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

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

## Section I: Efforts to Reach Regulatory Goals

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

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

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

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

In FY 2020, there were 285 employees (14.9%) with disabilities in the GS-1 to GS-10 cluster. In FY 2020, there were 406 employees (10.98%) with disabilities in the GS-11 to SES cluster. This is 1.02% below the 12% benchmark.

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

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

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

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

In FY2020 there were no triggers involving PWTD by grade level cluster in the permanent workforce.

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
| --- | --- | --- | --- | --- | --- |
| | # | # | % | # | % |
| Numarical Goal | -- | 12% | | 2% | |
| Grades GS-1 to GS-10 | 1918 | 285 | 14.86 | 66 | 3.44 |
| Grades GS-11 to SES | 3697 | 406 | 10.98 | 114 | 3.08 |

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

Human Resources (HR) and the Office of Civil Rights, Diversity, and Inclusion (OCRDI) established a direct line of communication through our HR/OCRDI quarterly meetings. The goals are communicated by OCRDI to HR staff, and HR includes the fiscal year's goals in the annual Outreach and Recruitment Plan. The Recruitment Plan is used to declare outreach and recruitment intentions for each special emphasis group. It is given to all hiring managers and recruiters, so that they are aware of APHIS' annual goals.

# Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

## A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

<div align="center">Answer    Yes</div>

| N/A |
| --- |

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

| Disability Program Task | # of FTE Staff By Employment Status | | | Responsible Official (Name, Title, Office Email) |
| --- | --- | --- | --- | --- |
| | Full Time | Part Time | Collateral Duty | |
| Processing applications from PWD and PWTD | 9 | 0 | 0 | Nancy Varichak, Deputy Director, HR Operations - HR nancy.c.varichak@usda.gov |
| Architectural Barriers Act Compliance | 0 | 0 | 0 | GSA |
| Answering questions from the public about hiring authorities that take disability into account | 2 | 0 | 0 | Thelma Sykes & Jeremy Wood, D&I Specialists, OCRDI. Thelma.D.Sykes@usda.gov Jeremy.Wood@usda.gov |
| Special Emphasis Program for PWD and PWTD | 2 | 0 | 8 | Thelma Sykes & Jeremy Wood, D&I Specialists, OCRDI. Thelma.D.Sykes@usda.gov Jeremy.Wood@usda.gov |
| Processing reasonable accommodation requests from applicants and employees | 3 | 0 | 0 | David Walton, RA Coordinator – HR david.walton@usda.gov Ilycia Schwartz, RA Specialist – HR Ilycia.a.schwartz@usda.gov Tiffany Lott, RA Specialist – HR tiffany.d.lott@usda.gov |
| Section 508 Compliance | 0 | 0 | 9 | |

3.

Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer    Yes

APHIS' AgLearn training system provides Accessibility and Section 508 Awareness training and Disability Legislation & Reasonable Accommodation (A Practical Guide) training, Hidden Talent: How Leading Companies Hire, Retain, and Benefit from People with Disabilities, Selective Placement Program Coordinator (SPPC) training, AbilityOne Program training, Perfectly Able: How to Attract and Hire Talented People with Disabilities, etc. Special Emphasis Program Managers (SEPMs) Training is mandatory for all SEPMs, including Disability Employment Program Managers.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer    Yes

The agency provides sufficient funding and other resources to successfully implement the disability program.

# Section III: Program Deficiencies In The Disability Program

# Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

## A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

APHIS collaborates with Association of People Supporting Employment First (APSE) to perform outreach and recruitment efforts. We also use the Job Accommodation Network (JAN) database to recruit applicants with disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Many of the merit promotion announcements that the Animal and Plant Health Inspection Service (APHIS) posts state that applications will be accepted from individuals eligible for noncompetitive appointment. Targeted recruitment outside of USDAJOBS is also conducted to contact applicants with disabilities. APHIS uses Schedule A 213.3102 (u) to hire individuals with physical, psychiatric, and/or intellectual disabilities. In addition, the authorities to make noncompetitive appointments of veterans with service-connected disabilities of 30 percent or more with the prospect of conversion to a permanent appointment are also frequently utilized to appoint persons with disabilities. A wide variety of positions at all grade levels in both the General Schedule and Federal Wage System are filled using these authorities.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

If a Schedule A applicant applies to a vacancy announcement, an HR Staffing Specialist/Assistant reviews the PWD's application materials to determine qualifications and eligibility. If the applicant is deemed qualified and eligible via Schedule A, he/she is forwarded to the selecting official via a non-competitive list (certificate). If the Schedule A applicant is selected, the servicing HR specialist provides guidance to the selecting official on the Schedule A appointment process.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer     Yes

Newly selected hiring managers, as a part of their training process, attend Fundamentals of Human Resource Management (FHRM) training. During FHRM training, special hiring authorities like Schedule A are discussed as a major topic area. FHRM training occurs six times a year. We also provide selecting officials with ad hoc trainings on topics like Schedule A. Non-competitive hiring authorities, including Schedule A, are also covered in the Experienced Supervisor Applied Workshop (ESAW).

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

In FY20 APHIS established 2 National Disability Employment Program Managers to facilitate increased delivery of Disability awareness programs and to begin fostering connections with Disability Employment Organizations to increase our network of outreach and recruitment opportunities to increase the representation of PWD and PWTD in the APHIS Workforce. We continue to cooperate with the Association of People Supporting Employment First (APSE) in order to perform outreach and recruitment efforts. We also use the Job Accommodation Network (JAN) database in order to recruit applicants with disabilities.

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

    a. New Hires for Permanent Workforce (PWD)          Answer     No

    b. New Hires for Permanent Workforce (PWTD)          Answer     No

In FY 2020, 12.32% of new hires were PWD (69) and 2.67% were PWTD (15). Both are above the benchmark goals.

| New Hires | Total | Reportable Disability | | Targeted Disability | |
| --- | --- | --- | --- | --- | --- |
| | | Permanent Workforce | Temporary Workforce | Permanent Workforce | Temporary Workforce |
| | (#) | (%) | (%) | (%) | (%) |
| % of Total Applicants | 15180 | 3.19 | 0.00 | 1.92 | 0.00 |
| % of Qualified Applicants | 10649 | 2.80 | 0.00 | 1.58 | 0.00 |
| % of New Hires | 570 | 2.46 | 0.00 | 0.53 | 0.00 |

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

    a. New Hires for MCO (PWD)          Answer     Yes

b. New Hires for MCO (PWTD)                                          Answer     Yes

Below are the triggers found in MCOs: PWD 0404 – 2.40% applied; 2.08% qualified; 2.21% referred; 1.14% selected. 0421 – 2.53% applied; 2.47% qualified; 3.45% referred; 1.03% selected. 0486 2.58% applied; 2.7% qualified; 1.41% referred; 0% selected. PWTD 0401 – 2.54% applied; 2.19% qualified; 2.81% referred; 0.51% selected. 0404 – 1.69% applied; 1.29% qualified; 0.25% referred; 0% selected. 0421 – 1.21% applied; 1.06% qualified; 1.38% referred; 0% selected. 0486 – 1.81% applied; 1.94% qualified; 0.35% referred; 0% selected.

| New Hires to Mission-Critical Occupations | Total | Reportable Disability | | Targetable Disability | |
| --- | --- | --- | --- | --- | --- |
| | | Qualified Applicants | New Hires | Qualified Applicants | New Hires |
| | (#) | (%) | (%) | (%) | (%) |
| Numerical Goal | -- | 12% | | 2% | |
| 0201HUMAN RESOURCES SPECIALISTS | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0401GENERAL BIOLOGICAL SCIENCE | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0403MICROBIOLO( | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0404BIOLOGICAL SCIENCE TECHNICIAN | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0421PLAN PROTECTION TECHNICIAN | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0486WILDLIFE BIOLOGY | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0701VETERINARY MEDICAL SCIENCE | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0704ANIMAL HEALTH TECHNICIAN | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2210INFORMATION TECHNOLOGY MANAGEMENT | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)                              Answer     Yes

b. Qualified Applicants for MCO (PWTD)                             Answer     Yes

APHIS does not have relevant applicant pool data for 0201, 0403, 0404, and 2210 series. A plan is in place to collect data in FY 2021 for analysis. PWD 0401 (5.65% internal applicants; 10.16% relevant applicant pool) 0421 (0% internal applicants; 11.36% relevant applicant pool) 0701 (6.25% internal applicants; 9.85% relevant applicant pool) PWTD 0421 (0% internal applicants; 2.56% relevant applicant pool) 0701 (0% internal applicants; 2.99% relevant applicant pool)

4.

Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)   Answer   Yes

b. Promotions for MCO (PWTD)   Answer   Yes

0201 – Human Resources Management No triggers identified. 0401 – General Biological Science In the 0701 series, a trigger may exist for PWTD (3.32% applied; 4.35% qualified; 4.35% referred; 0% selected.) 0403 – Microbiology No hires in series 0403 0404 – Biological Science No triggers identified. 0421 – Plant Protection and Quarantine Technician No triggers identified. 0486 – Wildlife Biology In the 0486 series, a trigger may exist for PWD (4.46% applied; 2.63% qualified; 2.6% referred; 0% selected.) & PWTD (0% applied; 0% qualified; 0% referred; 0% selected.) 0701 – Veterinary Medical Officer No triggers identified. 0704 – Animal Health Technician In the 0704 series, a trigger may exist for PWD (9.47% applied; 12.5% qualified; 12.5% referred; 0% selected.) & PWTD (0% applied; 0% qualified; 0% referred; 0% selected.) 2210 – Information Technology In the 2210 series, a trigger may exist for PWD (11.01% applied; 11.06% qualified; 11.06% referred; 0% selected.) & PWTD (0% applied; 0% qualified; 0% referred; 0% selected.)

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

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

## A. ADVANCEMENT PROGRAM PLAN

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

PWD and PWTD are given the same opportunities to participate in career development programs that are afforded to all APHIS employees. APHIS will continue to provide individuals with disabilities assistive technology to utilize throughout the career development programs, as well as for day-to-day duties. A plan has been put in place to address the collection of PWD/PWTD data for career development programs.

## B. CAREER DEVELOPMENT OPPORTUNITES

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

The Agency offers the following targeted leadership development programs: The Foundational Leadership Development Program (FLDP, formerly Basic LDP) targets employees at GS 4 – 8 levels to prepare participants with the essential knowledge, skills and abilities to meet the agency's succession planning needs and to achieve excellence, regardless of position or grade level. This program is a blended learning program that supports two separate weeks of classroom sessions and weekly web-based courses in between. The Intermediate Leadership Development Program (ILDP) targets employees at the GS 9 – 11 grade levels and consists of a blended learning curriculum, shadow assignments, and learning team projects. The Leadership Development for Project/ Program Managers (LDPM) targets non-supervisory employees at GS 12 – 14 levels and consists of development of project and program management skills for those who lead teams. The Advanced Leadership Development Program (ALDP) targets supervisors who are willing and desire to inspire, create, and maintain cultures of engagement and enthusiasm for the purpose of accomplishing the APHIS mission and do so at the managerial level./ The ALDP is filled via a competitive process open to fulltime employees who have at least one year of experience in supervisory or managerial positions. There is no restriction regarding grade level. The Federal Executive Institute (FEI) –Leadership for a Democratic Society targets employees at the GS-15 level and Senior Executive Service level. APHIS contracts with the Brookings Institute to deliver leadership development training for a diverse group of the agency's high performing GS 14 level employees, under the Brookings Executive Education (BEE) Program. Brookings offers a nine-month interagency cohort-based learning opportunity. The highlights include an SES Application Package workshop to provide insights into the Executive hiring process. Program completion yields a Certificate of Public Leadership and an option to

transfer program credit towards a Master of Science in Leadership degree granted by Olin Business School at Washington University in St. Louis, MO. In addition to the Brookings program, high performing GS 14 level employees participated in the Harvard Kennedy School-Senior Executive Fellow Program; a four-week residential program that takes place on the University's Cambridge, MA campus. Participants received valuable training and practice in making decisions about real world challenges and scenarios. The program's curriculum included: Authentic Leadership, Decision Lab, Lexington Concord Leadership Tour, a Classroom Demo from an executive chef on the importance of healthy eating and wellness, and a lunch and learning opportunity with visiting Diplomats and Dignitaries. Participants received a Certificate of Completion from Harvard and invitations to future alumni events.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

| Career Development Opportunities | Total Participants | | PWD | | PWTD | |
|---|---|---|---|---|---|---|
| | Applicants (#) | Selectees (#) | Applicants (%) | Selectees (%) | Applicants (%) | Selectees (%) |
| Internship Programs | | | | | | |
| Training Programs | | | | | | |
| Fellowship Programs | | | | | | |
| Detail Programs | | | | | | |
| Mentoring Programs | | | | | | |
| Other Career Development Programs | | | | | | |
| Coaching Programs | | | | | | |

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

       a. Applicants (PWD)                                   Answer    N/A

       b. Selections (PWD)                                 Answer    N/A

| |
|---|
| Data is not available. Action plan is in place to collect data in FY 2021. |

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

       a. Applicants (PWTD)                               Answer    N/A

       b. Selections (PWTD)                                Answer    N/A

| |
|---|
| Data is not available. Action plan is in place to collect this data in FY 2021. |

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

       a. Awards, Bonuses, & Incentives (PWD)                  Answer    No

b. Awards, Bonuses, & Incentives (PWTD)  Answer  No

---

PWOD Inclusion Rate PWD PWOTD Inclusion Rate PWTD 1-9 Hours 3.66% 12.74% 3.73% 1.89% 9+ Hours 6.88% 14.07% 6.96% 4.20% $100 - $500 93.83% 11.94% 93.17% 3.56% $500+ 223.04% 10.09% 218.81% 2.72% The data does not indicate how many individuals were given awards but instead how many awards were given total. Inclusion rate as a benchmark is not applicable for this data set.

---

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Time-Off Awards 1 - 10 hours: Awards Given | 212 | 3.81 | 3.72 | 2.13 | 4.42 |
| Time-Off Awards 1 - 10 Hours: Total Hours | 1620 | 27.97 | 28.74 | 14.89 | 32.69 |
| Time-Off Awards 1 - 10 Hours: Average Hours | 7.64 | 1.04 | 0.16 | 3.72 | 0.06 |
| Time-Off Awards 11 - 20 hours: Awards Given | 405 | 8.05 | 6.87 | 9.04 | 7.69 |
| Time-Off Awards 11 - 20 Hours: Total Hours | 10849 | 219.07 | 184.39 | 242.02 | 210.77 |
| Time-Off Awards 11 - 20 Hours: Average Hours | 26.79 | 3.84 | 0.57 | 14.23 | 0.09 |
| Time-Off Awards 21 - 30 hours: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 21 - 30 Hours: Total Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 21 - 30 Hours: Average Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 31 - 40 hours: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 31 - 40 Hours: Total Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 31 - 40 Hours: Average Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Total Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Average Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Cash Awards: $501 - $999: Awards Given | 12542 | 178.67 | 225.55 | 181.38 | 177.69 |
| Cash Awards: $501 - $999: Total Amount | 13052178.05 | 176043.49 | 237494.18 | 186831.12 | 172143.35 |
| Cash Awards: $501 - $999: Average Amount | 1040.68 | 139.17 | 22.27 | 547.89 | -8.61 |
| Cash Awards: $1000 - $1999: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $1000 - $1999: Total Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $1000 - $1999: Average Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $2000 - $2999: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Cash Awards: $2000 - $2999: Total Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $2000 - $2999: Average Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Total Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $3000 - $3999: Average Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Total Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $4000 - $4999: Average Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Total Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash Awards: $5000 or more: Average Amount | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

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

      a. Pay Increases (PWD)                                      Answer    No

      b. Pay Increases (PWTD)                                    Answer    No

| PWOD PWD PWOTD PTD QSI 1.3% 1.41% 1.22% 2.66% PWD and PWTD are receiving quality step increases at similar or higher rates than PWOD and PWOTD. |
|---|

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

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

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

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

| Not applicable. APHIS does not have other types of employee recognition programs. |
|---|

## D. PROMOTIONS

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

    a. SES

        i. Qualified Internal Applicants (PWD)             Answer    No

        ii. Internal Selections (PWD)                 Answer    No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWD)             Answer    No

        ii. Internal Selections (PWD)                 Answer    No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD)             Answer    No

        ii. Internal Selections (PWD)                 Answer    Yes

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD)             Answer    No

        ii. Internal Selections (PWD)                 Answer    No

> SES applicant flow data is collected on a departmental level, therefore we do not have access to SES applicant flow data for FY 2020. The below triggers were found: PWD Internal applicants Qualified Selected GS-14 7.68 7.95 0

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

    a. SES

        i. Qualified Internal Applicants (PWTD)           Answer    N/A

        ii. Internal Selections (PWTD)               Answer    N/A

    b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)           Answer    No

        ii. Internal Selections (PWTD)               Answer    No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)           Answer    Yes

        ii. Internal Selections (PWTD)               Answer    Yes

    d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)           Answer    No

        ii. Internal Selections (PWTD)               Answer    Yes

> SES applicant flow data is collected on a departmental level, therefore we do not have access to SES applicant flow data for FY 2020. The below triggers were found: PWTD Internal applicants Qualified Selected GS-13 5.15% 4.61% 1.33% GS-14 3.18% 3%

| 0% |
|---|

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

| | | |
|---|---|---|
| a. New Hires to SES (PWD) | Answer | N/A |
| b. New Hires to GS-15 (PWD) | Answer | N/A |
| c. New Hires to GS-14 (PWD) | Answer | N/A |
| d. New Hires to GS-13 (PWD) | Answer | N/A |

| APHIS does not have data that specifies the GS level for new hire positions (Please see Table B7 in the Appendix). However, outside of Schedule A applicants,12.5% of new hires to permanent positions were PWD. |
|---|

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

| | | |
|---|---|---|
| a. New Hires to SES (PWTD) | Answer | N/A |
| b. New Hires to GS-15 (PWTD) | Answer | N/A |
| c. New Hires to GS-14 (PWTD) | Answer | N/A |
| d. New Hires to GS-13 (PWTD) | Answer | N/A |

| APHIS does not have data that specifies the GS level for new hire positions (Please see Table B7 in the Appendix). However, outside of Schedule A applicants,12.5% of new hires to permanent positions were PWD. |
|---|

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

a. Executives

| | | |
|---|---|---|
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

b. Managers

| | | |
|---|---|---|
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

c. Supervisors

| | | |
|---|---|---|
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

APHIS does not have data that specifies the GS level for new hire positions (Please see Table B7 in the Appendix). However, outside of Schedule A applicants, only 2.29% of new hires to permanent positions were PWTD.

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

    a. Executives

        i. Qualified Internal Applicants (PWTD)        Answer   N/A

        ii. Internal Selections (PWTD)        Answer   N/A

    b. Managers

        i. Qualified Internal Applicants (PWTD)        Answer   N/A

        ii. Internal Selections (PWTD)        Answer   N/A

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)        Answer   N/A

        ii. Internal Selections (PWTD)        Answer   N/A

APHIS does not have data that specifies the supervisory status of positions in which internal applicants are selected for promotions.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

        a. New Hires for Executives (PWD)        Answer   N/A

        b. New Hires for Managers (PWD)        Answer   N/A

        c. New Hires for Supervisors (PWD)        Answer   N/A

APHIS does not have data that specifies the supervisory status of positions in which internal applicants are selected for promotions.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

        a. New Hires for Executives (PWTD)        Answer   N/A

        b. New Hires for Managers (PWTD)        Answer   N/A

        c. New Hires for Supervisors (PWTD)        Answer   N/A

APHIS does not have data that specifies the supervisory status of positions for new hires which extends to supervisory status of qualified applicant pool data.

# Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

## A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

                                                                    Answer    Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

    a.Voluntary Separations (PWD)                            Answer    Yes

    b.Involuntary Separations (PWD)                          Answer    Yes

FY 2020 People without Disabilities PWD Total Separations 6.57% 9.32% Voluntary Separations 6.13% 7.49% Involuntary Separations 0.44% 1.83%

| Seperations | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 35 | 1.47 | 0.29 |
| Permanent Workforce: Resignation | 363 | 5.98 | 4.13 |
| Permanent Workforce: Retirement | 0 | 0.00 | 0.00 |
| Permanent Workforce: Other Separations | 0 | 0.00 | 0.00 |
| Permanent Workforce: Total Separations | 398 | 7.45 | 4.43 |

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

    a.Voluntary Separations (PWTD)                           Answer    No

    b.Involuntary Separations (PWTD)                         Answer    Yes

FY 2020 People without targeted disabilities PWTD Total Separations 6.85% 8.51% Voluntary Separations 6.31% 5.85% Involuntary Separations 0.54% 2.66%

| Seperations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 35 | 2.23 | 0.37 |
| Permanent Workforce: Resignation | 363 | 4.91 | 4.31 |
| Permanent Workforce: Retirement | 0 | 0.00 | 0.00 |
| Permanent Workforce: Other Separations | 0 | 0.00 | 0.00 |
| Permanent Workforce: Total Separations | 398 | 7.14 | 4.68 |

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Exit interviews did not indicate the barrier. A plan has been put in place to address the high separation rate of PWDs and PWTDs in FY 2021.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

APHIS' website is 508 compliant. However, although APHIS does not have a web page dedicated to 508 compliance, its website includes links to USDA's 508 website: https://www.aphis.usda.gov/aphis/ourfocus/business-services/Information_Technology https://www.usda.gov/accessibility-statement

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

APHIS' facilities are General Services Administration (GSA) owned or leased facilities; therefore, compliance with the Architectural Barriers Act is the responsibility of GSA. APHIS continues to collaborate with GSA to ensure that our facilities meet the requirements.

3.  Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

APHIS plans to fill the vacant 508 program manager collateral duty position. To support the 508 compliance program, APHIS plans to: • Begin program training staff to ensure 508 compliance is understood. The suggestion has been made to create an Aglearn training program and require it annually. • Perform a health check on our public and internal websites to determine compliance with applicable laws. • Collaborate with enterprise software manufactures to obtain understanding and training in 508 compliance with their software. For example: Contact Microsoft to obtain training and user guides for Word, Excel, etc., for 508 compliance.

## C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1.  Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time is approximately 25 days. Processing timeframe depends upon how quickly the employee or requester provides the requested medical information.

2.  Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

APHIS manages a comprehensive Reasonable Accommodation (RA) program and maintains an informative website: https://www.aphis.usda.gov/ aphis/our focus/business-services/HRD/Reasonable_Accommodations_Program The site includes a link to the MRP Directive for the Reasonable Accommodation Program, the Departmental Directive, which are currently being revised and

reviewed by the EEOC representatives, as well as other information and resources. The agency has a full-time Reasonable Accommodation Program Coordinator and 2 full-time Reasonable Accommodation Specialists for handling accommodation requests. The RA staff delivered 16 presentations/webinars detailing the accommodation process, focusing on telework as an accommodation. On August 21, 2019, one hundred fifty-five (155) APHIS employees participated in the General Telework vs Telework as a Reasonable Accommodation webinar. On August 28, 2019, forty-two (42) individuals participated in the Overview of the Reasonable Accommodations Process webinar. On September 25, 2019, ninety-five (95) APHIS employees participated in the "Medical Confidentiality and the Reasonable Accommodations Process" webinar. Reasonable accommodations and Work Life Wellness (WLW) information is available to disabled veteran applicants during the recruitment process. Through WLW, veterans have access to WorkLife4You, an agency-paid benefit which offers counseling. APHIS ensures reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations. All requests for reasonable accommodations are forwarded to the agency Reasonable Accommodations staff for review and processing in accordance with applicable laws and departmental regulations. The Reasonable Accommodations staff and the TARGET Center often work together to coordinate accommodations solutions. The staff collaborates with ITD to obtain the support needed for the assistant technology and assistant software used as reasonable accommodations. The MRP Reasonable Accommodation policy is administered as appropriate to process requests for reassignments as a reasonable accommodation. In FY 2019, the Reasonable Accommodation Program opened 390 cases of which 94 were cancelled due to the employee and/or applicant stating he/she is no longer interested in seeking a RA or did not respond to requests for information to initiate the RA process. Of the 296 cases (opened cases minus the cancelled cases), 239 were closed within the fiscal year. In FY 2019, there were 54 requests for technology items and/ or equipment through the centralized funds for reasonable accommodations. Purchases included assistive technology (e.g., dragon software, read/write gold software) and ergonomic equipment. The total cost for funding these requests was $16,442. APHIS Reasonable Accommodation Program has the resources to fund the cost of interpreting reducing a significant barrier to employment for deaf employees who work in APHIS. The cost of providing interpreting services for 6 APHIS hearing impaired employees was $313,588.03. Type of Granted Accommodations: Telework = 136 (of which 81 permanent; 55 temporary); Change in Official Duty Station: 10; Modify Job Duties: 21; Modified Work Schedule = 25; Ergonomic Equipment and Devices = 18; Modify Work Space = 14; Mobility Devices = 2; Reassignment = 1; Service Animal = 1.

## D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

> Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

APHIS has revised Directive MRP 4300.2, Reasonable Accommodations Program, and developed a new HR Desk Guide subchapter, to include PAS information. Requests for PAS will following reasonable accommodations procedures and the funding process can be discussed with the Reasonable Accommodations Specialist. The draft directive and HR desk guide subchapter are currently being reviewed by the agency's EEOC representative to ensure compliance prior to finalizing the documents. In addition, APHIS has developed a new Reasonable Accommodations Brochure to include PAS information that will be posted on the external and internal websites.

# Section VII: EEO Complaint and Findings Data

## A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer    N/A

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

   Answer    No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

In FY 2020, there were 34 formal complaints filed. 7 of those formal complaints were filed by PWD (20.6%). 1 of those formal complaints filed by PWD alleged harassment (2.94%). APHIS had no findings of discrimination based on harassment in FY 20, therefore no corrective measures were required. This is below the government-wide average of 20.82%.

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable
accommodation, as compared to the government-wide average?

Answer     No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer     No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

In FY 2020, there were 34 formal complaints total, and 7 of those complaints were filed by PWD. Six (6) or (17.64%) of the 34 formal complaints filed, cited disability as a basis, and reasonable accommodations as an issue. This is above the government-wide average of 14.02%. APHIS had no finding of discrimination based on disability in FY 20, therefore no corrective measures were required.

# Section VIII: Identification and Removal of Barriers

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

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

Answer     No

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

Answer     Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

| Source of the Trigger: | Workforce Data (if so identify the table) |
|---|---|
| **Specific Workforce Data Table:** | Workforce Data Table - B1 |
| **STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**<br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | • In major occupational series 0421 and 0486, the selection rate for PWDs is low in comparison to the qualified rate. • In major occupational series 0401,0404,0421,0486, PWTD are qualifying but not being selected, or selected at lower rates. • For major occupational series 0486,0704, and 2210 PWD are qualifying at significantly higher rates than they are selected. |

| STATEMENT OF BARRIER GROUPS: | ***Barrier Group*** |
|---|---|
| | People with Disabilities |
| | People with Targeted Disabilities |

| **Barrier Analysis Process Completed?:** | N |
|---|---|
| **Barrier(s) Identified?:** | N |

| STATEMENT OF IDENTIFIED BARRIER:<br><br>Provide a succinct statement of the agency policy, procedure<br>or practice that has been determined to be the barrier of the<br>undesired condition. | **Barrier Name** | **Description of Policy, Procedure, or Practice** |
|---|---|---|

| **Objective(s) and Dates for EEO Plan** | | | | | |
|---|---|---|---|---|---|
| **Date Initiated** | **Target Date** | **Sufficient Funding / Staffing?** | **Date Modified** | **Date Completed** | **Objective Description** |
| 10/01/2020 | 09/30/2022 | Yes | | | Improve the advancement abilities for PWD and PWTD |

| **Responsible Official(s)** | | |
|---|---|---|
| **Title** | **Name** | **Standards Address The Plan?** |
| DEI Specialist/Disability Employment Program Manager | Jeremy Wood | Yes |
| DEI Specialist/Disability Employment Program Manager | Thelma Sykes | Yes |

| **Planned Activities Toward Completion of Objective** | | | | |
|---|---|---|---|---|
| **Target Date** | **Planned Activities** | **Sufficient Staffing & Funding?** | **Modified Date** | **Completion Date** |
| 09/30/2021 | Inform hiring managers of the hiring goals and encourage them to utilize disability status as a positive factor in hiring, promotion. Continue outreach and recruitment for PWD and PWTD in MCO's and their senior grade levels. | Yes | | |

| Planned Activities Toward Completion of Objective | | | | |
|---|---|---|---|---|
| **Target Date** | **Planned Activities** | **Sufficient Staffing & Funding?** | **Modified Date** | **Completion Date** |
| 09/30/2021 | Retention – Promote training, internship, and mentoring programs for PWD and PWTD. | Yes | | |
| 09/30/2021 | Host Brown Bag luncheons in collaboration with the Reasonable Accommodation staff to promote the use of the reasonable accommodations process and self-reporting. | Yes | | |
| 09/30/2021 | Host American Sign Language courses | Yes | | |
| **Report of Accomplishments** | | | | |
| **Fiscal Year** | **Accomplishment** | | | |
| 2020 | In FY 2020, APHIS hosted a disability workshop where participants received in-depth information on the reasonable accommodations process and the importance of self-reporting. APHIS employees gave personal accounts on their experience with receiving a reasonable accommodation, and OCRDI gave a presentation on self-reporting to alleviate fears.<br><br>APHIS established a procedure to ensure that a sign language interpreter and closed captioning is utilized for OCRDI special observances. | | | |
| 2020 | Human Resource established a process to convert Schedule A employees in a timely fashion.  A quarterly report is ran to monitor conversion eligible appointees and notify supervisors when employees are eligible. Due to the implementation of this process, all Schedule A employees were converted in FY 2020. | | | |

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

| |
|---|
| N/A |

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

| |
|---|
| The self-identification and self-reporting brown bag, held on a quarterly basis, dispelled myths surrounding self-reporting. APHIS saw an increase in PWD willing to disclose their disability status which assisted us in gaining more accurate data. |

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

| |
|---|
| N/A |