Tech (0704)	121	7	8	1	2	139
Info. Tech Spec (2210)	113	22	5	6	2	148

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## B Tables

### **Total Employment Data**

## Analysis of Workforce Profile – FY 2009 – Targeted Disabilities

**Participation Rates** – APHIS improved its participation rate for persons with targeted disabilities. With a total workforce of **9,172** employees, APHIS had a total employment of **67** employees with targeted disabilities. This was a participation rate of .73%. The following chart shows the Agency's 3-Year Hiring Goal for Persons with Targeted Disabilities:

FY 2006 APHIS Employees With Targeted Disabilities 67 or .78%	3 –Year Hiring Goal	Projected Fiscal Year Increase	Actual Fiscal Year Increase
Fiscal Year 2007	72 or .84%	+5	<b>+6</b>
Fiscal Year 2008	77 or .90%	+5	<b>+7</b>
Fiscal Year 2009	82 or .96%	+5	+8

**Occupational Categories** - In FY 2009, there were 67 APHIS employees with a TD. Of the 67 employees 53 or 79% are permanent employees and 14 or 21% are temporary employees. The majority of permanent employees with a TD, 25 or 37%, work for the Plant Protection and Quarantine (PPQ) program, followed by 20 or 29% in the Veterinary Services program. Of the employees with a TD most are concentrated in Grades GS-5 through GS-12 with 38 or 57% percent. The majority of the employees with TD are in the GS pay plan, however, APHIS does employ 5 persons in the GM, WG and AD pay plans with targeted disabilities..

**New Hires** - In FY 2009, there were a total of **891** new hires for APHIS. Of this number **8 (0.9%)** were persons with a targeted disability.

## Narrative for Individuals with Disabilities Employment

### **Table B-1: Total Workforce – Distribution by Disability**

This chart shows the total population of the Animal and Plant Health Inspection Service, APHIS (9,172 employees) divided into three components: Permanent (6,137 employees); Temporary (3,035 employees); and Non-Appropriated (0 employees). Of these totals there is a breakdown of the disability status as well as detailed coding for targeted disabilities.

### **Table B-2: Total Workforce by Component**

APHIS is comprised of 10 subcomponents, and of the total workforce each component shows the total breakdown by disability status and detailed coding for targeted disabilities.

### **Tables B4-1 and B4-2: Participation Rates for General Schedule (GS) Grades by Disability (Permanent, Temporary and Indefinite Employees)**

These charts show the total representation of employees and percentages by grade distribution and disability status in GS/GM/SES positions.

### **Table B5-1 and B5-2: Participation Rates for Wage Grade (WG) Grades by Disability (Permanent, Temporary and Indefinite Employees)**

These charts show the total representation of employees and percentages by grade distribution and disability status in WD/WG/WL/WS positions.

### **Table B-6: Participation Rates for major Occupations (Permanent, Temporary and Indefinite Employees)**

Mission Critical Occupations are job series which are crucial to the overall mission of the Agency. APHIS is recognized by the Department as having 7 major occupational series:

<b>Job Title</b>	<b>Series</b>
Gen Bio Sci	0401
Bio Techn	0404
PPQ	0421
Wildlife Bio	0486
Vet Med Sci	0701
Animal Plt. Tech	0704
Info. Tech Spec	2210

# Table A1: TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex - FY 2009

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of Data: 2009 3rd Quarter Personnel

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
<b>Total</b>																	
Prior FY08 #	9067	5475	3592	608	325	4080	2560	265	470	48	34	474	203	0	0	0	0
Prior FY08 %	100	60.38	39.62	6.71	3.58	45	28.23	2.92	5.18	0.53	0.37	5.23	2.24	0	0	0	0
Current FY09 #	9172	5546	3626	608	330	4154	2604	268	456	49	38	467	198	0	0	0	0
Current FY09 %	100	60.47	39.53	6.63	3.6	45.29	28.39	2.92	4.97	0.53	0.41	5.09	2.16	0	0	0	0
CLF % (2000)	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76
Difference #	105	71	34	0	5	74	44	3	-14	1	4	-7	-5	0	0	0	0
Ratio Change %	0	0.09	-0.09	-0.08	0.02	0.29	0.16	0	-0.21	0	0.04	-0.14	-0.08	0	0	0	0
Net Change %	1.16	1.3	0.95	0	1.54	1.81	1.72	1.13	-2.98	2.08	11.76	-1.48	-2.46	0	0	0	0
<b>Permanent</b>																	
Prior FY08 #	6050	3301	2749	370	199	2447	2001	219	408	28	22	237	119	0	0	0	0
Prior FY08 %	100	54.56	45.44	6.12	3.29	40.45	33.07	3.62	6.74	0.46	0.36	3.92	1.97	0	0	0	0
Current FY09 #	6137	3355	2782	372	206	2490	2031	223	405	27	22	243	118	0	0	0	0
Current FY09 %	100	54.67	45.33	6.06	3.36	40.57	33.09	3.63	6.6	0.44	0.36	3.96	1.92	0	0	0	0
Difference #	87	54	33	2	7	43	30	4	-3	-1	0	6	-1	0	0	0	0
Ratio Change %	0	0.11	-0.11	-0.06	0.07	0.12	0.02	0.01	-0.14	-0.02	0	0.04	-0.05	0	0	0	0
Net Change %	1.44	1.64	1.2	0.54	3.52	1.76	1.5	1.83	-0.74	-3.57	0	2.53	-0.84	0	0	0	0
<b>Temporary</b>																	
Prior FY08 #	3017	2174	843	238	126	1633	559	46	62	20	12	237	84	0	0	0	0
Prior FY08 %	100	72.06	27.94	7.89	4.18	54.13	18.53	1.52	2.06	0.66	0.4	7.86	2.78	0	0	0	0
Current FY 09#	3035	2191	844	236	124	1664	573	45	51	22	16	224	80	0	0	0	0
Current FY09 %	100	72.19	27.81	7.78	4.09	54.83	18.88	1.48	1.68	0.72	0.53	7.38	2.64	0	0	0	0
Difference #	18	17	1	-2	-2	31	14	-1	-11	2	4	-13	-4	0	0	0	0
Ratio Change %	0	0.13	-0.13	-0.11	-0.09	0.7	0.35	-0.04	-0.38	0.06	0.13	-0.48	-0.14	0	0	0	0
Net Change %	0.6	0.78	0.12	-0.84	-1.59	1.9	2.5	-2.17	-17.74	10	33.33	-5.49	-4.76	0	0	0	0
<b>Non-Appropriated</b>																	
Prior FY08 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior FY08 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current FY09 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current FY09 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Difference #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Change %	1.42	1.61	1.19	0.54	3.4	1.73	1.48	1.79	-0.74	-3.7	0	2.47	-0.85	0	0	0	0

**Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex - FY 2009**

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
Current FY09 #	9172	5546	3626	608	330	4154	2604	268	456	49	38	467	198	0	0	0	0
Current FY09 %	100	60.47	39.53	6.63	3.6	45.29	28.39	2.92	4.97	0.53	0.41	5.09	2.16	0	0	0	0
CLF % (2000)	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76
Office of The Administrator	36	0	0	0	1	4	7	4	15	0	0	1	0	0	0	0	0
%	100	0	0	0	2.8	11.1	19.4	11.1	41.7	0	0	2.8	0	0	0	0	0
Policy & Program Development	123	0	0	0	1	32	60	7	10	0	0	1	2	0	0	0	0
%	100	0	0	0	0.8	26	48.8	5.7	8.1	0	0	0.8	1.6	0	0	0	0
Legislative and Public Affairs	73	0	0	1	0	10	34	4	17	0	0	0	1	0	0	0	0
%	100	0	0	1.4	0	13.7	46.6	5.5	23.3	0	0	0	1.4	0	0	0	0
Marketing and Regulatory Pgrms Business Services	762	0	0	22	7	187	286	54	110	2	1	6	14	0	0	0	0
%	100	0	0	2.9	0.9	24.5	37.5	7.1	14.4	0.3	0.1	0.8	1.8	0	0	0	0
International Services	113	0	0	12	7	37	26	6	14	0	0	4	2	0	0	0	0
%	100	0	0	10.6	6.2	32.7	23	5.3	12.4	0	0	3.5	1.8	0	0	0	0
Plant Protection & Quarantine	3749	0	0	368	207	1266	777	95	102	11	21	336	134	0	0	0	0
%	100	0	0	9.8	5.5	33.8	20.7	2.5	2.7	0.3	0.6	9	3.6	0	0	0	0
Veterinary Services	2054	0	0	122	54	754	769	55	104	13	6	19	21	0	0	0	0
%	100	0	0	5.9	2.6	36.7	37.4	2.7	5.1	0.6	0.3	0.9	1	0	0	0	0
Animal Care	184	0	0	1	0	60	78	5	19	1	3	2	1	0	0	0	0
%	100	0	0	0.5	0	32.6	42.4	2.7	10.3	0.5	1.6	1.1	0.5	0	0	0	0
Wildlife Services	1820	0	0	27	11	1200	260	8	11	13	2	66	9	0	0	0	0
%	100	0	0	1.5	0.6	65.9	14.3	0.4	0.6	0.7	0.1	3.6	0.5	0	0	0	0
Biotechnology and Regulatory Services	71	0	0	2	1	20	21	1	12	1	0	2	5	0	0	0	0
%	100	0	0	2.8	1.4	28.2	29.6	1.4	16.9	1.4	0	2.8	7	0	0	0	0

Data Source: NFC On-Line Reporting Center (as of 9/20/09)

**Table A3-1: OCCUPATIONAL GROUPS - Distribution by Race/Ethnicity and Sex - FY 2009**

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of Data: 2009 3rd Quarter Personnel

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
Executive/Senior Level Officials and Managers #	133	96	37	8	1	80	29	4	6	0	0	4	1	0	0	0	0
Executive/Senior Level Officials and Managers %	100	72.18	27.82	6.02	0.75	60.15	21.8	3.01	4.51	0	0	3.01	0.75	0	0	0	0
Mid-Level Officials and Managers #	367	238	129	13	2	202	101	14	22	3	1	6	3	0	0	0	0
Mid-Level Officials and Managers %	100	64.85	35.15	3.54	0.54	55.04	27.52	3.81	5.99	0.82	0.27	1.63	0.82	0	0	0	0
First-Level Officials and Managers #	307	238	69	29	12	173	44	6	5	2	2	28	6	0	0	0	0
First-Level Officials and Managers %	100	77.52	22.48	9.45	3.91	56.35	14.33	1.95	1.63	0.65	0.65	9.12	1.95	0	0	0	0
Other Officials and Managers #	709	197	512	14	21	140	349	36	126	3	3	4	13	0	0	0	0
Other Officials and Managers %	100	28	72	2	3	20	49	5	18	0	0	1	2	0	0	0	0
Total Officials and Managers #	1516	769	747	64	36	595	523	60	159	8	6	42	23	0	0	0	0
Total Officials and Managers %	100	50.73	49.27	4.22	2.37	39.25	34.5	3.96	10.49	0.53	0.4	2.77	1.52	0	0	0	0
Professionals #	2667	1657	1010	143	70	1282	761	104	110	13	7	115	62	0	0	0	0
Professionals %	100	62.13	37.87	5.36	2.62	48.07	28.53	3.9	4.12	0.49	0.26	4.31	2.32	0	0	0	0
Technicians #	948	616	332	115	40	401	260	23	16	5	2	72	14	0	0	0	0
Technicians %	100	64.98	35.02	12.13	4.22	42.3	27.43	2.43	1.69	0.53	0.21	7.59	1.48	0	0	0	0
Sales Workers #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office and Clerical #	795	151	644	23	56	92	444	25	119	1	6	10	19	0	0	0	0
Office and Clerical %	100	18.99	81.01	2.89	7.04	11.57	55.85	3.14	14.97	0.13	0.75	1.26	2.39	0	0	0	0
Craft Workers #	26	26	0	6	0	19	0	0	0	0	0	1	0	0	0	0	0
Craft Workers %	100	100	0	23.08	0	73.08	0	0	0	0	0	3.85	0	0	0	0	0
Operatives #	27	26	1	2	0	22	0	1	0	0	1	1	0	0	0	0	0

Operatives %	100	96.3	3.7	7.41	0	81.48	0	3.7	0	0	3.7	3.7	0	0	0	0	0
Laborers #	42	32	10	6	1	20	8	5	1	0	0	1	0	0	0	0	0
Laborers %	100	76.19	23.81	14.29	2.38	47.62	19.05	11.9	2.38	0	0	2.38	0	0	0	0	0
Service Workers #	116	78	38	13	3	59	35	5	0	0	0	1	0	0	0	0	0
Service Workers %	100	67.24	32.76	11.21	2.59	50.86	30.17	4.31	0	0	0	0.86	0	0	0	0	0
Total Workforce #	6137	3355	2782	372	206	2490	2031	223	405	27	22	243	118	0	0	0	0
Total Workforce %	100	54.67	45.33	6.06	3.36	40.57	33.09	3.63	6.6	0.44	0.36	3.96	1.92	0	0	0	0

**Table A3-2: OCCUPATIONAL GROUPS - Distribution by Race/Ethnicity and Sex - FY 2009**

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
Executive/Senior Level Officials and Managers #	133	96	37	8	1	80	29	4	6	0	0	4	1	0	0	0	0
Executive/Senior Level Officials and Managers %	2.17	2.86	1.33	2.15	0.49	3.21	1.43	1.79	1.48	0	0	1.65	0.85	0	0	0	0
Mid-Level Officials and Managers #	367	238	129	13	2	202	101	14	22	3	1	6	3	0	0	0	0
Mid-Level Officials and Managers %	5.98	7.09	4.64	3.49	0.97	8.11	4.97	6.28	5.43	11.11	4.55	2.47	2.54	0	0	0	0
First-Level Officials and Managers #	307	238	69	29	12	173	44	6	5	2	2	28	6	0	0	0	0
First-Level Officials and Managers %	5	7.09	2.48	7.8	5.83	6.95	2.17	2.69	1.23	7.41	9.09	11.52	5.08	0	0	0	0
Other Officials and Managers #	709	197	512	14	21	140	349	36	126	3	3	4	13	0	0	0	0
Other Officials and Managers %	11.55	5.87	18.4	3.76	10.19	5.62	17.18	16.14	31.11	11.11	13.64	1.65	11.02	0	0	0	0
Total Officials and Managers #	1516	769	747	64	36	595	523	60	159	8	6	42	23	0	0	0	0
Total Officials and Managers %	24.7	22.92	26.85	17.2	17.48	23.9	25.75	26.91	39.26	29.63	27.27	17.28	19.49	0	0	0	0
Professionals #	2667	1657	1010	143	70	1282	761	104	110	13	7	115	62	0	0	0	0
Professionals %	43.46	49.39	36.3	38.44	33.98	51.49	37.47	46.64	27.16	48.15	31.82	47.33	52.54	0	0	0	0
Technicians #	948	616	332	115	40	401	260	23	16	5	2	72	14	0	0	0	0
Technicians %	15.45	18.36	11.93	30.91	19.42	16.1	12.8	10.31	3.95	18.52	9.09	29.63	11.86	0	0	0	0
Sales Workers #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office and Clerical #	795	151	644	23	56	92	444	25	119	1	6	10	19	0	0	0	0
Office and Clerical %	12.95	4.5	23.15	6.18	27.18	3.69	21.86	11.21	29.38	3.7	27.27	4.12	16.1	0	0	0	0
Craft Workers #	26	26	0	6	0	19	0	0	0	0	0	1	0	0	0	0	0
Craft Workers %	0.42	0.77	0	1.61	0	0.76	0	0	0	0	0	0.41	0	0	0	0	0
Operatives #	27	26	1	2	0	22	0	1	0	0	1	1	0	0	0	0	0

Operatives %	0.44	0.77	0.04	0.54	0	0.88	0	0.45	0	0	4.55	0.41	0	0	0	0
Laborers #	42	32	10	6	1	20	8	5	1	0	0	1	0	0	0	0
Laborers %	0.68	0.95	0.36	1.61	0.49	0.8	0.39	2.24	0.25	0	0	0.41	0	0	0	0
Service Workers #	116	78	38	13	3	59	35	5	0	0	0	1	0	0	0	0
Service Workers %	1.89	2.32	1.37	3.49	1.46	2.37	1.72	2.24	0	0	0	0.41	0	0	0	0
Total Workforce #	6137	3355	2782	372	206	2490	2031	223	405	27	22	243	118	0	0	0
Total Workforce %	100	100	100	100	100	100	100	100	100	100	100	100	100	0	0	0

**NOTE: Percentages compute down columns and NOT across rows.**



All Other (Unspecified GS) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Executive Service #	37	25	12	4	1	19	11	1	0	0	0	1	0	0	0	0	0	0
Senior Executive Service %	100	67.57	32.43	10.81	2.7	51.35	29.73	2.7	0	0	0	2.7	0	0	0	0	0	0





**Table A4-2: PARTICIPATION RATES ACROSS GENERAL SCHEDULE (GS) GRADES - FY 2009  
BY ETHNICITY AND SEX** *PERMANENT*

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
GS - 01 #	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
GS - 01 %	0.02	0	0.04	0	0	0	0.05	0	0	0	0	0	0	0	0	0	0
GS - 02 #	5	3	2	0	0	2	0	1	2	0	0	0	0	0	0	0	0
GS - 02 %	0.08	0.09	0.07	0	0	0.08	0	0.47	0.5	0	0	0	0	0	0	0	0
GS - 03 #	8	3	5	1	0	1	5	1	0	0	0	0	0	0	0	0	0
GS - 03 %	0.13	0.09	0.18	0.29	0	0.04	0.25	0.47	0	0	0	0	0	0	0	0	0
GS - 04 #	148	89	59	10	9	21	28	6	11	0	1	52	10	0	0	0	0
GS - 04 %	2.48	2.76	2.14	2.88	4.48	0.88	1.39	2.83	2.73	0	4.76	22.03	8.47	0	0	0	0
GS - 05 #	316	134	182	32	38	74	113	13	21	0	0	15	10	0	0	0	0
GS - 05 %	5.29	4.16	6.6	9.22	18.91	3.09	5.61	6.13	5.21	0	0	6.36	8.47	0	0	0	0
GS - 06 #	353	85	268	13	24	60	188	8	45	0	2	4	9	0	0	0	0
GS - 06 %	5.91	2.64	9.72	3.75	11.94	2.5	9.33	3.77	11.17	0	9.52	1.69	7.63	0	0	0	0
GS - 07 #	626	253	373	36	30	180	281	22	48	3	3	12	11	0	0	0	0
GS - 07 %	10.47	7.86	13.52	10.37	14.93	7.51	13.95	10.38	11.91	11.11	14.29	5.08	9.32	0	0	0	0
GS - 08 #	290	169	121	49	3	115	101	4	15	1	1	0	1	0	0	0	0
GS - 08 %	4.85	5.25	4.39	14.12	1.49	4.8	5.01	1.89	3.72	3.7	4.76	0	0.85	0	0	0	0
GS - 09 #	626	325	301	21	9	256	222	22	55	4	4	22	11	0	0	0	0
GS - 09 %	10.47	10.1	10.91	6.05	4.48	10.68	11.02	10.38	13.65	14.81	19.05	9.32	9.32	0	0	0	0
GS - 10 #	10	5	5	4	0	1	3	0	1	0	1	0	0	0	0	0	0
GS - 10 %	0.17	0.16	0.18	1.15	0	0.04	0.15	0	0.25	0	4.76	0	0	0	0	0	0
GS - 11 #	976	601	375	87	37	409	277	40	35	5	0	60	26	0	0	0	0
GS - 11 %	16.33	18.67	13.6	25.07	18.41	17.06	13.75	18.87	8.68	18.52	0	25.42	22.03	0	0	0	0
GS - 12 #	1101	632	469	54	30	494	344	42	71	4	4	38	20	0	0	0	0
GS - 12 %	18.42	19.63	17.01	15.56	14.93	20.61	17.07	19.81	17.62	14.81	19.05	16.1	16.95	0	0	0	0
GS - 13 #	775	455	320	19	10	386	242	28	57	7	3	15	8	0	0	0	0
GS - 13 %	12.97	14.13	11.6	5.48	4.98	16.1	12.01	13.21	14.14	25.93	14.29	6.36	6.78	0	0	0	0
GS - 14 #	577	344	233	12	10	295	176	20	35	3	2	14	10	0	0	0	0
GS - 14 %	9.65	10.69	8.45	3.46	4.98	12.31	8.73	9.43	8.68	11.11	9.52	5.93	8.47	0	0	0	0
GS - 15 #	128	96	32	5	0	84	23	4	7	0	0	3	2	0	0	0	0
GS - 15 %	2.14	2.98	1.16	1.44	0	3.5	1.14	1.89	1.74	0	0	1.27	1.69	0	0	0	0

All Other (Unspecified GS) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Executive Service #	37	25	12	4	1	19	11	1	0	0	0	1	0	0	0	0	0	0
Senior Executive Service %	0.62	0.78	0.44	1.15	0.5	0.79	0.55	0.47	0	0	0	0.42	0	0	0	0	0	0
Total #	5977	3219	2758	347	201	2397	2015	212	403	27	21	236	118	0	0	0	0	0
Total %	100	100	100	100	100	100	100	100	100	100	100	100	100	0	0	0	0	0

**NOTE: Percentages compute down columns and NOT across rows.**



All Other (Unspecified GS) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Executive Service #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Executive Service %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total #	2057	1358	699	142	76	1023	490	34	49	13	12	146	72	0	0	0	0	
Total %	100	100	100	100	100	100	100	100	100	100	100	100	100	0	0	0	0	

**NOTE: Percentages compute down columns and NOT across rows.**











Grade - 15 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total #	114	98	16	18	2	70	11	6	2	0	1	4	0	0	0	0	0
Total %	100	100	100	100	100	100	100	100	100	0	100	100	0	0	0	0	0

**NOTE: Percentages compute down columns and NOT across rows.**



Total #	235	156	79	88	48	39	22	6	2	1	3	22	4	0	0	0	0
Total %	100	100	100	100	100	100	100	100	100	100	100	100	100	0	0	0	0

**NOTE: Percentages compute down columns and NOT across rows.**

**Table A6 (APHIS): PARTICIPATION RATES FOR MAJOR OCCUPATIONS - FY 2009**  
**DISTRIBUTION BY RNO** *PERMANENT*

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of Data: 2009 3rd Quarter Personnel

[Underrepresented data is shown in square brackets]

	TOTAL EMPLOYEES (All)	TOTAL EMPLOYEES (Male)	TOTAL EMPLOYEES (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
<b>Gen Bio Sci - 401</b>																	
Gen Bio Sci CLF %	100	55.86	44.14	1.93	2.14	47.32	35.01	1.17	1.79	0.41	0.19	4.11	4.26	0.04	0.05	0.89	0.7
Gen Bio Sci #	1285	895	390	123	55	624	276	45	14	5	5	98	40	0	0	0	0
Gen Bio Sci %	100	69.65	30.35	9.57	4.28	48.56	21.48	3.5	1.09	0.39	0.39	7.63	3.11	0	0	0	0
<b>Bio Techn - 404</b>																	
Bio Techn CLF %	100	49.04	50.96	2.8	4.82	35.79	34	3.71	4.49	0.68	0.4	4.82	6.41	0.15	0	1.09	0.83
Bio Techn #	303	173	130	13	5	143	122	3	1	2	0	12	2	0	0	0	0
Bio Techn %	100	57.1	42.9	4.29	1.65	47.19	40.26	0.99	0.33	0.66	0	3.96	0.66	0	0	0	0
<b>Plt Protection Techn - 421</b>																	
Plt Protection Techn CLF %	100	49.04	50.96	2.8	4.82	35.79	34	3.71	4.49	0.68	0.4	4.82	6.41	0.15	0	1.09	0.83
Plt Protection Techn #	255	187	68	43	32	70	22	12	2	0	0	62	12	0	0	0	0
Plt Protection Techn %	100	73.33	26.67	16.86	12.55	27.45	8.63	4.71	0.78	0	0	24.31	4.71	0	0	0	0
<b>Wildlife Biology - 486</b>																	
Wildlife Biology CLF %	100	55.86	44.14	1.93	2.14	47.32	35.01	1.17	1.79	0.41	0.19	4.11	4.26	0.04	0.05	0.89	0.7
Wildlife Biology #	344	309	35	10	0	286	33	2	1	2	1	9	0	0	0	0	0
Wildlife Biology %	100	89.83	10.17	2.91	0	83.14	9.59	0.58	0.29	0.58	0.29	2.62	0	0	0	0	0
<b>Vet Med Sci - 701</b>																	
Vet Med Sci CLF %	100	60.49	39.51	1.27	0.93	56.08	36.37	0.65	0.82	0.13	0.11	1.53	0.79	0.02	0	0.81	0.49
Vet Med Sci #	666	404	262	18	9	343	209	25	31	3	2	15	11	0	0	0	0
Vet Med Sci %	100	60.66	39.34	2.7	1.35	51.5	31.38	3.75	4.65	0.45	0.3	2.25	1.65	0	0	0	0
<b>Animal Plant Techn - 704</b>																	
Animal Plant Techn CLF %	100	19.27	80.73	2.36	5.2	11.95	62.76	3.11	8.39	0.12	0.47	1.3	2.57	0.01	0.06	0.41	1.29
#	362	249	113	66	3	172	102	7	6	3	2	1	0	0	0	0	0
Animal Plant Techn %	100	68.78	31.22	18.23	0.83	47.51	28.18	1.93	1.66	0.83	0.55	0.28	0	0	0	0	0
<b>Info Tech Spec - 2210</b>																	
Info Tech Spec CLF	694320	463615	230705	21810	10785	350100	171695	29820	24160	1635	745	51385	20065	350	130	8515	3125

Info Tech Spec CLF %	100	66.77	33.23	3.14	1.55	50.42	24.73	4.29	3.48	0.24	0.11	7.4	2.89	0.05	0.02	1.23	0.45
Info Tech Spec #	428	284	144	17	5	220	109	35	22	4	2	8	6	0	0	0	0
Info Tech Spec %	100	66.36	33.64	3.97	1.17	51.4	25.47	8.18	5.14	0.93	0.47	1.87	1.4	0	0	0	0



**Table A7: APPLICANT FLOW FOR MAJOR OCCUPATIONS - FY 2009**  
**DISTRIBUTION BY RNO/SEX**

*PERMANENT*

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE  
 Analysis Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE  
 2009\_3rd  
 Qtr\_Perso

**DATA NOT AVAILABLE**

Source of Data: nnel

[Underrepresented data is shown in square brackets]

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
<b>Job Title/Series (Occ 1)</b>																	
Total Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Voluntarily Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Voluntarily Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLF %	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76

**Table A7: APPLICANT FLOW FOR MAJOR OCCUPATIONS - FY 2009**  
**DISTRIBUTION BY RNO/SEX** *TEMPORARY*

Plan  
 Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**  
 Source of  
 Data: **2009 3rd Quarter Personnel**

**DATA NOT AVAILABLE**

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

Job Title/Series (Occ 1)	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/more (Male)	2/more (Female)
Total Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Voluntarily Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Voluntarily Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLF %	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76

## Table A8: NEW HIRES BY TYPE OF APPOINTMENT - BY RACE/ETHNICITY AND SEX - FY 2009

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of Data: 2009 3rd Quarter Personnel

[Underrepresented data is shown in square brackets]

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
Permanent #	253	129	124	8	8	98	95	16	18	1	0	6	3	0	0	0	0
<b>Permanent %</b>	100	50.99	49.01	3.16	3.16	38.74	37.55	6.32	7.11	0.4	0	2.37	1.19	0	0	0	0
Temporary #	638	404	234	39	28	334	178	13	15	6	6	12	7	0	0	0	0
<b>Temporary %</b>	100	63.32	36.68	6.11	4.39	52.35	27.9	2.04	2.35	0.94	0.94	1.88	1.1	0	0	0	0
Non-Appropriated #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Appropriated %</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total workforce #	9172	5546	3626	608	330	4154	2604	268	456	49	38	467	198	0	0	0	0
<b>Total workforce %</b>	100	60.47	39.53	6.63	3.6	45.29	28.39	2.92	4.97	0.53	0.41	5.09	2.16	0	0	0	0
CLF %	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76

**Table A8: NEW HIRES BY TYPE OF APPOINTMENT - BY RACE/ETHNICITY AND SEX - FY 2009**

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
Permanent #	253	129	124	8	8	98	95	16	18	1	0	6	3	0	0	0	0
<b>Permanent %</b>	100	50.99	49.01	3.16	3.16	38.74	37.55	6.32	7.11	0.4	0	2.37	1.19	0	0	0	0
Temporary #	638	404	234	39	28	334	178	13	15	6	6	12	7	0	0	0	0
<b>Temporary %</b>	100	63.32	36.68	6.11	4.39	52.35	27.9	2.04	2.35	0.94	0.94	1.88	1.1	0	0	0	0
Non-Appropriated #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Appropriated %</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total workforce #	9172	5546	3626	608	330	4154	2604	268	456	49	38	467	198	0	0	0	0
<b>Total workforce %</b>	100	60.47	39.53	6.63	3.6	45.29	28.39	2.92	4.97	0.53	0.41	5.09	2.16	0	0	0	0
CLF %	100	53.23	46.77	6.17	4.52	39.03	33.74	4.84	5.66	0.34	0.32	1.92	1.71	0.06	0.05	0.88	0.76

**Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS MAJ. OCC.- FY 2009  
DISTRIBUTION BY RNO/SEX**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

**DATA NOT AVAILABLE**

[Underrepresented data is shown in square brackets]

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
<b>Job Title of Vacancy (Occ 1)</b>																	
Total Applications Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applications Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Selected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Selected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Relevant Applicant Pool %	100	54.5	45.5	6.05	3.35	40.36	33.07	3.71	6.79	0.46	0.36	3.91	1.93	0	0	0	0

## Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE by RNO/SEX - FY 2009

Plan

Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of

Data: 2009 3rd Quarter Personnel

[Underrepresented data is shown in square brackets]

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
Total Employees in Career Ladder #	6362	3467	2895	385	213	2568	2104	236	432	29	23	249	123	0	0	0	0
Total Employees in Career Ladder %	100	54.5	45.5	6.05	3.35	40.36	33.07	3.71	6.79	0.46	0.36	3.91	1.93	0	0	0	0
<b>Time in grade in excess of minimum</b>																	
1 - 12 Months #	768	405	363	48	19	317	263	24	59	3	1	13	21	0	0	0	0
1 - 12 Months %	100	52.73	47.27	6.25	2.47	41.28	34.24	3.13	7.68	0.39	0.13	1.69	2.73	0	0	0	0
13 - 24 Months #	449	219	230	21	20	172	168	18	33	0	3	8	6	0	0	0	0
13 - 24 Months %	100	48.78	51.22	4.68	4.45	38.31	37.42	4.01	7.35	0	0.67	1.78	1.34	0	0	0	0
25 + Months #	4012	2279	1733	252	140	1664	1280	146	225	19	15	198	73	0	0	0	0
25 + Months %	100	56.8	43.2	6.28	3.49	41.48	31.9	3.64	5.61	0.47	0.37	4.94	1.82	0	0	0	0

**Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS by RNO/SEX - FY 2009**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

**DATA NOT AVAILABLE**

[Underrepresented data is shown  
in square brackets]

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
# Total Applications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applications Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Qualified of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Selected of those Identified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Relevant Pool includes all employees in the next lower pay grade and in all series that qualify them for the position announced.**

**Table A12: PARTICIPATION IN CAREER DEVELOPMENT/TRAINING by Race/Ethnicity and Sex**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

**DATA NOT AVAILABLE**

[Underrepresented data is shown in square brackets]

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
<b>Career Development Programs for GS 5 - 12:</b>																	
# Slots	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 13-14:</b>																	
# Slots	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 15 and SES:</b>																	
# Slots	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Relevant Pool includes all employees in the pay grades eligible for the career development program.**

**Table A13: EMPLOYEE RECOGNITION AND AWARDS BY RACE/ETHNICITY AND SEX - FY 2009**

**Plan**

**Level: ANIMAL & Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Analysis Source of**

**Level: ANIMAL & Data: 2009 3rd Quarter Personnel**

**[Underrepresented da [Underrepresented data is shown in square brackets]**

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI Male	NHOPI Female	2/More Male	2/More Female
<b>Time-Off awards - 1-9 hours</b>																	
Total Time-Off Awards Given #	218	101	117	4	8	77	93	18	12	0	0	2	4	0	0	0	0
% Time-off awards	100	46	54	2	4	35	43	8	6	0	0	1	2	0	0	0	0
Total Hours	1312	629	683	28	54	495	536	97	69	0	0	9	24	0	0	0	0
Average Hours	6.02	6.23	5.84	7	6.75	6.43	5.76	5.39	5.75	0	0	4.5	6	0	0	0	0
<b>Time-Off awards - 9+ hours</b>																	
Total Time-Off Awards Given #	161	72	89	14	6	47	63	8	16	1	1	2	3	0	0	0	0
% Time-off awards	100	44.72	55.28	8.7	3.73	29.19	39.13	4.97	9.94	0.62	0.62	1.24	1.86	0	0	0	0
Total Hours	4080	1657	2423	330	84	1097	1743	180	520	16	40	34	36	0	0	0	0
Average Hours	25.34	23.01	27.22	23.57	14	23.34	27.67	22.5	32.5	16	40	17	12	0	0	0	0
<b>Cash awards - \$100-\$500</b>																	
Total Cash Awards Given #	592	282	310	33	20	174	221	53	62	3	0	19	7	0	0	0	0
% Cash Awards	100	48	52	6	3	29	37	9	10	1	0	3	1	0	0	0	0
Total Amount	\$218,546.00	\$103,525.00	\$115,021.00	\$10,631.00	\$6,692.00	\$66,385.00	\$82,658.00	\$17,935.00	\$22,913.00	\$1,306.00	\$0.00	\$7,268.00	\$2,758.00	\$0.00	\$0.00	\$0.00	\$0.00
Average Amount	\$369.17	\$367.11	\$371.04	\$322.15	\$334.60	\$381.52	\$374.02	\$338.40	\$369.56	\$435.33	\$0.00	\$382.53	\$394.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Cash awards &gt; \$501</b>																	
Total Cash Awards Given #	2751	1377	1374	148	106	1045	1002	106	209	14	9	64	48	0	0	0	0

% Cash Awards	100	50.05	49.95	5.38	3.85	37.99	36.42	3.85	7.6	0.51	0.33	2.33	1.74	0	0	0	0
Total Amount	\$3,835,001.00	\$1,992,681.00	\$1,842,320.00	\$203,645.00	\$120,593.00	\$1,563,304.00	\$1,404,625.00	\$137,138.00	\$253,519.00	\$15,474.00	\$8,140.00	\$73,120.00	\$55,443.00	\$0.00	\$0.00	\$0.00	\$0.00
Average Amount	\$1,394.04	\$1,447.12	\$1,340.84	\$1,375.98	\$1,137.67	\$1,495.98	\$1,401.82	\$1,293.75	\$1,213.01	\$1,105.29	\$904.44	\$1,142.50	\$1,155.06	\$0.00	\$0.00	\$0.00	\$0.00
<b>Quality Step Increases:</b>																	
Total QSIs Awarded #	185	88	97	19	13	60	74	4	5	2	1	3	4	0	0	0	0
Total QSIs Awarded %	100	47.57	52.43	10.27	7.03	32.43	40	2.16	2.7	1.08	0.54	1.62	2.16	0	0	0	0
Total Benefit	185	88	97	19	13	60	74	4	5	2	1	3	4	0	0	0	0
Average Benefit	100	100	100	100	100	100	100	100	100	100	100	100	100	0	0	0	0

**Table A14: SEPARATIONS by Type of Separation - Distribution by Race/National Origin and Sex**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL (All)	TOTAL (Male)	TOTAL (Female)	Hispanic (Male)	Hispanic (Female)	White (Male)	White (Female)	Black (Male)	Black (Female)	AIAN (Male)	AIAN (Female)	Asian (Male)	Asian (Female)	NHOPI (Male)	NHOPI (Female)	2/More (Male)	2/More (Female)
Voluntary #	206	104	102	13	7	71	65	12	24	2	1	6	5	0	0	0	0
Voluntary %	100	50.49	49.51	6.31	3.4	34.47	31.55	5.83	11.65	0.97	0.49	2.91	2.43	0	0	0	0
Involuntary (RIF) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (RIF) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (Other) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (Other) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Separations #	225	112	113	13	7	78	73	13	27	2	1	6	5	0	0	0	0
Total Separations %	100	49.78	50.22	5.78	3.11	34.67	32.44	5.78	12	0.89	0.44	2.67	2.22	0	0	0	0
Total workforce #	6362	3467	2895	385	213	2568	2104	236	432	29	23	249	123	0	0	0	0
Total workforce %	100	54.5	45.5	6.05	3.35	40.36	33.07	3.71	6.79	0.46	0.36	3.91	1.93	0	0	0	0

**Table B1: TOTAL WORKFORCE - DISTRIBUTION BY DISABILITY - FY 2009**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	TOTAL	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
<b>Total</b>														
Prior FY -08	9067	8272	153	642	62	6	4	1	12	3	8	3	23	2
Prior FY %	100	91.23	1.69	7.08	0.68	0.07	0.04	0.01	0.13	0.03	0.09	0.03	0.25	0.02
Current FY -09	9172	8347	160	665	67	7	5	1	11	3	9	3	26	2
Current FY %	100	91.01	1.74	7.25	0.73	0.08	0.05	0.01	0.12	0.03	0.1	0.03	0.28	0.02
Difference #	105	75	7	23	5	1	1	0	-1	0	1	0	3	0
Ratio Change %	0	-0.22	0.05	0.17	0.05	0.01	0.01	0	-0.01	0	0.01	0	0.03	0
Net Change %	1.16	0.91	4.58	3.58	8.06	16.67	25	0	-8.33	0	12.5	0	13.04	0
<b>Federal High for Targeted Disabilities: 2.27%</b>														
<b>Permanent</b>														
Prior FY -08	6050	5470	109	471	51	5	3	0	10	3	6	2	21	1
Prior FY %	100	90.41	1.8	7.79	0.84	0.08	0.05	0	0.17	0.05	0.1	0.03	0.35	0.02
Current FY -09	6137	5542	116	479	53	5	3	0	10	3	7	2	22	1
Current FY %	100	90.3	1.89	7.81	0.86	0.08	0.05	0	0.16	0.05	0.11	0.03	0.36	0.02
Difference #	87	72	7	8	2	0	0	0	0	0	1	0	1	0
Ratio Change %	0	-0.11	0.09	0.02	0.02	0	0	0	-0.01	0	0.01	0	0.01	0
Net Change %	1.44	1.32	6.42	1.7	3.92	0	0	0	0	0	16.67	0	4.76	0
<b>Temporary</b>														
Prior FY -08	3017	2802	44	171	11	1	1	1	2	0	2	1	2	1
Prior FY %	100	92.87	1.46	5.67	0.36	0.03	0.03	0.03	0.07	0	0.07	0.03	0.07	0.03
Current FY -09	3035	2805	44	186	14	2	2	1	1	0	2	1	4	1
Current FY %	100	92.42	1.45	6.13	0.46	0.07	0.07	0.03	0.03	0	0.07	0.03	0.13	0.03
Difference #	18	3	0	15	3	1	1	0	-1	0	0	0	2	0
Ratio Change %	0	-0.45	-0.01	0.46	0.1	0.04	0.04	0	-0.04	0	0	0	0.06	0
Net Change %	0.6	0.11	0	8.77	27.27	100	100	0	-50	0	0	0	100	0
<b>Non-Appropriated</b>														
Prior FY -08	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior FY %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current FY -09	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current FY %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Difference #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Change %	1.42	1.3	6.03	1.67	3.77	0	0	0	0	0	14.29	0	4.55	0

**Table B2: TOTAL WORKFORCE BY COMPONENT - Distribution by Disability - FY 2009**

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

*PERMANENT*

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine	
Total Work Force #	6137	5542	116	479	53	5	3	0	10	3	7	2	22	1	
Total Work Force %	100	90.3	1.89	7.81	0.86	0.08	0.05	0	0.16	0.05	0.11	0.03	0.36	0.02	
<b>Federal High for Targeted Disabilities: 2.27%</b>															
OA	#	36	34	1	1	0	0	0	0	0	0	0	0	0	0
	%	100%	94.44%	2.78%	2.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PPD	#	120	115	2	3	1	0	0	0	0	0	0	1	0	
	%	100%	95.83%	1.67%	2.50%	0.83%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.83%	0.00%	
LPA	#	71	68	1	2	0	0	0	0	0	0	0	0	0	
	%	100%	95.77%	1.41%	2.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
MRPBS	#	739	650	16	73	7	1	1	0	2	3	0	0	0	
	%	100%	87.96%	2.17%	9.88%	0.95%	0.14%	0.14%	0.00%	0.27%	0.41%	0.00%	0.00%	0.00%	
IS	#	94	84	4	6	2	0	0	0	1	0	1	0	0	
	%	100%	89.36%	4.26%	6.38%	2.13%	0.00%	0.00%	0.00%	1.06%	0.00%	1.06%	0.00%	0.00%	
PPQ	#	2284	2032	53	199	25	1	2	0	4	5	3	0	10	
	%	100%	88.97%	2.32%	8.71%	1.09%	0.04%	0.09%	0.00%	0.18%	0.22%	0.13%	0.00%	0.44%	
VS	#	1849	1673	30	146	20	3	1	0	3	1	2	2	8	
	%	100%	90.48%	1.62%	7.90%	1.08%	0.16%	0.05%	0.00%	0.16%	0.05%	0.11%	0.11%	0.43%	
AC	#	175	157	3	15	1	0	0	0	0	0	0	0	1	
	%	100%	89.71%	1.71%	8.57%	0.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.57%	
WS	#	728	5	690	33	3	0	0	0	0	1	0	2	0	
	%	100%	0.69%	94.78%	4.53%	0.41%	0.00%	0.00%	0.00%	0.00%	0.14%	0.00%	0.27%	0.00%	
BRS	#	69	65	0	4	0	0	0	0	0	0	0	0	0	
	%	100%	94.20%	0.00%	5.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Data Source: NFC On-Line Reporting Center (as of 9/20/09)



Office and Clerical #	795	678	15	102	19	4	2	0	7	0	2	1	3	0
Office and Clerical %	100	85.28	1.89	12.83	2.39	0.5	0.25	0	0.88	0	0.25	0.13	0.38	0
Craft Workers #	26	26	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers %	100	100	0	0	0	0	0	0	0	0	0	0	0	0
Operatives #	27	23	1	3	0	0	0	0	0	0	0	0	0	0
Operatives %	100	85.19	3.7	11.11	0	0	0	0	0	0	0	0	0	0
Laborers #	42	37	3	2	0	0	0	0	0	0	0	0	0	0
Laborers %	100	88.1	7.14	4.76	0	0	0	0	0	0	0	0	0	0
Service Workers #	116	99	3	14	3	0	0	0	0	1	0	1	1	0
Service Workers %	100	85.34	2.59	12.07	2.59	0	0	0	0	0.86	0	0.86	0.86	0



Office and Clerical #	795	678	15	102	19	4	2	0	7	0	2	1	3	0
Office and Clerical %	12.95	12.23	12.93	21.29	35.85	80	66.67	0	70	0	28.57	50	13.64	0
Craft Workers #	26	26	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers %	0.42	0.47	0	0	0	0	0	0	0	0	0	0	0	0
Operatives #	27	23	1	3	0	0	0	0	0	0	0	0	0	0
Operatives %	0.44	0.42	0.86	0.63	0	0	0	0	0	0	0	0	0	0
Laborers #	42	37	3	2	0	0	0	0	0	0	0	0	0	0
Laborers %	0.68	0.67	2.59	0.42	0	0	0	0	0	0	0	0	0	0
Service Workers #	116	99	3	14	3	0	0	0	0	1	0	1	1	0
Service Workers %	1.89	1.79	2.59	2.92	5.66	0	0	0	0	33.33	0	50	4.55	0
Total #	6137	5542	116	479	53	5	3	0	10	3	7	2	22	1
Total %	100	100	100	100	100	100	100	0	100	100	100	100	100	100

**NOTE: Percentages compute down columns and NOT across rows.**

**Table B4-1: PARTICIPATION RATES ACROSS GENERAL SCHEDULE (GS) GRADES - FY 2009  
BY DISABILITY *PERMANENT***

Plan

Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of

Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Order	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
GS - 01 #	1	0	0	1	0	0	0	0	0	0	0	0	0	0
GS - 01 %	100	0	0	100	0	0	0	0	0	0	0	0	0	0
GS - 02 #	5	2	0	3	1	0	0	0	0	0	0	0	1	0
GS - 02 %	100	40	0	60	20	0	0	0	0	0	0	0	20	0
GS - 03 #	8	5	0	3	0	0	0	0	0	0	0	0	0	0
GS - 03 %	100	62.5	0	37.5	0	0	0	0	0	0	0	0	0	0
GS - 04 #	148	127	0	21	4	3	1	0	0	0	0	0	0	0
GS - 04 %	100	85.81	0	14.19	2.7	2.03	0.68	0	0	0	0	0	0	0
GS - 05 #	316	272	3	41	5	0	0	0	2	0	2	1	0	0
GS - 05 %	100	86.08	0.95	12.97	1.58	0	0	0	0.63	0	0.63	0.32	0	0
GS - 06 #	353	315	6	32	5	0	1	0	2	0	0	0	2	0
GS - 06 %	100	89.24	1.7	9.07	1.42	0	0.28	0	0.57	0	0	0	0.57	0
GS - 07 #	626	557	10	59	6	1	0	0	2	0	0	0	3	0
GS - 07 %	100	88.98	1.6	9.42	0.96	0.16	0	0	0.32	0	0	0	0.48	0
GS - 08 #	290	268	3	19	2	0	0	0	1	0	0	0	1	0
GS - 08 %	100	92.41	1.03	6.55	0.69	0	0	0	0.34	0	0	0	0.34	0
GS - 09 #	626	570	14	42	2	0	0	0	0	0	1	0	1	0
GS - 09 %	100	91.05	2.24	6.71	0.32	0	0	0	0	0	0.16	0	0.16	0
GS - 10 #	10	10	0	0	0	0	0	0	0	0	0	0	0	0
GS - 10 %	100	100	0	0	0	0	0	0	0	0	0	0	0	0
GS - 11 #	976	870	24	82	8	0	1	0	0	0	3	0	4	0
GS - 11 %	100	89.14	2.46	8.4	0.82	0	0.1	0	0	0	0.31	0	0.41	0
GS - 12 #	1101	992	20	89	7	1	0	0	1	1	1	0	2	1
GS - 12 %	100	90.1	1.82	8.08	0.64	0.09	0	0	0.09	0.09	0.09	0	0.18	0.09
GS - 13 #	775	716	15	44	5	0	0	0	1	0	0	0	4	0
GS - 13 %	100	92.39	1.94	5.68	0.65	0	0	0	0.13	0	0	0	0.52	0
GS - 14 #	577	535	13	29	5	0	0	0	0	2	0	0	3	0



**Table B4-2: PARTICIPATION RATES ACROSS GENERAL SCHEDULE (GS) GRADES - FY 2009  
BY DISABILITY *TEMPORARY***

**Plan**

**Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of**

**Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23,25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Order	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
GS - 01 #	42	41	0	1	0	0	0	0	0	0	0	0	0	0
GS - 01 %	100	97.62	0	2.38	0	0	0	0	0	0	0	0	0	0
GS - 02 #	50	44	0	6	1	0	0	0	0	0	0	0	1	0
GS - 02 %	100	88	0	12	2	0	0	0	0	0	0	0	2	0
GS - 03 #	640	574	10	56	4	0	1	0	0	0	1	0	2	0
GS - 03 %	100	89.69	1.56	8.75	0.63	0	0.16	0	0	0	0.16	0	0.31	0
GS - 04 #	296	266	4	26	2	0	0	0	0	0	0	1	1	0
GS - 04 %	100	89.86	1.35	8.78	0.68	0	0	0	0	0	0	0.34	0.34	0
GS - 05 #	386	368	1	17	0	0	0	0	0	0	0	0	0	0
GS - 05 %	100	95.34	0.26	4.4	0	0	0	0	0	0	0	0	0	0
GS - 06 #	261	242	4	15	0	0	0	0	0	0	0	0	0	0
GS - 06 %	100	92.72	1.53	5.75	0	0	0	0	0	0	0	0	0	0
GS - 07 #	242	222	8	12	1	0	0	0	0	0	1	0	0	0
GS - 07 %	100	91.74	3.31	4.96	0.41	0	0	0	0	0	0.41	0	0	0
GS - 08 #	21	21	0	0	0	0	0	0	0	0	0	0	0	0
GS - 08 %	100	100	0	0	0	0	0	0	0	0	0	0	0	0
GS - 09 #	65	60	2	3	0	0	0	0	0	0	0	0	0	0
GS - 09 %	100	92.31	3.08	4.62	0	0	0	0	0	0	0	0	0	0
GS - 10 #	1	0	0	1	1	0	0	0	0	0	0	0	0	1
GS - 10 %	100	0	0	100	100	0	0	0	0	0	0	0	0	100
GS - 11 #	26	25	0	1	0	0	0	0	0	0	0	0	0	0
GS - 11 %	100	96.15	0	3.85	0	0	0	0	0	0	0	0	0	0
GS - 12 #	20	15	0	5	1	0	0	0	1	0	0	0	0	0
GS - 12 %	100	75	0	25	5	0	0	0	5	0	0	0	0	0









Grade - 13 %	100	89.39	4.92	5.68	0.76	0.76	0	0	0	0	0	0	0	0
Grade - 14 #	264	236	13	15	2	2	0	0	0	0	0	0	0	0
Grade - 14 %	100	89.39	4.92	5.68	0.76	0.76	0	0	0	0	0	0	0	0
Grade - 15 #	264	236	13	15	2	2	0	0	0	0	0	0	0	0
Grade - 15 %	100	89.39	4.92	5.68	0.76	0.76	0	0	0	0	0	0	0	0
All Other Wage Grades #	264	236	13	15	2	2	0	0	0	0	0	0	0	0
All Other Wage Grades %	100	89.39	4.92	5.68	0.76	0.76	0	0	0	0	0	0	0	0



Grade - 13 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 14 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 14 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 15 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 15 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades #	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades %	0.06	0.07	0	0	0	0	0	0	0	0	0	0	0	0	0
Total #	6362	5752	125	485	53	5	3	0	10	3	7	2	22	1	
Total %	100	100	100	100	100	100	100	0	100	100	100	100	100	100	

**NOTE: Percentages compute down columns and NOT across rows.**



Grade - 14 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 14 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 15 #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade - 15 %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Wage Grades %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total #	235	213	9	13	2	2	0	0	0	0	0	0	0	0	0
Total %	100	100	100	100	100	100	0	0	0	0	0	0	0	0	0

**NOTE: Percentages compute down columns and NOT across rows.**

**Table B6(APHIS):PARTICIPATION RATES FOR MAJOR OCCUPATIONS - FY 2009  
BY DISABILITY *PERMANENT***

**Plan**  
**Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**  
**Source of**  
**Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-28] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Disorder	[91] Mental Illness	[92] Distortion of Limb/Spine
<b>Gen Bio Sci - 401</b>														
Gen Bio Sci #	125	120	3	2	0	0	0	0	0	0	0	0	0	0
Gen Bio Sci %	100	96	2.4	1.6	0	0	0	0	0	0	0	0	0	0
<b>Bio Techn - 404</b>														
Bio Techn #	1193	1129	12	52	4	0	1	1	0	0	1	0	1	0
Bio Techn %	100	94.64	1.01	4.36	0.34	0	0.08	0.08	0	0	0.08	0	0.08	0
<b>Plt Protection Techn - 421</b>														
Plt Protection Techn #	995	901	12	82	4	0	0	0	0	0	1	0	3	0
Plt Protection Techn %	100	90.55	1.21	8.24	0.4	0	0	0	0	0	0.1	0	0.3	0
<b>Wildlife Biology - 486</b>														
Wildlife Biology #	48	44	0	4	0	0	0	0	0	0	0	0	0	0
Wildlife Biology %	100	91.67	0	8.33	0	0	0	0	0	0	0	0	0	0
<b>Vet Med Sci - 701</b>														
Vet Med Sci #	9	8	0	1	0	0	0	0	0	0	0	0	0	0
Vet Med Sci %	100	88.89	0	11.11	0	0	0	0	0	0	0	0	0	0
<b>Animal Plant Techn - 704</b>														
Animal Plant Techn #	111	106	3	2	0	0	0	0	0	0	0	0	0	0
Animal Plant Techn %	100	95.5	2.7	1.8	0	0	0	0	0	0	0	0	0	0
<b>Info Tech Spec - 2210</b>														
Info Tech Spec #	430	377	8	45	4	0	1	0	0	0	1	0	2	0







## Table B8: NEW HIRES - Distribution by Disability - FY 2009

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Permanent #	253	216	10	27	3	0	1	0	1	0	1	0	0	0
Permanent %	100	85.38	3.95	10.67	1.19	0	0.4	0	0.4	0	0.4	0	0	0
Temporary #	638	577	19	42	5	1	1	0	0	0	1	0	2	0
Temporary %	100	85.38	3.95	10.67	1.19	0	0.4	0	0.4	0	0.4	0	0	0
Non-Appropriated #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Appropriated %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total workforce #	9172	8347	160	665	81	7	5	1	11	3	9	3	26	2
Total workforce %	100	91.01	1.74	7.25	0.88	0.08	0.05	0.01	0.12	0.03	0.1	0.03	0.28	0.02
Current FY %	100	91.05	1.92	7.02	0.85	0.07	0.05	0.01	0.12	0.03	0.1	0.03	0.26	0.02

**Table B9: SELECTIONS FOR MERIT PROMOTIONS - Distribution by Disability - FY 2009**

Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE

Source of

Data: 2009 3rd Quarter Personnel

**DATA NOT AVAILABLE**

[Underrepresented data is shown in square brackets]

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
<b>Job Title of Vacancy (Occ 1)</b>														
Total Applications Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applications Received	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Selected	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Selected	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Relevant Applicant Pool %	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

**Table B10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE by Disability - FY 2009**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Total Employees eligible for Career Ladder Promotions #	6362	5752	125	485	53	5	3	0	10	3	7	2	22	1
Total Employees eligible for Career Ladder Promotions %	100	90.41	1.96	7.62	0.83	0.08	0.05	0	0.16	0.05	0.11	0.03	0.35	0.02
<b>Time in grade in excess of minimum</b>														
1 - 12 Months #	768	702	15	51	4	0	0	0	0	0	1	0	3	0
1 - 12 Months %	100	91.41	1.95	6.64	0.52	0	0	0	0	0	0.13	0	0.39	0
13 - 24 Months #	449	405	13	31	1	0	0	0	1	0	0	0	0	0
13 - 24 Months %	100	90.2	2.9	6.9	0.22	0	0	0	0.22	0	0	0	0	0
25 + Months #	4012	3620	68	324	34	4	2	0	7	2	4	1	13	1
25 + Months %	100	90.23	1.69	8.08	0.85	0.1	0.05	0	0.17	0.05	0.1	0.02	0.32	0.02

**Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS by RNO/SEX - FY 2009**

**Plan**

**Level:** ANIMAL & PLANT HEALTH INSPECTION SERVICE

**Source of**

**Data:** 3rd Quarter Personnel

**DATA NOT AVAILABLE**

**The USDA data collection system maintained by the National Financial Center does not collect the requested data in a format that provides the information needed to complete this form. Human Resources is currently developing a form for OMB approval that will collect the needed data.**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Relevant Pool														
# Total														
Applications														
%														
Applications Received														
# Qualified of those Identified														
% Qualified of those Identified														
# Selected of those Identified														
% Selected of those Identified														

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

**Table B12: PARTICIPATION IN CAREER DEVELOPMENT/TRAINING by Disability**

**Plan Level: ANIMAL & PLANT HEALTH INSPECTION SERVICE**

**Source of**

**Data: 2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
<b>Career Development Programs for GS 5 - 12:</b>														
# Slots	2	0	1	1	1	0	0	0	0	0	0	1	0	0
% Relevant Pool	100	0	50	50	50	0	0	0	0	0	0	50	0	0
# Applied	2	0	1	1	1	0	0	0	0	0	0	1	0	0
% Applied	100	0	50	50	50	0	0	0	0	0	0	50	0	0
# Participants	1	0	1	0	0	0	0	0	0	0	0	0	0	0
% Participants	100	0	100	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 13-14:</b>														
# Slots	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 15 and SES:</b>														
# Slots	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Relevant Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Relevant Pool includes all employees in the next lower pay grade and in all series that qualify them for the position announced.**





**Table B14: SEPARATIONS by Type of Separation - Distribution by Disability - FY 2009**

Plan Level: **ANIMAL & PLANT HEALTH INSPECTION SERVICE**

Source of Data: **2009 3rd Quarter Personnel**

[Underrepresented data is shown in square brackets]

	Total	[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-28] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Voluntary #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntary %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (RIF) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (RIF) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (Other) #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary (Other) %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Separations #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Separations %	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total workforce #	332	23	50	259	189	70	70	0	0	48	0	47	0	24
Total workforce %	100	6.93	15.06	78.01	56.93	21.08	21.08	0	0	14.46	0	14.16	0	7.23