



**United States
Department of
Agriculture**

Animal and Plant
Health Inspection
Service

Washington, DC
20250

MEMORANDUM

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

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

SUBJECT: APHIS FY 2014 EEO State of the Agency Report

Enclosed is the Animal and Plant Health Inspection Service (APHIS) FY 2014 EEO State of the Agency Report. The report includes an assessment of the Agency's performance in each of the six elements of the Model EEO Program, as well as a report on the progress of the Agency in completing actions proposed in the APHIS FY 2013 EEO Program Status Report.

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

Enclosure

cc:
Geraldine Herring, OASCR

EEOC FORM 715-01 EEO Program Status Report

Section 1 - Parts A – J

- Part A – Agency’s Identifying Information
- Part B – Total Employment
- Part C – Agency Officials Responsible for Oversight of EEO Programs
- Part D – List of Subordinate Components Covered in this report
- Part E – Executive Summary
- Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs
- Part G – Self-Assessment Checklist
- Part H – EEO Plan to Attain the Essential Elements of a model EEO Program
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Appendix A

1. Policy – APHIS Civil Rights Statement
2. Policy – Diversity and Inclusion Statement
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6. APHIS Workforce Profile
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EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2013, to September 30, 2014				
PART A Department or Agency Identifying Information	1. Agency		1. United States Department of Agriculture	
	1.a. 2 nd level reporting component		Animal and Plant Health Inspection Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1400 Independence Avenue, SW	
	3. City, State, Zip Code		3. Washington, DC 20205	
	4. CPDF Code	5. FIPS code(s)	4. AG 34 24	5. 11001
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 5,494
	2. Enter total number of temporary employees			2. 2,519
	3. Enter total number employees paid from non-appropriated funds			3.
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 8,013
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Thomas J. Vilsack Secretary of Agriculture	
	2. Agency Head Designee		2. Kevin Shea Administrator	
	3. Principal EEO Director/Official Official Title/series/grade		3. Kenneth E. Johnson, Director Office of Civil Rights Diversity and Inclusion 0260 (GS-15)	
	4. Title VII Affirmative EEO Program Official		4. Kenneth E. Johnson, Director Office of Civil Rights Diversity and Inclusion (OCRDI)	
	5. Section 501 Affirmative Action Program Official		5. Patrick Johnson, Disability Employment Program Manager	
	6. Complaint Processing Program Manager		6. La Shon D. Cole, Deputy Director Office of Civil Rights	
	7. Other Responsible EEO Staff		Michon Oubichon, Deputy Director Office of Diversity and Inclusion	
Cynthia Dickens, Branch Chief Complaints and Resolutions				
Steve Shelor, Branch Chief Compliance and Evaluations				

Data Source: NFC On-Line Reporting Center – October -2014

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

EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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	Office of the Deputy Administrator International Services Washington, D.C. Riverdale, Maryland International Locations		
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EEOC FORM 715-01 PART E

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Animal and Plant Health Inspection Service (APHIS)

For Period Covering October 1, 2013 to September 30, 2014

Executive Summary

Organization

The Animal and Plant Health Inspection Service (APHIS) is an integral part of the U.S. Department of Agriculture's overall mission to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management. APHIS is a dynamic and diverse organization whose employees work in a wide variety of positions, grades, and pay plans.

The APHIS Administrator continues to be a champion of diversity and an advocate for Cultural and Organization transformation. He has established his commitment to create a workplace culture that is open to new ideas, new perspectives and new solutions. As part of his commitment, the APHIS Administrator supports Civil Rights and Diversity and Inclusion initiatives and allocates resources to ensure the vision is achieved.

The Director, Office of Civil Rights, Diversity and Inclusion (OCRDI) is the principal Equal Employment Opportunity Official responsible for managing and administering APHIS' Civil Rights, Diversity and Inclusion Program. Twenty-Five employees are assigned to the OCRDI Director with five of the staff are on the Management Team (MT). The Director, OCRDI reports directly to the APHIS Administrator and is a member of the APHIS Management Team (AMT). The AMT and Senior Leaders continue to champion the Secretary's commitment to Cultural Transformation and Diversity and Inclusion.

OCRDI's overall mission is to conduct outreach to minority organizations and institutions, manage the APHIS formal and informal complaints program, supports and implements the Cultural Transformation efforts, the APHIS-wide Diversity and Inclusion Program, Special Emphasis Programs, and provides national policy and leadership on Tribal Consultation.

OCRDI has three branches--Counseling and Resolution (CR), Compliance and Evaluation (CE), and the Office of Diversity and Inclusion (ODI). In FY 2013, the Office of National Tribal Liaison (ONTL) was added to strengthen partnerships with tribal communities and The Outreach and Communications Staff and the Resource Management Staff were created to better align operations and the mission of OCRDI with USDA and our stakeholders.

APHIS Civil Rights and Diversity Advisory Committee

OCRDI worked with the AMT to complete a realignment of the Agency's diversity and inclusion-related committees. The APHIS National Civil Rights and Diversity Advisory Committee were created as a twelve member committee with at least one representative from each program in APHIS. This committee serves as the primary advisory board for Cultural Transformation Action Plan Initiatives, CRDACs, and Diversity and Inclusion Guidance. The Committee finalized the Special Emphasis/Civil Rights Guidance Document, revised the SEP MOU's, and created a new performance standard for all APHIS CRDAC members.

Administrator's Civil Rights Diversity and Inclusion Training

OCRDI provided the Administrator's Annual Civil Rights, Diversity and Inclusion Training for APHIS leaders, managers, and supervisors. The focus areas were "The Interactive Process and Reasonable Accommodation," and "Unconscious Bias: Managing Differences and Building an Inclusive Workplace." This year's training was facilitated at the five APHIS Hub locations, and Puerto Rico, and provided supervisors and managers with vital tools that are needed in our everyday efforts to accomplish prescribed missions. The training received rave reviews, and most managers in attendance believed the subject matters to be "critical" to every successful leader, and organization. More than 230 managers and supervisors attended the sessions.

Administrator's Civil Rights Awards

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

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

Outreach and Partnerships

APHIS maintained its proactive partnering with numerous diverse organizations to expand service delivery and outreach to underrepresented and underserved groups. FY 2014 APHIS continued to partner with community based organizations or universities with funding for partnerships totaling over \$2.5 million dollars. The partnerships involved outreach, capacity building, student internship opportunities, scholarships, conference support, and research and development. Student internship opportunities were significantly expanded thru the partnership with the Thurgood Marshall Scholarship fund.

Model EEO Program Essential Elements

As required by the MD-715 annual Status Report, the Self-Assessment Checklist, Part G was completed and is attached. The Agency conducted the required review and all agency documents are in place, however data

systems to capture applicant flow data is still being incorporated into the Human Resources application process/recruitment process to capture disability data.

APHIS' FY 2014 commitment and progress are examined through the six essential elements prescribed by the Equal Employment Opportunity Commission. Each element is described below along with supporting actions and accomplishments for each area. This report also includes a summary of the Agency's MD-462 Report and a summary of workforce data.

Element A. Demonstrated Commitment From Agency Leadership:

The APHIS Administrator issued the Civil Rights Policy statement, the Diversity and Inclusion statement and the Anti-Harassment Policy statement on June, 18, 2013. The Civil Rights Policy statement, the Anti-Harassment Policy statement and Diversity and Inclusion statement were signed on July 26, 2013 and distributed by email on 9/5/2013, to all APHIS employees. All three statements are posted in every APHIS office.

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

APHIS has successfully established two-way communication with senior management and employees. Management actively seeks out and listens to employee opinions and concerns, through town hall meetings, forums, and on-line portals that allow for open communication. APHIS LPA has conducted quarterly focus groups to gauge the effectiveness of internal communications in an effort to shape internal employees communication.

The APHIS administrator is using written and audio blogs to communicate with employees. APHIS has also encouraged senior leadership to engage with employees with "Up the Chain," an internal Internet idea space where employees can post comments on any topic of concern to them. In addition a feedback channel called "Tell Us What You Think" is available which employees can use to provide feedback—anononymously, if they choose—to the Administrator's Office and other senior agency leadership.

The Agency uses the APHIS Portal continues to provide state of the art single sign on access to agency information and news for all employees. The portal content evolves daily. To ensure employees feel integrated with their own career development and management, APHIS has made the portal a virtual HR tool. Access has grown to include communications directly from the agency administrator, via blogs, audio announcements, and sharing of minutes with the AMT. In addition, direct connection to GovTrip, WebTA, eOPF, TSP, HR Connection and AgLearn, has made taking care of training to retirement seamless.

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

also held accountable for ensuring employee performance plans are aligned with USDA and APHIS goals and objectives for civil rights and equal opportunity

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

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

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

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

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

APHIS also offers mentoring programs that are available to all employees, including those with disabilities. The *Open Mentoring Network* is an on-line learning tool which allows users to share knowledge, select mentoring partners, create learning plans, share learning resources, and more. It allows for learning across geographical boundaries, job function, position, and/or demographics.

In FY 2014, the Human Resources Workplace Resolutions and Wellness Branch sponsored fifteen training opportunities on reasonable accommodation-related topics, including an overview of the reasonable accommodation process, hidden disabilities, and medical confidentiality. This year, two additional training sessions were added to provide an overview of the requirements for telework as a reasonable accommodation. Reference guides and pamphlets are also available, which provide answers to critical questions about employees with disabilities on a range of topics such as: incentives and return on investment; interviewing and hiring; achieving workplace success; and retaining valued employees.

On a quarterly basis, the HR Broadcast Newsletter is published and provides valuable information to managers, supervisors and employees on a variety of topics, including disability hiring. HRD and OCRDI continued to review existing and projected attrition/retention and related issues of the advancement of disabled employees, and identified any barriers that needed to be removed and/or improved in the employment of the disabled.

Element C. Management and Program Accountability:

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

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

APHIS manages a comprehensive Reasonable Accommodation (RA) program, and maintains an informative RA website http://www.aphis.usda.gov/mrpbs/hr/reasonable_accommodation.html. Components of the site include links to the USDA Reasonable Accommodation Departmental Directive; disability parking, forms, and other resources. APHIS, Marketing and Regulatory Programs Business Services (MRPBS) has a full-time Reasonable Accommodation Program Coordinator and a full-time Reasonable Accommodation Specialist for handling requests for accommodations. During FY 2014, APHIS' RA program opened a total of 201 cases with 199 cases closed. As a result of a changing workforce that includes veterans, and other groups, the RA program presented a total of seven training sessions on topics such as: Medical Confidentiality/RA Overview, Hidden Disabilities, and the RA Process.

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

Element D. Proactive Prevention of Unlawful Discrimination:

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

The Human Resources Division, Workplace Resolutions and Wellness Branch (WRWB) houses the CR Early Intervention Program. WRWB, CR is a confidential early intervention program that utilizes effective conflict resolution and communication tools in compliance with the USDA ADR regulation, DR 4701-001. The CR Program provides ADR services including: Mediation/Facilitation/Conciliation, Team Collaboration Services, Conflict Advice/Guidance/Coaching, and, Conflict Management Training. There are five (5) Collaborative Resolution

Specialists dedicated to providing ADR services as required and necessary to serve all APHIS employees and other USDA employees as deemed necessary. Services are provided through a variety of means including on-site/in person, telephonically, through video conference, and by webinar. For FY 2014, there were 788 requests for the CR Early Intervention Program services.

The Administrator continues to provide support to OCRDI and CRB in promoting ADR to all employees in an effort to resolve workplace disputes at the earliest stage possible. The APHIS intranet website alerts APHIS' employees of the Title VII ADR process through a mediation video that was developed through collaboration with Justice Center of Atlanta mediation training and services.

Also, in adherence to Departmental ADR Regulation, DR 4710-001 and the USDA policy to prevent conflicts whenever possible and, when conflicts do occur, to make every effort to reach the earliest possible, consensual resolution of conflicts and issues, APHIS uses ADR as an essential tool toward achieving that goal via the Workplace Resolutions and Wellness Branch (WRWB) Collaborative Resolution (CR) Early Intervention Program and the ADR program within the APHIS, Office of Civil Rights, Diversity and Inclusion (OCRDI) Counseling and Resolution Branch. APHIS continues to provide training to all managers in managing workplace conflict in good faith; that conflict management training is offered to all employees; and the availability of ADR is publicized throughout the entire Agency.

In our continuing effort to eliminate discrimination through education, APHIS OCRDI continues to educate not only managers and supervisors, but all agency employees in Equal Employment Opportunity issues through substantive, informative articles published in its quarterly Civil Rights Communicator, as well as through its Administrator's Annual Civil Rights and Diversity Training. The training presented this fiscal year focused on "The EEO Interactive Process with Reasonable Accommodation" and "Managing Differences and Building an Inclusive Workplace". The training was conducted in Riverdale, Maryland; Ft. Collins, Colorado; Ames, Iowa; Minneapolis, Minnesota; and Puerto Rico. The Agency remains steadfast in its efforts to ensure that managers and supervisors immediately address employment concerns and issues. In furthering our objective now and in the future, the APHIS, OCRDI Counseling and Resolution Branch plans to present quarterly updates to agency Deputy Administrators and Managers which provide a detailed synopsis of informal and formal EEO activity within their respective program areas which will identify existing and potential EEO concerns.

OCRDI will continue to educate APHIS employees about ADR and its effectiveness. The venues for promoting ADR include having webinar sessions where participants can log onto their computers; podcasts, giving illustrations of ADR; training provided in person by ADR experts; providing pamphlets and bulletins; and placing information about ADR on the intranet. The Directors of OCRDI and HR will collaborate to incorporate conflict prevention and resolution to New Employee Orientation.

In addition to the mandatory civil rights training on alternative dispute resolutions mandated for all APHIS personnel, WRWB, CR offers specialized conflict management training. APHIS supports a proactive approach to help employees learn how to effectively manage conflict. The training is a mix of lecture, discussion, and group exercises designed to help the participants identify and effectively manage conflict. CR conducted Conflict Management Training for the Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) organization on May 15, 2014. The four objectives of the training included: Conflict & Conflict Response Modes, Effective Communication, Dimensions of Trust, and Generational Differences and Conflict. APHIS held 17 conflict management training sessions with a total of 809 participants.

At the request of the Assistant Secretary Office of Civil Rights, the WRWB, CR Program also provided a two hour onsite training and webinar called “Communication Strategy for Effective Working Relationships” on May 25, 2014. There were 186 participants Department-wide.

The APHIS Portal continues to provide state of the art single sign on access to agency information and news for all employees. The portal content evolves daily. To ensure employees feel integrated with their own career development and management, APHIS has made the portal a virtual HR tool. Access has grown to include communications directly from the agency administrator, via blogs, audio announcements, and sharing of minutes with the AMT. In addition, direct connection to GovTrip, WebTA, eOPF, TSP, HR Connection and AgLearn, has made taking care of training to retirement seamless.

In FY 2014, OCRDI facilitated the delivery of the following agency trainings via webinar sessions to APHIS employees in an effort to broaden Civil Rights and Diversity awareness. A total of 512 employees participated.

Name of Webinar Session	Date	# of employees
Age Discrimination	March 27, 2014	115
Admin CR and Diversity Training- EEO Interactive Process w/ Reasonable Accommodations and Managing Differences and Building an Inclusive Workplace	April 8, April 9, and April 22, 2014	42
Lesson Learned: The Selection Process	May 1, 2014	70
Admin CR and Diversity Training- EEO Interactive Process w/ Reasonable Accommodations and Managing Differences and Building an Inclusive Workplace	June 1, 2014	30
“ “	June 24, 2014	38
“ “	June 26, 2014	22
EEOC - Barrier Analysis	June 26, 2014	72
Admin CR and Diversity Training- EEO Interactive Process w/ Reasonable Accommodations and Managing Differences and Building an Inclusive Workplace	August 18, 2014	28
Preparing for the EEO Investigation process	September 16, 2014	47
Preparing for the EEO Investigation process	September 18, 2014	48

Fundamentals of Human Resources Management (FHRM) is APHIS’ premiere leadership program for probationary supervisors and is intended to build competencies early in a supervisor’s career in human resources management, accountability, conflict management, leveraging diversity, and developing others. The classroom portion of FHRM has a module on Cultural Transformation and Diversity and Inclusion Concepts are woven throughout the week. The addition of Situational Frontline Leadership focused on building skills that positively impact employee performance and engagement. All FHRM participants are required to engage with a mentor of their choice. Additional updates to the FHRM curriculum included hiring reform and flexibilities in addition to the performance management cycle. As part of the ongoing effort to provide resources outside of the classroom, FHRM participants have access to the FHRMers Almanac SharePoint Site for use after completion of the FHRM program.

In FY 2014, 150 APHIS employees participated in six FHRM sessions. The following table shows the race and gender of the participants:

White male	White female	African American male	African American Female	Hispanic female	Hispanic male	Asian female	Asian male	NOPHI male	NOPHI female	2 or more female	Total
53	48	7	20	3	6	2	7	2	1	1	150
35.33%	32.00%	4.67%	13.33%	2.00%	4.00%	1.33%	4.67%	1.33%	0.67%	0.67%	100.00%

The Agency offers the following targeted leadership development programs available for all grades levels:

The Basic Leadership Development Program (BLDP) targets employees at the 4 to 6 grade levels to prepare participants with the essential knowledge, skills and abilities to meet the Agency's succession planning needs and to achieve excellence, regardless of position or grade level. The curriculum was converted to a web based format to increase employee access while reducing the travel costs associated with the program.

Cohort (group) 7 training began on January 15, 2014 and will conclude on June 25, 2014. Cohort 8 began on July 11, 2014 and will conclude on December 17, 2014. Participation for Cohort 7 consisted of 21 employees – 57.0% White males, 33.3 White females and 4.76% African Am. females; and Cohort 8 consisted of 23 employees – 26.0% White males, 43.5% White females, 8.7% African Am. males, 13.0% African Am. females, 4.4% Hispanic males and 4.4% Hispanic females.

The Intermediate Leadership Development Program (ILDLP) targets employees at the 7 to 11 grade levels and consists of a blended learning curriculum, shadow assignments and learning team projects. The training began on July 24, 2013 and concluded on January 29, 2014. FY 2014 participation consisted of 32 employees – 31.3% White males, 43.8% White females, 6.3% African Am. males, 9.4% African Am. females, 3.1% Hispanic males, 3.1% Hispanic females and 3.1% Asian Am. females.

The Leadership Development for Project/Program Managers (LDPM) targets employees at the 12 to 14 grade levels and consists of development of project and program management skills for those who lead teams. Cohort 4 training began on September 5, 2013 and ended on June 6, 2014. FY 2014 participation consisted of 25 employees – 52.0% White males, 36.0% White females, 4.0% African Am. males, 4.0% African Am. females, and 4.0% Hispanic males.

The Advanced Leadership Development Program (ALDP) targets employees at the 12 to 14 grade levels and consists of helping participants perform successfully in advanced supervisory and managerial level positions. The ALDP is filled via a competitive process open to full-time GS 12 -14 employees in supervisory or managerial positions. FY 2014 participation consisted of 16 employees – 43.8% White males, 18.9% White females, 12.5% African Am. females, 6.25% Hispanic males, 12.5% Hispanic females, and 6.25% Asian Am. males.

The Federal Executive Institute (FEI) – Leadership for a Democratic Society targets employees at the 15 grade level and Senior Executive Service level. FY 2014, participation consisted of 17 employees – 53.0% White males, 29.4% White females, 5.9% African Am. females, 5.9% Hispanic male and 5.9% Asian Am. female.

Element E. Efficiency:

APHIS continues to provide training to ADR practitioners, employees and customers to increase their knowledge of the use of ADR as an alternate and effective tool to aid in the resolution of EEO discrimination complaints. APHIS seeks resolution at the earliest stage possible and actively engages management officials in resolution discussions, if feasible, throughout the entire EEO process, up to and including hearing before EEOC.

APHIS, OCRDI, Counseling and Resolution Branch offers ADR to all contacts seeking counseling and resolution services and this is documented in the iComplaints database system. In accordance with 29 CFR 1614, Management Directive 110, and DR 4701-001, all contacts were advised in writing of their choice between counseling and ADR. In addition to receiving an oral explanation of ADR with the Intake Specialist and the ADR/EEO Counseling Specialist, new contacts are mailed a Guide to the Employment Discrimination Complaint Process, which includes a description of ADR (Enclosure). The same guide is shared with Management Officials who participate in the mediation. OCRDI, Counseling and Resolution Branch also modified the election process by asking informal contacts to identify their reason for not participating in mediation during the intake stage. In addition to the informal EEO stage, the ADR offer is reiterated and documented at the formal EEO stage. This information will be gathered and analyzed to determine how the agency can address expressed concerns regarding participation in mediation.

During fiscal year 2014, there were a total of 66 individuals who contacted the APHIS ADR Center with employment concerns. Each of the 66 individuals was offered the opportunity to participate in a face-to-face ADR Mediation session if he/she chooses. During the fiscal year, efforts at the ADR Center culminated in 14 cases being voluntarily withdrawn while 6 cases were resolved via settlement. Mediation and facilitation were two (2) of the ADR techniques implemented, during fiscal year 2014.

APHIS had a decrease of 30% in informal complaints filed for FY14 (66) compared to FY13 (94). This was attributed to the substance of training offered to managers and employees, as well as, the knowledge and more in-depth information that the Specialist is providing. In addition, APHIS utilizes the "Cradle-to-Grave" approach in handling EEO complaints. All EEO Counseling and Resolution Branch EEO Specialists are effectively utilized in processing an EEO complaint from informal counseling through the formal stage ensuring a more sufficient process of EEO complaints from start to finish.

APHIS utilizes the MicroPact iComplaints System (maintained by the Department's Office of the Assistant Secretary for Civil Rights) as well as our own internal OCRDI database to monitor and report on EEO discrimination complaint activity at all stages of the EEO process.

The Employment Investigation Division at the Department level assumed responsibility for the investigation of all USDA EEO discrimination complaints. The number of days on average to complete investigations slightly increased from 188.15 average days for FY 2013 compared to 189.22 for FY 2014. OCRDI developed an internal database which tracks the processing time for EEO investigations, which enables OCRDI to closely monitor timeframes.

OCRDI Compliance and Evaluation Branch conducted civil rights compliance reviews in five states to include in-person confidential interviews with over 250 employees. The interviews included supervisory and non-supervisory employees at all levels of APHIS' primary program areas. All employees in each of the five states visited were also

provided with the opportunity to participate in a confidential web-based survey, which also provided valuable information to assess compliance with civil rights and equal opportunity laws and regulations. The reviews included out-briefings for the management officials on-site to provide them with information on any equal opportunity issues that were cited by the employees. OCRDI also worked with VS, WS, and PPQ senior level management to develop strategies to address any identified issues.

The compliance review process also included providing briefings for members of the APHIS Management Team (AMT) and other SES officials responsible for managing the APHIS program areas. Whenever a serious EEO or workplace issue(s) requiring immediate attention was identified in the compliance review process, the Director, OCRDI and compliance team staff briefed the appropriate AMT member and assisted in developing strategies to address the issue(s).

APHIS conducted Civil Rights Impact Analysis (CRIAs) on all actions impacting employees to identify any adverse civil rights impact on any protected class of persons or members of any protected class who were subject to the actions. CRIAs were completed on eight actions including office closures/relocations, directed reassignments, and organizational restructuring. The CRIAs included detailed requirements for the program areas involved to provide for mitigating strategies to assist the employees in transitioning to new duty stations, assignments, training, and supervision in the work environment.

OCRDI worked in collaboration with the Office of the Assistant Secretary for Civil Rights (ASCR) and all APHIS program areas to ensure a thorough civil rights impact analysis for a wide range of agency actions. CRIAs were conducted for organizational restructuring, regulations, federally chartered committees, and office closures. APHIS incorporated impact analyses into the broadest possible scope, and works closely with managers and supervisors at headquarters, regional, and state/local levels to ensure full consideration of civil rights impact in APHIS decision making for employment and programs.

CRIAs were also completed on the following Federally Chartered Committees: National Poultry Improvement Plan General Conference Committee, Secretary's Advisory Committee on Animal Health, and National Wildlife Services Advisory Committee. To provide for diversity in the applicant pool for those committees, APHIS developed detailed outreach plans to contact underserved groups to help recruit persons interested in serving on the committees. The outreach efforts for the National Poultry Improvement Plan General Conference Committee (NPIP GCC) recent election resulted in a doubling of the percentage of representation of women/minorities on the GCC, and the first representation of person with a disability.

OCRDI expanded its role in ensuring equal opportunity in the hiring process by participating on numerous interview panels as an EEO observer. Additionally, OCRDI staff were featured as speakers at several meetings and conferences; both internal to APHIS and external to include several national organizations such as the National Image Youth Symposium. A new employee training program was developed and began with more than 30 new VS employees and supervisors. The training was provided by the Director, OCRDI and staff members and included an overview of the activities of OCRDI and ended with a question and answer session. Employees and supervisors were provided with information on the EEO complaint process and other aspects of OCRDI operations.

Element F. Responsiveness and Legal Compliance:

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

ODI is in the process of finalizing the re-alignment of Special Emphasis Programs which included consolidating the following committees: Civil Rights Committees, Cultural Transformation Committees, Diversity and Inclusion Committees and EEO Advisory Committees; and developing a Special Emphasis Program Guidance document. All committees will now operate under one title Civil Rights and Diversity Committees (CRDAC). "Input sessions" via webinar, conference call and in person meetings from all programs in APHIS to gain information from their perspective on the effectiveness of Special Emphasis Programs within the agency. Based on the sessions, the SEP re-alignment plan was developed, presented and approved by the AMT. The re-alignment formalizes an APHIS structure and system of accountability for SEPs, establishes consistency of purpose, adds a management support role for each CRDAC, incorporates Diversity Liaisons and creates an APHIS SEP Guidance document for all APHIS programs.

The APHIS National Civil Rights and Diversity Advisory Committee (NCRDAC) have also been constituted. The purpose of the NCRDAC is to serve as a strategic advisor to ODI in providing management officials and employees with a vehicle that enhances equal opportunity employment and program delivery issues. Each program in APHIS will have one member serve on the NCRDAC for two years. The NCRDAC also establishes lines of communication between employees and management through views on civil rights issues. The CRDAC at the field units are connected to the NCRDAC. Two initiatives for FY 2014 were identified: Creation of Diversity Councils and Revised Special Emphasis Program Procedures. The Diversity Councils consist of trained personnel to advise and assist management in conducting outreach and recruitment activities for diversity in applicants for APHIS positions. The Revised Special Emphasis Program Procedures will transition the Special Emphasis Programs to more centralized program administration implemented by the APHIS Office of Civil Rights, Diversity, and Inclusion. Special Emphasis and Disability programs continue to be implemented in accordance with federal law. APHIS funded the programs, and OCRDI staff members were designated to administer each program, ensuring implementation. This year some of the APHIS National SEP programs were offered via webinar and video teleconference which increased participation and accessibility to the events. In addition, funding was provided for training programs to include the highly successful training provided to managers and supervisors at Headquarters in Riverdale, MD, Regional offices and other locations throughout the APHIS organization.

APHIS is focused on providing students with opportunities to gain valuable experience through employment and scholarship opportunities. During FY 2014 APHIS participated in and supported numerous scholarship and work experience programs across educational spectrum, including high school, undergraduate, and graduate students. Examples of APHIS' levels of commitment to these programs include the following:

Ag-Discovery Program (\$759,866).

APHIS sponsored its 10th year of the Ag-Discovery Summer outreach program, In FY 2014, 17 universities hosted the program. Funding for the FY 2014 Ag-Discovery programs exceeded \$700,000. Ag-Discovery is an outreach program designed to introduce student's ages 12–17, from limited resourced communities, to careers in plant and animal science, wildlife management, and agribusiness. The program allows students to live on a college campus

and learn about agriculture from university professors, scientists, and administrative professionals who work for the U.S. Government in a variety of fields. The following lists the participating Universities' in FY 2014.

University	2014 Program Dates
Alcorn State University	June 15-28
Delaware State University	July 7-20
Florida A&M University	June 8-21
Fort Valley State University	June 2-13
Iowa State University	July 6-19
Kentucky State University	June 15-28
Lincoln University – Missouri	July 13-26
North Carolina State University	June 16-27
South Carolina State University	June 22 – July 6
Tuskegee University	June 7-21
University of Arizona	June 16-27
University of Arkansas at Pine Bluff	June 14-27
University of Hawaii at Mānoa	July 13-26
University of Illinois at Urbana-Champaign	July 6 – August 2
University of Maryland College Park	July 13 – August 1
University of Maryland Eastern Shore	July 13-26
Virginia State University	June 15-28

USDA/1890 National Scholars (\$200,000).

The USDA/1890 National Scholars Program offers 4-year scholarships to U.S. Citizens who are seeking a bachelor's degree in agriculture or a related science at one of the 1890 Land Grant Institutions. The purpose of the National Scholars Program is to strengthen the long-term partnership between the Department of Agriculture and the 1890 Institutions; increase the number of students studying agriculture, food and nutrition, and natural resource sciences; and offer career opportunities at USDA. In FY 2014, APHIS had a total of fourteen 1890 National Scholars. Six graduated in May 2014 and 4 were selected in September 2014.

Public Service Leadership Scholars (PSLS) (\$10,000).

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

Washington Internships for Native Students (WINS) (\$65,400).

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

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

The TCMF-APHIS Internship Program is a 10-week summer program designed to employ selected scholarship recipients (undergraduate and graduate students) from the TCMF database that have an interest in agricultural related disciplines through hands-on experience within the selected program area. The purpose of this agreement is to: Strengthen the long-term partnership between USDA-APHIS and the TCMF; and, Increase the number of students studying agriculture, food, natural resources or other related disciplines; and Offer career opportunities to TCMF Scholars within USDA-APHIS. This was the first year APHIS partnered with the Thurgood Marshall College Fund and the agency sponsored 35 interns across the various program areas.

Florida A&M University Veterinary Technology Program (\$450,000).

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

Martin Luther King Essay Contest (\$5,000)

Designed to inspire students to reflect on the life of Dr. Martin Luther King, Jr. and share their thoughts and insights in an essay or pictorial format. Students chosen are hired for summer employment with APHIS. In the summer of 2014, APHIS had three students to work in Riverdale, MD.

The Patriots Technology Training Center (PTTC) (\$5,000).

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

The Safeguarding Natural Heritage Program (\$78,000).

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

In addition to student program and partnerships, APHIS provided the following support through cooperatives, grants and sponsorships with the following Universities and Professional Organizations:

Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS) Conference Sponsorship (\$10,000).

SACNAS is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American scientists—from college students to professionals—to attain advanced degrees, careers, and positions of leadership in science.

Fort Valley State University (\$68,200).

APHIS Veterinary Services continues to provide support through a grant with Fort Valley State University's Veterinary Technician Program. APHIS Veterinary Services Support Program is committed to providing developmental activities that interface USDA Veterinary Services Program with Veterinary technical students. This funding will allow for zoonotic disease surveillance, transmission and control to be demonstrated through field trips to the Center for Disease Control and other communicable disease/quarantine facilities and centers. The Molecular Biology Lab will emphasize veterinary diagnostic technology which is needed by the Veterinary Services Programs, and allow for the demonstration of sample collection and testing techniques.

Professional Agricultural Workers Conference (PAWC) (\$10,000).

PAWC is sponsored by Tuskegee University. This is a forum that values and promotes equal opportunity, equitable access to information and technology for sustainable development of communities and natural resources.

Federal Asian Pacific American Council (FAPAC) (\$10,000).

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

Federation of Southern Cooperatives/Land Assistance Fund (\$105,000).

The Federation of Southern Cooperatives/Land Assistance Fund is a 501(c)(3) community based organization. The Federation's programs include land retention, cooperative development, marketing, outreach, technical assistance, research, and training. They work primarily with the Socially Disadvantaged Farmers and Ranchers in the Black Belt Region (13 states in the southern region) of the United States. The Federation continues to assist APHIS in conducting regulatory reviews and outreach to socially disadvantaged farmers and ranchers. APHIS is also a sponsor of the Federation's Annual Conference in August.

Rural Coalition (\$90,000).

The Rural Coalition is an alliance of regionally and culturally diverse organizations working to build a more just and sustainable food system to: Bring fair returns to minority and other small farmers and rural communities; Ensure just and fair working conditions for farm workers; Protect the environment; and Deliver safe and health food to consumers. APHIS continues to enter into a cooperative agreement with the Coalition for assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review. The Rural Coalition will enter

into subcontracts with the National Latino Farmers and Ranchers and Trade Association and National Hmong American Farmers, Inc. to assist APHIS in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.

National Hmong American Farmers (NHAF), Inc. (\$75,000).

The National Hmong American Farmers, Inc. assists Hmong farmers with business and farming skills. NHAF's mission is to promote better health and economic welfare in the Hmong Community. NHAF delivers effective and culturally appropriate programs to meet the needs of the Hmong Community. NHAF also seeks to empower the Hmong to make systematic changes in their health and lives. In doing so, NHAF is committed to: Preserving health education, leadership training, and participation in events and issues, which affect the daily lives of community members; providing viable social and economic development programs that will help sustain the community and lead to self-sufficiency; and being recognized as a provider of effective changes. APHIS continues its partnership with the Hmong Farmers through the Rural Coalition to assist in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review. APHIS also sponsored Fall NHAF Meeting in Albemarle, NC in September. The outcome of the September meeting resulted in APHIS funding \$25,000 toward the production of a Hmong Radio Farm Broadcast.

National Latino Farmers and Ranchers Trade Association (NLFRTA) (\$45,000).

NLFRTAT engages and empowers Latino/Hispanic farmer advocacy groups throughout the United States and beyond to protect and promote sustainable farm policy issues for quality and safe food systems for the future. APHIS continues its partnership with the NLFRTA through the Rural Coalition to provide assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.

Common Good City Farm (\$5,000). Common Good City Farm is an urban farm and education center growing food with and for low-income residents in Washington, DC and providing educational opportunities for all people that help increase food security, improve health, and contribute to environmental sustainability.

Native American Wildlife Society Conference Sponsorship (\$5,000). The Native American Fish & Wildlife Society (NAFWS) is a national tribal organization established informally during the early 1980's. NAFWS was incorporated in 1983 to develop a national communications network for the exchange of information and management techniques related to self-determined tribal fish and wildlife management.

Navajo Technical College Vet Tech Program (\$123,000). This is a capacity building initiative. APHIS/USDA, other agencies and animal health organizations continue to need trained professionals and paraprofessionals to maintain healthy animals in order to aid in protecting the health, safety and welfare of humans. These specialists are being trained to assist veterinary, medical and epidemiologists in the surveillance, diagnoses and preventive medicine measures necessary to control such diseases. APHIS/VS and other agencies will gain trained specialists, skilled in disease recognition and control measures, to augment its current workforce.

National Goat Conference (\$5,000). The National Goat Conference is a collaborative effort of 1890 and 1862 land grants institutions. Producers, minority organization researchers, extension and teaching faculty are all beneficiaries of the conference. APHIS is a sponsor of this conference.

1890 Extension Administrators/Research Directors Conference Sponsorship (\$5,000). NIFA organizes a series of Small Farm Conferences to highlight successful programs that enhance income and improve the quality of life of small-scale farmers and ranchers. Beginning in 1996, a conference has been held every third year at a land-grant university in a different region of the country. APHIS is a sponsor of this conference.

Florida A&M University Outreach (\$50,000). Florida A&M University (FAMU) has a long and effective track record of coordination, collaboration and program implementation that supports underserved and limited resource and socially disadvantaged farmers and ranchers. FAMU's mission is to provide comprehensive support to limited and underserved clientele. APHIS will enter into a cooperative agreement with the Coalition for assistance in conducting outreach to small socially disadvantaged farmers and ranchers and regulatory review.

Council for Native American Farming and Ranching (\$17,500). The United States Department of Agriculture's Council for Native American Farming and Ranching (CNAFR) was created to advise the Secretary on ways to eliminate barriers to participation for Native American Farmers and Ranchers in USDA programs. The Council was established as part of the Keepseagle Settlement and is pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. The CNAFR is composed of representatives with specific knowledge of Native American farming and ranching. All 565 federally recognized Tribes (number at the time of the request) were notified of requests for nomination as published in the Federal Register, as were all known intertribal organizations, non-profits, and community based organizations.

Strategies for FY 2015

- Complete implementation of the new online survey and updated interview guide/process for all agency compliance reviews.
- Focus on-site compliance reviews on critical equal opportunity and civil rights issues in the workplace.
- Expand OCRDI participation in the hiring process by working closely with program areas and APHIS Human Resources to increase diversity in the applicant pool for positions.
- Expand briefings on civil rights and equal opportunity to reach larger numbers of APHIS employees.
- Utilize Special Emphasis Program Managers to discuss underrepresentation in program units with managers, prepare workforce profiles identifying barriers to employment and advancement for members of assigned special emphasis group.
- Expand outreach capacities by participating in additional tribally sponsored meetings, developing the Animal Care (AC) Tribal Specific fact sheet, providing additional information on the APHIS Tribal Website

and making sure tribes know APHIS has and where the website is located, also efforts to make the website the first stop within APHIS for tribal related information.

- Partner with other USDA agencies tribal liaisons from the northwest to assist in strengthening our program delivery activities.
- Provide additional training opportunities for both APHIS employees and the tribes. We plan to offer Series 1: Tribal Consultation Awareness Training, Series 2: Tribal Consultation Documentation Requirements for Program Managers, Series 3: APHIS Native American Working Group Membership Training (ANAWG) on their new roles and responsibilities and expanding the Series 5: External Partners Training to include more tribal representatives.
- Increase the opportunities for tribal youth to gain exposure to agriculture and natural resource related activities by increasing the number of Safeguarding Natural Heritage Summer Programs students.
- Work with several new tribal colleges and universities (TCU) to explore other ways to enhance partnerships. ONTL will work with (3) TCU's from the southwest to explore the possibility of creating a partnership that will allow their students opportunities to gain experience within APHIS as interns.

MD-462 Report Summary Analysis

During FY 2014, there was no significant change in the number of formal complaints filed against APHIS. A total of 107 formal complaints were filed in FY 2014 compared to 108 filed in FY 2013. There was a decrease in the number of pre-complaints filed in FY 2014 compared to FY 2013. The 66 pre-complaints filed in FY 2014 represent a 30% decrease compared to the 93 pre-complaints file in FY 2013. As a result of the EEO Counselors knowledge and the information or guidance given to APHIS employees, 28% of the pre-complaints were resolved at the earliest possible stage of the process with 3 negotiated settlements and 14 withdrawals by the complainant. There were a total of 41 employees who filed formal complaints in FY 2014. The top issues and basis are captured in the table below:

Top 4 Issues	# of Complaints	# of Complainants
Harassment (Non- Sexual)	76	30
Terms/Conditions of Employment	52	19
Assignment of Duties	40	13
Training	19	7
Top 4 Bases	# of Complaints	# of Complainants
Reprisal	79	28
Age	45	15
Disability (physical)	28	12
Sex (female)	25	10

In FY 2014, there was one Order Entering Judgment on June 3, 2014, by the Equal Employment Opportunity Commission (EEOC) recommending a Finding of Discrimination. The relief ordered in the Decision was timely implemented and in accordance with DR 4300-010. The complaint file was provided to the USDA Office of Human Resource Management (OHRM) for assessment and determination of appropriate corrective and/or disciplinary action.

APHIS works in conjunction with the USDA, Office of Human Resource Management (OHRM) when preparing written assessments, which identify substantial misconduct as well as remedial actions to ensure the behavior, is not repeated. Assessments are initiated immediately; however, recommendations and determinations of final disciplinary actions vary based upon the complexity of the individual case. The agency has responded timely to all inquiries and communication from OHRM regarding case assessments for disciplinary action(s).

In our continuing effort to eliminate discrimination through education, APHIS OCRDI continues to educate not only managers and supervisors, but all agency employees in Equal Employment Opportunity issues through substantive, informative articles published in its quarterly Civil Rights Communicator, as well as through its Administrator's Annual Civil Rights and Diversity Training. The training presented this fiscal year focused on "The EEO Interactive Process with Reasonable Accommodation" and "Managing Differences and Building an Inclusive Workplace".

APHIS plans to continue to develop and implement programs, strategies, and initiatives designed to close, settle, or mediate active complaints and proactive in preventing new complaints. Provide training and information resources to managers and supervisors in an effort to reduce EEO complaints. As well as utilizing various ADR techniques to resolve EEO complaints at the earliest possible stage.

EEOC FORM 715-01 PART F

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

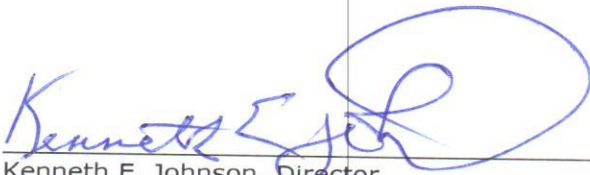
I, Kenneth E. Johnson, Equal Employment Manager, 0260-15 am the

Principal EEO Director for Animal and Plant Health Inspection Service, Office of Civil Rights Diversity and Inclusion

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

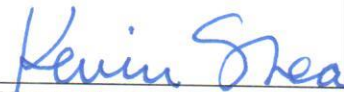
Work force profiles and barrier analyses focused on detecting the existence of management or personnel policies, procedures or practices that may be operating to the disadvantage of any group. EEO Plans to eliminate these barriers are also included in this report.

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



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

12/2/14
Date









Kevin Shea, Administrator
Signature of Agency Head

12/2/14
Date







EEOC FORM 715-01 PART G	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP
Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	The Agency Head was installed on June 14, 2013. The EEO policy statement was issued on July 26, 2013. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.	√		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	√		
	Are new employees provided a copy of the EEO policy statement during orientation?	√		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	√		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	√		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	√		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]	√		

 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		√		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		√		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		√		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		√		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		√		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		√		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		√		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		√		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		√		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		√		This is facilitated through the HR New Employee Orientation that is mandatory for all new employees. This is also reinforced through our zero tolerance of Harassment as noted in the agency Anti-Harassment Policy Statement which is available to all employees on the APHIS Civil Rights website. In addition, Departmental Regulation 4070-735-001, Employee Responsibilities and Conduct, is available to all employees on the USDA website.
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		√		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		√		







Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION
Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		√		
Are the duties and responsibilities of EEO officials clearly defined?		√		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		√		
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?			√	The agency does not have a 2 nd level EEO reporting component.
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?			√	The agency does not have a 2 nd level EEO reporting component.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		√		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		√		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		√		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		√		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		√		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		√		
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the
		Yes	No	
 Measures				

				agency's status report
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		√		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		√		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		√		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		√		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		√		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		√		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		√		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		√		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		√		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		√		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		√		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		√		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		√		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		√		
Is there sufficient funding to ensure that all employees have access to this training and information?		√		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		√		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		√		
to provide religious accommodations?		√		



to provide disability accommodations in accordance with the agency's written procedures?	√		
in the EEO discrimination complaint process?	√		
to participate in ADR?	√		



Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		√		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		√		
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		√		
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		√		
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		√		
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		√		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		√		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		√		


If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.			
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	√		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	√		






Essential Element D: PROACTIVE PREVENTION
Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.





 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		√		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		√		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		√		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		√		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		√		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		√		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		√		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		√		



 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are all employees encouraged to use ADR?		√		
Is the participation of supervisors and managers in the ADR process required?		√		







Essential Element E: EFFICIENCY
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met	For all unmet measures, provide a brief explanation in

 Measures		Yes	No	the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	√		
	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	√		
	Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	√		
	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?	√		
	Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?	√		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	√		
	Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	√		
	Does the agency hold contractors accountable for delay in counseling and investigation processing times?	√		
If yes, briefly describe how: If the terms and conditions of the Statement of Work are not adhered to by the contractor, on a continuous bases, the agency will cease to use the services of that Contractor, and in some cases payment for an investigation may be adjusted. All contract investigators and counselors are selected from the GSA schedule which provides that all contractors conform to the standards set by the EEOC in accordance with 29CFR Part 1614 and EEOC Management Directive -110.				
	Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	√		
	Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?	√		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?	√		
	Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?	√		

Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		√		
Does the agency complete the investigations within the applicable prescribed time frame?		√		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			√	Final agency decisions are not within the Mission Areas of APHIS - (agency level.) Final Agency decisions are handled at the Department- OASCR writes final agency decisions for all of the agencies in the USDA.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		√		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		√		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		√		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		√		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		√		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		√		
Does the responsible management official directly involved in the dispute have settlement authority?		√		
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		√		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		√		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		√		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		√		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		√		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in		√		

accordance with MD-715 standards?				
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		√		
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		√		
Does the agency discrimination complaint process ensure a neutral adjudication function?		√		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		√		

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		√		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		√		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		√		
Are procedures in place to promptly process other forms of ordered relief?		√		
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		√		
If so, please identify the employees by title in the comments section, and state how performance is measured.		Civil Rights Director, Human Resource Director, Managers, Supervisors, EEO Specialist		

Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	√		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
Have the involved employees received any formal training in EEO compliance?	√		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	√		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	√		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	√		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	√		
Compensatory Damages: The final agency decision and evidence of payment, if made?	√		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	√		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	√		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	√		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	√		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	√		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	√		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	√		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	√		

EEOC FORM 715 – 01

EEO Program Status Report

PART H and

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

EEOC FORM 715-01 PART H

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

FY 2013 (continue for FY 2014)																									
USDA Animal and Plant Health Inspection Service																									
<p>Statement of Model Program Essential Element Deficiency:</p> <p>Objective:</p>	<p>The following groups are underrepresented: African American males and females, Hispanic females, white females and American Indian/Alaska Native females.</p> <p>Increase representation of the underrepresented groups (FY 2014 update below) and develop strategies to retain employees who are in the underrepresented groups.</p> <table border="1"> <thead> <tr> <th>FY 2014 Underrepresented Groups</th> <th>Total workforce Representation (%)</th> <th>CLF Representation (%)</th> <th>Underrepresentation (as compared to CLF) Difference</th> </tr> </thead> <tbody> <tr> <td>Hispanic females (HF)</td> <td align="center">3.59</td> <td align="center">4.79</td> <td align="center">-1.2</td> </tr> <tr> <td>White females (WF)</td> <td align="center">27.16</td> <td align="center">34.03</td> <td align="center">-6.87</td> </tr> <tr> <td>Black males (BM)</td> <td align="center">3.28</td> <td align="center">5.49</td> <td align="center">-2.21</td> </tr> <tr> <td>Black females (BF)</td> <td align="center">5.17</td> <td align="center">6.53</td> <td align="center">-1.36</td> </tr> <tr> <td>American Indian/Alaska Native females (AIAN)</td> <td align="center">0.50</td> <td align="center">0.53</td> <td align="center">-0.03</td> </tr> </tbody> </table>	FY 2014 Underrepresented Groups	Total workforce Representation (%)	CLF Representation (%)	Underrepresentation (as compared to CLF) Difference	Hispanic females (HF)	3.59	4.79	-1.2	White females (WF)	27.16	34.03	-6.87	Black males (BM)	3.28	5.49	-2.21	Black females (BF)	5.17	6.53	-1.36	American Indian/Alaska Native females (AIAN)	0.50	0.53	-0.03
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Responsible Official(s):	Director, OCRDI Director, Human Resources Managers and Supervisors																								
Date Objective Initiated:	November 1, 2011																								
Target Date for Completion of Objective:	September 30, 2014																								
Planned Activities Toward Completion of Objective:	<p>Promote and encourage the use of career development programs.</p> <p>Provide training for hiring and selecting officials regarding hiring authorities, recruitment and the new federal hiring reform process.</p> <p>Implement hiring reform with mechanisms to track improvements in the hiring process, including self-audits of the programs plan.</p> <p>Provide updates on recruitment activities and workshops, and collaborate on cost-saving events. Meetings will be held on a quarterly or more often, if needed.</p>																								

<p>Target Date(s):</p>	<p>September 30, 2015</p>
<p>Accomplishment of Objectives:</p>	<p>The HR Recruitment Specialist assists with the development of a comprehensive recruitment calendar for the Fiscal Year. Each event targets various targeted groups to address workforce deficiencies for underrepresented groups for identified positions.</p> <p>The HR recruitment specialist meets with the Office Civil Rights, Diversity and Inclusion and HR Operations each month to discuss upcoming and previously attended outreach and recruitment events and provide updates and summaries of the events. The recruitment specialist facilitates special workshops such as the Workforce Recruitment Program.</p> <p>The Recruitment Specialist also collaborates with the Office of Human Resources Management to develop a comprehensive list of events for each Agency to either participate in or sponsor with either low or no-cost registration. This information is shared through OHRM Recruitment office. The HR Recruitment Specialist meets on an as needs basis to solicit volunteers to staff booths, sponsor a particular recruitment events or provide materials for distribution from Agency programs for those who cannot attend. The HR Recruitment specialist also requests planned activities from Agency programs to determine if the event will be attended by other Agency programs and if they seek participation from outside of their programs. This measure is cost effective because it allows other programs within APHIS to solicit information about their respective program. Information that was distributed included job opportunities, current openings, and program specific activities.</p>
<p>Results:</p>	<p>Improved collaboration between HR Recruitment and hiring officials to ensure information is effectively disseminated during recruitment events. Managers are also aware of the various hiring authorities and are able to have a subject matter expert available during recruitment efforts.</p> <p>Note: During the summer of FY 2014, the HR Recruitment Specialist position became vacant. HR staff are filling in until a new HR Recruitment Specialist can be hired.</p>

FY 2013 (Continued for FY 2014)**USDA Animal and Plant Health Inspection Service**

<p>Statement of Model Program Essential Element Deficiency:</p> <p>Objective:</p> <p>Responsible Official(s):</p> <p>Date Objective Initiated:</p> <p>Target Date for Completion of Objective:</p>	<p>The Agency is collecting race and gender information via the application process, but disability information is not being collected. Collecting disability information will allow the Agency to efficiency track applications received from persons with targeted disabilities. The Agency is also looking at ways to collect information at recruitment fairs. Develop and implement an adequate system that permits the tracking of recruitment efforts, including applications from persons with targeted disabilities.</p> <p>Director, OCRDI Director, Human Resources</p> <p>November 1, 2011</p> <p>September 30, 2015</p>
<p>Planned Activities Toward Completion of Objective:</p> <p>Target Date(s):</p>	<p>Human Resources with work with the Department to select the best tracking system to retrieve data during recruitment and outreach events for persons with targeted disabilities.</p> <p>Human Resources will examine different systems to determine which is the best option to ensure that disability information is collected.</p> <p>Implement a system in FY 2015.</p> <p>September 30, 2015</p>
<p>Accomplishment of Objectives:</p>	<p>Background: HR received approval from the Department to begin tracking race, sex, and national origin (RSNO) data for applicants in November, 2009. This capability was implemented on February 26, 2010. The Monster Hiring Management system could track RSNO data only; targeted disabilities data for applicants were not captured pursuant to a Departmental decision. Requests for RSNO were included as part of the Monster Hiring Management profile completed by each applicant. Responding to these questions were optional and at the discretion of the applicant.</p> <p>eRecruit relies on the RSNO data that is completed as part of the USAJOBS profile. Providing race and sex information is optional and at the discretion of the applicant. The applicant may choose to transfer their RSNO information along with any documentation stored on USAJOBS when they began the application process. Monster Hiring Management never collected disability information while we were using the system.</p>

	<p>In February 2014, a new OMB form was approved for the collection of applicant disability information. USAJOBS began collecting this disability information FY 2014 this past summer. The information now transfers to the eRecruit system when an individual applies. However, the disability information that is now collected on USAJOBS and flows to our back-end Staffing system does not match the disability fields for the MD-715. The system vendor as well as the USDA Department has reached out to OPM and EEOC on the discrepancies, but are awaiting a response.</p>
<p>Results:</p>	<p>Applicant flow data (race and sex only) for the FY14 MD-715 was pulled from the Monster Hiring Management staffing system. We begin transitioning to our new Staffing system, eRecruit, at the end of FY14 and have now fully implemented. All applicant flow data for FY15 will be pulled from eRecruit.</p>

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Animal and Plant Health Inspection Service		FY 2014
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Agency workforce is underrepresented in the following groups: African American Males and Females, Hispanic females, White females, American Indian/Alaska Native Females.	
OBJECTIVE:	Increase representation of underrepresented groups and develop strategies to retain employees in previously underrepresented groups.	
RESPONSIBLE OFFICIAL:	Director, OCRDI Director, Human Resources Managers and Supervisors	
DATE OBJECTIVE INITIATED:	December 1, 2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
	Identify and partner with professional organizations, colleges and universities that are in high concentration of these underrepresented groups.	
	Continue to partner with USDA Initiatives and liaisons such as HACU, 1890 Scholars Program, Thurgood Marshall College Fund, etc. to attract, recruit and retain these groups.	
	Consult with HR personnel and hiring officials to align job opportunities with recruitment and outreach events, and examine and promote special hiring authorities for specific job opportunities.	
	Partner with organizations such as The Diversity Campus that assists with identifying and recruiting from 117 African American Colleges and Universities, top 25 Hispanic Serving Institutions, 24 Asian American Universities with a population of 20-30%, 19 Native American Colleges and Universities, and the top 12 Women's Colleges.	
	Formulate a FY-Recruitment Plan that will include goals and objectives of utilizing social networking to identify groups and Transition Assistance Program with military installations.	
	Attend at least two recruitment and outreach events per underrepresented group and partner with collateral duty recruiters to expand our recruitment and outreach efforts.	
	The APHIS Recruitment Advisory Board will re-start its quarterly meetings and will	

	<p>consist of a representative from each APHIS program to share information on what activities and events they plan to attend and how we can partner with each other to share cost.</p>
	<p>HR Operations will partner with managers in providing guidance on the development and retention of employees through skills development programs, mentoring opportunities, cross training, and details to develop future management skills for future positions and promotions.</p>

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- ***APHIS participated and partnered in the League of United Latin American Citizens (LULAC). This event was a USDA sponsored conference where APHIS representative was able to conduct a workshop on employment opportunities such as students, various, scholarships, career employment. This event was attended by various USDA representatives and APHIS representatives as well in the field office. Included in this conference was a day job affair that was attended by HR Recruitment Specialist.***
- ***HR Recruitment Specialist made initial contact with the all the 1890 Land Grant Institutions requesting information and dates on various events, career fairs, workshops, that the institution will facilitate. Also, information was sent to school on estimated timelines for APHIS Summer Internship positions for the summer of 2014.***
- ***Recruitment Advisory board has been re-established. Goals of this group includes collaborating and sharing best practices on current recruitment and outreach activities, create and maintain an extensive contact database for colleges, universities, and professional organizations, develop a strong rapport with USDA special emphasis groups such as HACU, 1890, 1892, 1994 serving institutions, develop a strong rapport with targeted groups such as veterans, persons with disabilities, and other underrepresented groups, share upcoming FY-14 Recruitment calendar of events and collaborate and develop cost-savings measures on events, partner more with HR Operations, Civil Rights and programs to determine program hiring needs and align opportunities with planned activities.***
- ***The Selective Placement Program Coordinator (SPPC) participates in conference and consultation calls with APHIS management and program officials to educate stakeholders regarding: weekly strategic outreach efforts, effective recruitment and hiring resources for individuals with disabilities (IWD); Schedule A hiring authority/certification letter; retention of employees with disabilities through reassignments as an accommodation of last resort (RALR); reassignments under the ADA; reasonable accommodations for job applicants and employees; EEOC guidance; conduct job searches for vacant, funded and qualifying positions for employees under RALR; participates in monthly Departmental disability employment conference calls***
- ***The SPPC continues to work with Agency Reasonable Accommodations staff to support APHIS employees in need of reassignments as a reasonable accommodation.***
- ***The SPPC disseminates monthly metrics and milestone reports to APHIS management officials to gauge Agency progress and for barrier analysis***
- ***The SPPC is responsible for stakeholder education consultations with prospective job applicants; job candidates; and employees regarding lawful disability disclosure***
- ***The SPPC establishes cross-functional collaborative relationships with Departmental Disability Team, State***

Vocational Rehabilitation Agencies (SVRAs), Veterans organizations/constituent groups, groups serving IWD to contribute to diversity goals of the Agency

- *The SPPC focuses on developing relationship with minority serving institutions to expand and diversify talent for recruitment efforts*
- *The SPPC disseminates job opportunity announcements to organizations and groups serving individuals with disabilities*
- *The SPPC disseminates monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program.*
- *SPPC monitors the hiring and retention patterns of IWD in APHIS for the purpose of gap/trend analyses*
- *The SPPC utilizes the OPM Shared list of Individuals with Disabilities, veteran-serving organizations, and SVRAs to locate individuals with Targeted Disabilities*
- *The SPPC participates during recruitment consultations given by HR Staffing Specialists. Consultations include descriptions how Schedule A and Veteran hiring authorities work within advertised USAJOBS vacancy announcements, and how to conduct targeted recruitment.*
- *The SPPC regularly disseminates noncompetitive notifications of vacant, funded positions are disseminated exclusively to veterans and individuals with disabilities in an effort to increase veteran/IWD hiring.*
- *The SPPC regularly disseminates Job Accommodation Network (JAN), Animal & Plant Health Inspection Service (APHIS), Employer Assistance and Resource Network (EARN), and Equal Employment Opportunity Commission (EEOC) training webinars to APHIS stakeholders to close knowledge gaps and to promote disability hiring.*
- *APHIS Federal Women's Program host a six part webinars series -- Emerging Women Leader's -- to provide leadership training to APHIS employees. More than 120 employees signed up for each of the sessions.*

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Animal and Plant Health Inspection Service		FY 2014
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is no system to sufficiently track recruitment efforts or applications received from Persons with Targeted Disabilities.	
OBJECTIVE:	Develop and implement an adequate system that permits the tracking of recruitment efforts, including applications from persons with targeted disabilities.	
RESPONSIBLE OFFICIAL:	Director, OCRDI Director, Human Resources	
DATE OBJECTIVE INITIATED:	December 1, 2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
	Collaborate with the Department in moving forward with the One USDA initiative which includes the transition of all USDA agencies to one automated Staffing system.	
	Collaborate with USAJOBS which currently collects applicant RNO data and explore the possible collection of applicant disability information. The USAJOBS team indicated they are currently reviewing this enhancement with OPM's Policy office to determine how it can be implemented.	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p><i>Modification to objective: In February 2014, a new OMB form was approved for the collection of applicant disability information. USAJOBS began collecting this disability information FY 2014 this past summer. The information now transfers to the eRecruit system when an individual applies. However, the disability information that is now collected on USAJOBS and flows to the back-end Staffing system does not match the disability fields for the MD-715. The system vendor as well as the USDA Department are reaching out to OPM and EEOC to help correct the discrepancies, but are awaiting a response.</i></p> <ul style="list-style-type: none"> • The Selective Placement Program Coordinator (SPPC) participates in conference and consultation calls with APHIS management and program officials to educate stakeholders regarding: weekly strategic outreach efforts, effective recruitment and hiring resources for individuals with disabilities (IWD); Schedule A hiring authority/certification letter; retention of employees with disabilities through reassignments as an accommodation of last resort (RALR); reassignments under the ADA; reasonable accommodations for job applicants and employees; EEOC guidance; conduct job searches for vacant, funded and qualifying positions for employees under RALR; participates in monthly Departmental disability employment conference calls 		

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

EEOC FORM 715 – 01

EEO Program Status Report

PART I

EEO Plan to Eliminate Identified Barriers and FY 2014 List of Accomplishments

EEO Plan To Eliminate Identified Barrier

FY 2014
 USDA, Animal and Plant Health Inspection Service

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

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

A review of the workforce statistics shows APHIS' total workforce at the end of FY 2014 was 8,013. Of this number 86 or 1.07% were persons with a Targeted Disability. APHIS does not meet the Federal Initiative goal of employing 4% of employees with a Targeted Disability. APHIS continues its commitment to hiring persons with Targeted Disabilities by continuing its hiring goal to increase the number of employees with a TD by 10 employees each year for the period of *FY 2014 – FY 2016*.

FY 2014 Employees with Targeted Disabilities 86 or 1.07%	3-Year Hiring Goal	Fiscal Year Increase
Fiscal Year 2014	96	+ 10
Fiscal Year 2015	106	+ 10
Fiscal Year 2016	116	+ 10

In Fiscal Year 2014, APHIS' separation rate for persons with a TD is 1.13% which is less than the APHIS overall separation rate of 5.42%.

In FY 2014, there were 86 APHIS employees with a TD. Of the 86 employees 75 or 87% were permanent employees; and 11 or 13% were temporary employees. The majority of permanent employees with a TD work for the Plant Protection and Quarantine (PPQ) program (29 or 34%), followed by 21 or 24% in the Veterinary Services program. Of the employees with a TD most are concentrated in Grades GS-5 through GS-8 (27 or 31%), followed by GS-9 through GS-12 (25 or 30%). The majority of the employees with a TD are in the GS pay plan, however, APHIS does employ 3 persons in the Wage Grade pay plan with targeted disabilities.

BARRIER ANALYSIS:

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

In FY 2014, the APHIS total permanent workforce decreased by -7 employees, reflecting a net change of -0.09%. During FY 2014, APHIS employed 86 persons with a TD, which was a decrease of -2 from FY 2013.

The FY 2014 analysis is based on 2010 CLF and APHIS is underrepresented in Hispanic females, White females, Black males and females, and American Indian/Alaska Native.

Hispanic Employees

Total employment for Hispanics in FY 2014 is 824 or 10.2 % of the total APHIS employment. Of the total employees with a TD, 13 are Hispanic, including 8 (6.15%) males and 5 (3.85%) females. There are 80 Hispanic employees with a Reported Disability, including 51 (6.38%) males and 29 (3.63%) females. Hispanic females are under -represented by (-1.2%) as compared to the CLF. There is no underrepresentation among Hispanic males.

African American Employees

Total employment for African Americans in FY 2014 is 677 or 8.4% of the total APHIS employment. Of the total employees with a TD, 5 are African American females. There are no African American males with a Targeted Disability. There are 62 African American employees with a Reported Disability, including 25 (0.4%) males and 37 (0.6%) females. African American females are underrepresented by -1.36% and African American Men by -2.21% as compared to the CLF.

Asian Employees

Total employment for Asians in FY 2014 is 476 or 5.9% of the total APHIS employment. Of the total employees with a TD, 2 are Asian males. There are no Asian females with a Targeted Disability. There are 32 Asian employees with a Reported Disability, including 20 (0.6%) males and 12 (0.4%) females. There is no underrepresentation among Asian males or females when compared to the CLF.

	<p><u>American Indian/Alaskan Native (AI/AN) Employees</u> Total employment for AI/AN in FY 2014 is 103 or 1.3% of the total APHIS employment. Of the total employees with a TD, 1 is female. There are no AI/AN males with a Targeted Disability. There are 12 AI/AN with a Reported Disability, including 7 (5.8%) males and 5 (4.2%) females. American Indians/Alaska Natives females are underrepresented by -.03% when compared to the CLF. There is no underrepresentation among American Indian/Alaska Native males.</p> <p><u>Native Hawaiian or Other Pacific Islander (NHOPI) Employees</u> Total employment for NHOPI in FY 2014 is 99 or 1.2%. Of that total there are no NHOPI employees with a Targeted or Reported Disability. There are 11 NHOPI employees with a Reported Disability, including 7 (6.4%) males and 4 (3.6%) females. There is no underrepresentation among NHOPI males or females when compared to the CLF.</p> <p><u>White Employees</u> Total employment for White males and females in FY 2014 is 5,726 or 71% of the total APHIS employment. Of the total employees with a TD, 63 are White, including 30 (47.6%) are males and 33 (52.4%) are females. There are 592 White employees with a Reported Disability, including 361 (6.1%) males and 231 (3.9%) females. White females are underrepresented by (-6.9%) as compared to the CLF. There is no underrepresentation among White males.</p> <p><u>Two or More Races</u> Total employment for Two or More Races in FY 2014 is 111 or 1.4% of the total APHIS employment. Of that total with a TD, 4 represent Two or More Races, including 3 (0.75%) males and 1 (0.25%) female. There are 28 Two or More Races employees with a Reported Disability, including 16 (5.7%) males and 12 (4.3%) females. There is no underrepresentation among Two or More Races.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Improve the Agency’s Recruitment and Retention Strategies for persons with targeted disabilities.</p> <p>Improve the Agency’s Recruitment and Retention Strategies for underrepresented groups.</p>
<p>OBJECTIVE:</p> <p>To attract highly qualified candidates to meet staffing needs. HR and OCRDI will continue to target and identify disabled employees through special recruitment efforts, and will collaborate and devise plans to correct overall underrepresentation.</p>	<p>Assist APHIS HR and hiring officials in meeting the established APHIS 3-year hiring goal of increasing the number of persons with targeted disabilities by a total of 30 employees for the next 3 years (FY 2012 – FY 2014).</p> <p>Promote and support Persons with Targeted Disabilities recruitment and hiring.</p> <p>Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.</p> <p>Increase disability employment program managers’ communication with managers and supervisors through the use of conference calls, newsletters and email.</p> <p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <p>Assist APHIS HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified</p>

	<p>individuals with TD for employment with APHIS.</p> <p>Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.</p> <p>Establish recruitment objectives and maintain goals for hiring underrepresented groups.</p> <p>In conjunction with HR, Provide Technical Assistance (TA) visits with a specific emphasis of correcting underrepresentation.</p> <p>Use EEO data to identify strengths and weaknesses, with recommendations, for hiring and retention initiatives.</p>
RESPONSIBLE OFFICIAL:	APHIS Administrator
DATE OBJECTIVE INITIATED:	December 15, 2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier FY-2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Assist APHIS HR and hiring officials in meeting the established APHIS 3-year hiring goal of increasing the number of persons with targeted disabilities by a total of 30 employees for the next 3 years (FY 2012 – FY 2014).		9/30/2014
Promote and encourage the use of career development programs for persons with TD.		9/30/2014
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.		9/30/2014
Monitor APHIS' 3-year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.		9/30/2014
Assist APHIS HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS.		9/30/2014
Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.		9/30/2014
Increase disability employment program managers' communication with managers and supervisors through the use of conference calls, newsletters and email.		9/30/2014
Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.		9/30/2014
Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due to the lack of resources or knowledge.		9/30/2014
In conjunction with HR, Provide Technical Assistance (TA) visits with a specific emphasis of correcting underrepresentation.		9/30/2014
Establish recruitment objectives and maintain goals for hiring underrepresented groups.		9/30/2014

Use EEO data to identify strengths and weaknesses, with recommendations, for hiring and retention initiatives.	9/30/2014
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
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<p style="text-align: center;">Part I</p> <p style="text-align: center;">Report of Accomplishments for</p> <p style="text-align: center;">EEO Plan To Eliminate Identified Barrier</p> <p style="text-align: center;">FY 2014 - USDA, Animal and Plant Health Inspection Service</p>	<p style="text-align: center;">TARGET DATE (Must be specific)</p>
<p>Monitor APHIS' 3-year hiring goal of increasing the number of persons with targeted disabilities by 10 employees each year.</p> <ul style="list-style-type: none"> <i>The monitoring of APHIS' 3-year hiring goal is an ongoing collaboration between Civil Rights and HR. During FY 2014, there were two new hires for Persons with Targeted Disabilities.</i> 	<p>9/30/2014</p>
<p>Implement hiring reform with mechanisms to track improvements in the hiring process and use of hiring flexibilities.</p> <ul style="list-style-type: none"> <i>APHIS encourages the use of Position Management and Workforce/Succession Planning Checklist by all hiring managers outlined in DR 4020-250-002, ensures alternative avenues are used to attract a diverse candidate pool including veterans, students, Hispanics and other under-represented groups. APHIS efforts resulted in 270 of 818 hires being minority (33%).</i> 	<p>9/30/2014</p>
<p>Focus recruitment activities based upon the responses to and results of mission critical reports and mandates.</p> <ul style="list-style-type: none"> <i>The HR operations division has identified several outreach and recruitment events that target underrepresented groups. The Agency has committed to participate in at least two events for the fiscal year.</i> 	<p>9/30/2014</p>

<ul style="list-style-type: none"> • HRD administers the APHIS/ Target Center/Ticket-to-Work program to reduce the number of individuals dependent upon Social Security Administration (SSA) disability benefits by providing meaningful employment opportunities within the Agency. HRD has increased the number of participating employment networks beyond the D.C. commuting area to include the states of Arkansas, California, Oregon, Texas, Missouri, Oklahoma, and Minnesota in order to meet the strategic hiring goals of the Agency's non-regional offices. 	
<p>Increase Disability Employment Program Managers' communication with managers and supervisors through the use of conference calls, newsletters, and email.</p> <ul style="list-style-type: none"> • HRD participated in various conference and consultation calls and emails to present model recruitment strategies and reasonable accommodations solutions, including (including reassignments as a reasonable accommodation) to supervisors and managers: OPM Shared List of Individuals with disabilities, Workforce Recruitment Program (WRP), specific to increasing the employment levels of individuals with disabilities. HRD Office of Recruitment identified several outreach and recruitment events that target underrepresented groups. The Agency committed to participate in at least two events for the fiscal year. • Selective Placement Program Coordinator (SPPC) disseminated monthly stakeholder education emails to agency-level managers and supervisors to promote APHIS' affirmative disability employment program. 	9/30/2014
<p>Assist hiring officials in taking a proactive approach to targeted recruitment strategies when filling positions.</p> <ul style="list-style-type: none"> • The Department completed an agreement with VA Vocational Rehabilitation and has set a goal for 1000 VR&E Interns across USDA. Hiring officials within APHIS are currently being trained on the use of VA Vocational Rehabilitation's Non-Paid Experience (NPWE). The Department is currently working on an agreement with the Wounded Warrior Project's Operation Warfighter. These are ways to continue targeting Disabled Veterans and Individuals with Targeted Disabilities for future potential employment in light of the current hiring restraints. • The Marketing and Regulatory Programs (MRP) Veterans' Employment Emphasis Coordinator (VEEC) additional duty position was reorganized to partner with the VEPMs, the Civil Rights staff, managers, and HR officials as well as other internal and external customers. The role of the VEEC is to facilitate the consideration and hiring of Veterans to meet MRP's goals in accordance with Executive Order 13518 and other Agency-specific goals. 	9/30/2014

<p>Provide managers and supervisors with practical working information and step-by-step details to utilize the Schedule A Hiring Authority.</p> <ul style="list-style-type: none"> • <i>The Agency currently offers an AgLearn course on special hiring authorities, and the Department Veterans Employment Coordinator released a training module on Veterans Special Hiring Authorities including Schedule A Hiring. This information is available to all managers, supervisors and hiring officials.</i> • <i>HRD consults monthly via email, telephone consultations, and teleconferences with managers and supervisors on the ABCs of the Schedule A hiring authority, including related information on the USDA, Target Center, CAP, JAN webinars, interpreting services, the ADA, and other disability-related laws and regulations.</i> 	<p>9/30/2014</p>
<p>Monitoring of the hiring and retention patterns of APHIS headquarter and field locations to determine progress in hiring and retention goals for the Agency by analyzing EEO workforce data to identify strengths and weaknesses with recommendations for full employment and retention of persons with TD.</p> <ul style="list-style-type: none"> • <i>The Agency DEPMs and VEPMs continue to monitor the hiring and retention patterns in APHIS headquarter and field locations to determine hiring and retention goals, trends, and potential barriers and provide this information to program hiring officials.</i> 	<p>9/30/2014</p>
<p>Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.</p> <ul style="list-style-type: none"> • <i>All requests for reasonable accommodations are forwarded to the agency reasonable accommodations coordinator for review and processing in accordance with applicable laws and departmental regulations.</i> • <i>The Reasonable Accommodation Staff and the Target Center work together to coordinate accommodations solutions.</i> • <i>The MRP RA policy is administered as appropriate to process requests for reassignments as a reasonable accommodation.</i> • <i>During FY 2014, the Reasonable Accommodation program opened 149 cases. Of that number 118 (79%) were closed within the fiscal year.</i> • <i>Reasonable Accommodation Staff has developed and provided webinar and VTC training on the topics of 1) Medical Confidentiality, and 2) Hidden Disabilities</i> • <i>Reasonable Accommodation Staff is collaborating with ITD to obtain the support needed</i> 	<p>9/30/2014</p>

<p><i>for the assistive technology and assistive software used as reasonable accommodations.</i></p>	
<p>Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.</p> <ul style="list-style-type: none"> • <i>Staffing Representatives, Recruiters, DEPMs and VEPMs continue to promote the use of Schedule A, Excepted Service hiring authorities to directly hire qualified applicants with targeted disabilities.</i> 	<p>9/30/2014</p>
<p>Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.</p> <ul style="list-style-type: none"> • <i>The VEPMs have aggressively promoted the use of Colleges and Universities to target Disabled Veterans and Veterans for summer and permanent appointments.</i> 	<p>9/30/2014</p>

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
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PART I Department or Agency Information	1. Agency	1. Animal and Plant Health Inspection Service
	1.a. 2 nd Level Component	1.a. Office of the Administrator
	1.b. 3 rd Level or lower	1.b. Civil Rights, Diversity, and Inclusion

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	8,020	100.00%	8,013	100.00%	-7	-0.09%
	Reportable Disability	687	8.6%	728	9.1%	+41	+5.97%
	Targeted Disability*	88	1.10%	86	1.07%	-2	-2.27%
<p>* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).</p>							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						<i>There is no system for tracking applications from Persons with Targeted Disabilities.</i>	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						4	

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions									
4. Non-Competitive Promotions	250	23	9.2%	4	1.6%	10	4.0%	217	87.0%
5. Employee Career Development Programs									
5.a. Grades 5 - 12									
5.b. Grades 13 - 14									
5.c. Grade 15/SES									
6. Employee Recognition and									

Awards									
6.a. Time-Off Awards (Total hrs awarded)	8,532	1,134	13.3%	98	1.1%	222	2.6%	7,176	84.1%
6.b. Cash Awards (total \$\$\$ awarded)	\$3,521,684	\$326,880	9.3%	\$45,223	1.3%	\$62,783	1.8%	\$3,132,021	89.0%
6.c. Quality-Step Increase	96	11	11.5%	4	4.2%	0	0%	85	88.6%

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

<p style="text-align: center;">Part J</p> <p style="text-align: center;">FY-2013 Planned Strategies and Activities Toward Recruitment of Persons with Targeted Disabilities:</p> <p style="text-align: center;">USDA, Animal and Plant Health Inspection Service</p>	<p style="text-align: center;">TARGET DATE (Must be Specific)</p>
<p>Provide agency sponsored programs designed to educate managers, supervisors and human resources managers on ways to use the Schedule A hiring authority to recruit and hire talented individuals with disabilities.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Make reasonable accommodations and Work Life Wellness (WLW) information available to disabled veteran applicants during the recruitment process. Through WLW, veterans have access to WorkLife4You, an agency-paid benefit which offers counseling.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Provide information and referrals to assist military families facing military deployment or those eagerly awaiting the return of family members. The WLW committees will continue to provide presentations by veterans and military personnel to help educate non-veterans on the needs of veterans returning to the civilian workplace.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission area's outreach/recruitment efforts.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Provide recruiters with proper training and the necessary tools to achieve recruitment goals and function effectively at career fairs and annual conferences aimed specifically at hiring disabled veterans, in the agency's cultural transformation efforts.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Utilize the special hiring authorities, job development, and mentoring programs for veterans.</p>	<p style="text-align: center;">9/30/2014</p>
<p>Continue ongoing education and information campaigns to publicize the two special appointment authorities that apply to veterans (Veterans Recruitment Appointment and noncompetitive or direct appointment of a 30% or more disabled veteran).</p>	<p style="text-align: center;">9/30/2014</p>
<p>Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.</p>	<p style="text-align: center;">9/30/2014</p>

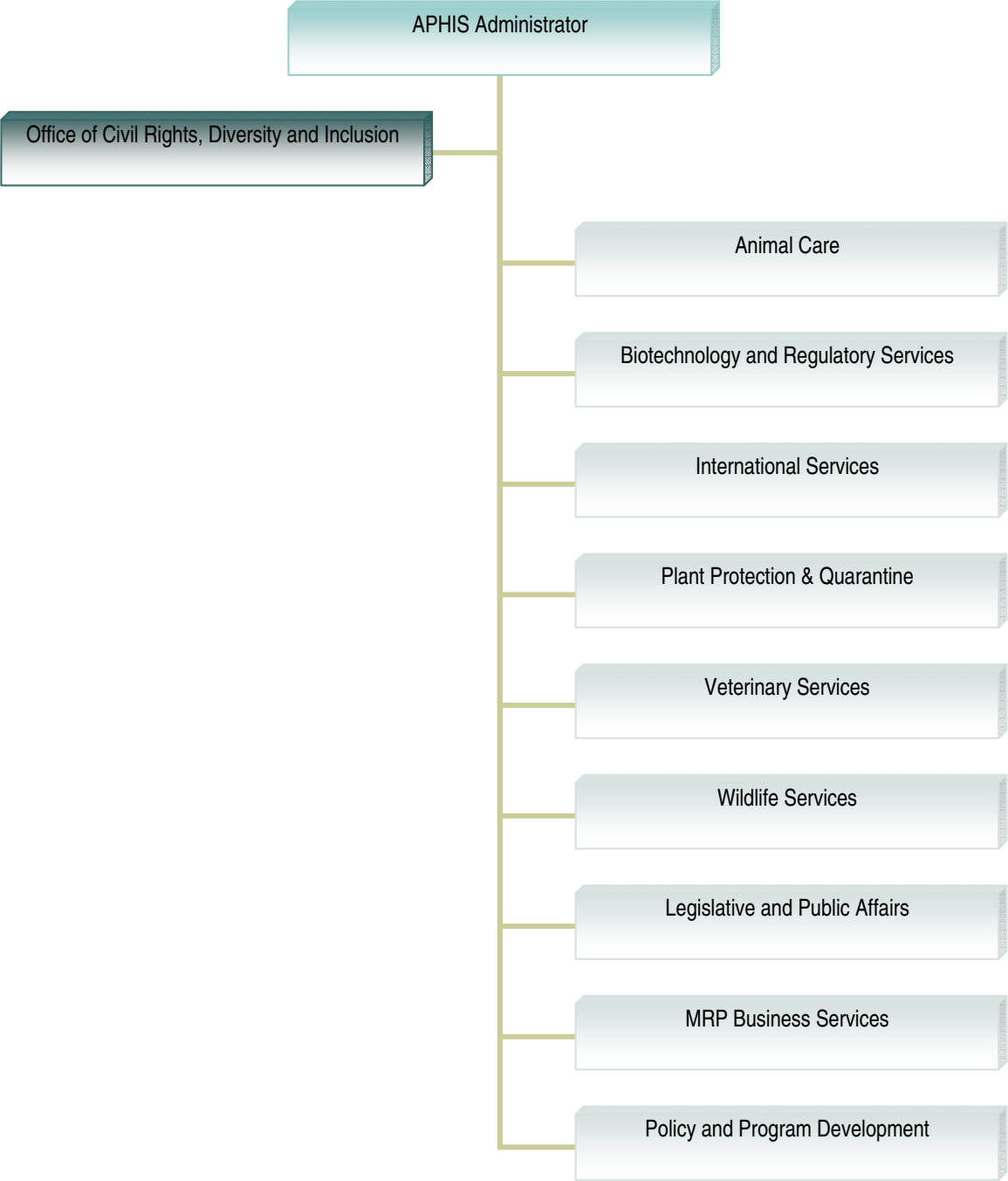
<p style="text-align: center;">Part J For FY-2015 Planned Strategies and Activities USDA, Animal and Plant Health Inspection Service</p>	<p style="text-align: center;">TARGET DATE (Must be Specific)</p>
Partner with NISH Affiliated Community Rehabilitation Programs to provide a more grassroots approach to the mission area's outreach/recruitment efforts.	9/30/2015
Communicate recruitment strategies to managers, supervisors and Equal Employment Opportunity, collateral duty officials.	9/30/2015
Provide recruiters with proper training and the necessary tools to achieve recruitment goals and function effectively at career fairs and annual conferences aimed specifically at hiring disabled veterans, in the agency's cultural transformation efforts.	9/30/2015
Provide agency sponsored programs designed to educate managers, supervisors and human resources managers on ways to use the Schedule A hiring authority to recruit and hire talented individuals with disabilities. Work with APHIS hiring officials to first consider applicants under the special hiring authorities. This means considering qualified persons with disabilities and veterans in filling critical vacancies. APHIS has established a new form for new hires which requests the official to document which special hiring options have been considered.	9/30/2015
Utilize the special hiring authorities, job development, and mentoring programs for veterans.	9/30/2015
Continue ongoing education and information campaigns to publicize the two special appointment authorities that apply to veterans (Veterans Recruitment Appointment and noncompetitive or direct appointment of a 30% or more disabled veteran).	9/30/2015
Maintenance of the Veterans Emphasis Programs which are designed to promote employment, advancement, development, and retention of veterans.	9/30/2015
Maintenance of the Disability Employment Programs which are designed to promote employment, advancement, development and retention of the disabled.	9/30/2015
Update and maintain contacts with vocational rehabilitation offices, state employment offices, veterans' organizations, colleges/universities, veteran-targeted career fairs, and other facilities to obtain applications from disabled veterans.	9/30/2015
Partner with employees who are veterans with disabilities and non- veterans with disabilities to participate in recruitment, outreach, and other employment programs, as consultants, role models, and as recruitment/outreach personnel.	9/30/2015

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

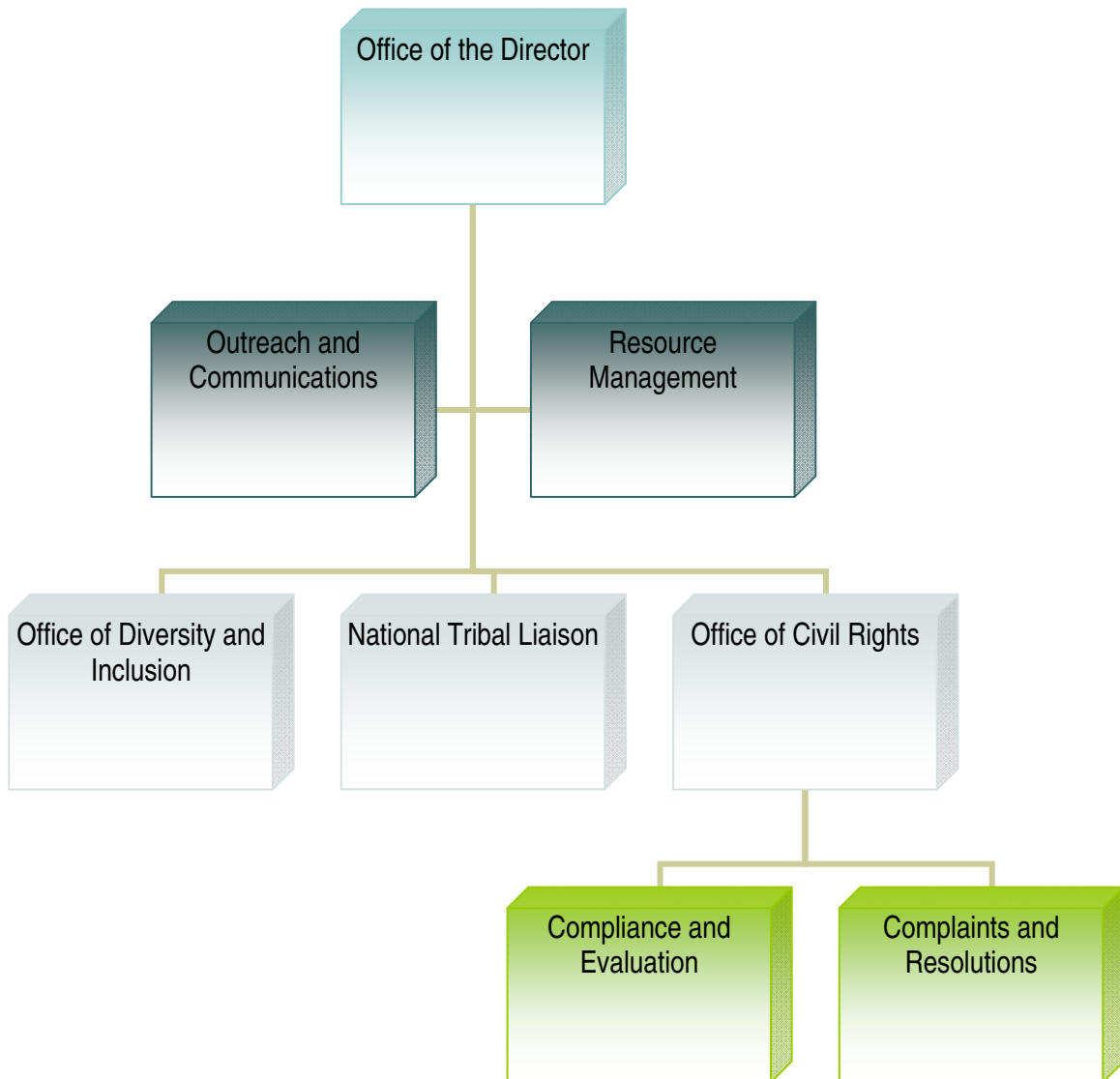
Appendix A

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

APHIS Organizational Chart



Office of Civil Rights, Diversity and Inclusion



APHIS Workforce Profile Data Analysis FY 2014

In FY 2014 there were 8,013 total employees, 5,494 permanent and 2,519 temporary, 61% male and 39% female. White males represent the majority of the APHIS workforce with 44.3% (3,550) representation, followed by White females with 27.16 % (2,176); Hispanic males 6.65% (533) and Hispanic females represent 3.59% (288); Black males 3.28% (263) and Black females 5.17% (414); Asian males 3.92% (314) and Asian females 2.02% (162); Native Hawaiian or Other Pacific Islander (NHOPI) males represents 0.96% (77) and NHOPI females .276% (22); American Indian males with .79% (63) and American Indian females with .50% (40); Two or more races male .77% (62) and Two or more races female .61% (49).

In FY 2014 the following groups were underrepresented: African American males and African American females, Hispanic females, Asian females White females and American Indian/Alaska Native females.

Underrepresented Groups	Total workforce Representation (%)	CLF Representation (%)	FY2014 Underrepresentation (as compared to CLF) Difference
Hispanic females (HF)	3.59	4.79	-1.2
White females (WF)	27.16	34.03	-6.87
Black males (BM)	3.28	5.49	-2.21
Black females (BF)	5.17	6.53	-1.36
American Indian/Alaska Native females (AIAN)	0.50	0.53	-0.03

In comparison to FY 2013, the participation levels for all of the underrepresented groups (HF, BM, BF, and AIAN) increased in FY 2014 with the exception of White females (WF) which decreased slightly from 27.31% in FY 2013 to 27.16% in FY 2014.

Asian American females were slightly underrepresented in FY 2013, but Asian females are 2.02% of the workforce which is above the 1.93% CLF for FY 2014; however recruitment efforts will continue to target groups with small representation levels¹ until representations levels are clearly being maintained.

All other groups are above the CLF in FY 2014. (See Appendix Table A-1).

Hispanic Employees

Total employment for Hispanics in FY2014 is 821 or 10.24 % of the total APHIS workforce. Hispanic males represent 533 (6.65%), and Hispanic females represent 288 or 3.59% of the workforce. **Hispanic females are underrepresented by -1.20 for FY 2014 which is lower than the FY 2013 level (-1.29%) compared to the CLF.** Hispanic males were not underrepresented in FY 2013 or FY 2014.

¹ Note: An increase or decrease of one employee may change the representation levels from one year to the next without any real increase in overall representation of a specific group.

African American Employees

Total employment for African Americans in FY2014 is 677 or 8.45% of the total APHIS workforce. African American males represent 263 (3.28%), and African American females represent 414 (5.17%) of the workforce. Both groups were underrepresented in FY 2013 and remain underrepresented in FY 2014—African American males are underrepresented by -2.21% and African American females are underrepresented by -1.36%. ***Although both African American males and females employment levels increased in FY 2014, both groups remain below their respective CLF's.***

Asian Employees

Total employment for Asian Americans in FY2014 is 476 or 5.94% of the total APHIS workforce. Asian American males represent 314 (3.92%) and Asian American females represent 162 (2.02%) of the workforce. In FY 2014 the number of Asian *American females increased by 7 employees and Asian American males decreased by 6 employees.* In FY 2013 *Asian females were underrepresented by -.02% when compared to the CLF, however both groups are above their respective CLF's in FY 2014.*

American Indian/Alaskan Native (AI/AN) Employees

Total employment for AI/AN in FY2014 is 103 or 1.29% of the total APHIS workforce. AIAN males represent 63 (.79%) and AIAN females represent 40 (.50%) of the workforce. In FY 2014 the number of AIAN increased by 3 employees, but ***AIAN females remain underrepresented by -.03% when compared to the CLF.*** There was no underrepresentation among AIAN males in FY 2013 or FY 2014.

Native Hawaiian or Other Pacific Islander (NHOPI) Employees

Total employment for NHOPI in FY2014 is 97 or 1.0% of the total APHIS workforce. NHOPI males represent 77 (0.96%) and NHOPI females represent 22 (0.27%) of the workforce. In FY 2014 the number of NHOPI males decreased by 3, however there was an increase (1) in the number of NHOPI females. There is no underrepresentation among NHOPI males or females in FY 2013 or FY 2014 when compared to the CLF.

White Employees

Total employment for White males and females in FY2014 is 5726 or 71.46% of the total APHIS workforce. White males represent 3,550 (44.3%) and White females represent 2,176 (27.16%) of the workforce. In FY 2014 the number of White males decreased by 3 and the number of White females decreased by 14. White males remain above their respective CLF, however ***White females remain underrepresented by -6.87% in FY 2014 and 6.72% in FY 2013 when compared to the CLF.***

Two or More Races

Total employment for Two or More Races in FY2014 is 111 (1.38%) of the total APHIS employment. Two or More Races males represent 62 (0.77%) and Two or More Race females represent 49 (0.61%) of the workforce. In FY 2014 the number of Two or More Race males decreased by 2 and the number of Two or More Race females increased by 4. There is no underrepresentation among Two or More Races males or females in FY 2013 or FY 2014 when compared to the CLF.

Official and Managers

Of the 5,594 permanent employees, 1,626 or 30% are identified in the "Official and Managers" category, 49.75% identified as male and 50.25% identified as female. Of the 1,626 employees in this category, Hispanic represents 6.7%, White 70.7%, African American 16.36%, Asian American 3.94%, Native Hawaiian/Other Pacific Islander 0.42%, American Indian/Alaska Native 0.93%, and Two or More Races 0.92%.

There are 2,286 or 42% identified in the Professional category, 786 or 14.3 % identified in the Technician category and 594 or 10.8% identified in the Administrative Support category.

Of the 2,286 employees in the Professional category, males represent 60% and females represent 40%. Hispanic represents 9.4%, White 74.1%, African American 7.91%, Asian American 6.39%, Native Hawaiian/Other Pacific Islander 0.22%, American Indian/Alaska Native 0.69%, and Two or More Races 1.27%.

(See Appendix Tables A3-1 and A3-2).

Grade Levels

For FY 2014, the highest concentration of APHIS permanent employees are in the GS-12 (1,112), GS-11 (909), and GS-13 (716) grade levels. Compared to FY 2013, GS-12 (1,109), GS-11 (916), and GS-13 (734) grade levels.

Females represent 44.96% (500) of the GS-12 grade level; 39.05% (355) of the GS-11 grade level; and 46.51% (333) of the GS-13 grade levels.

Males represent 55.04% (612) of the GS-12 grade level; 60.95% (554) of the GS-11 grade level; and 53.04% (383) of the GS-13 grade levels.

(See Appendix Table A4-1 Permanent).

For FY 2014, the highest concentration of APHIS temporary employees are in the GS-03 (479) and GS-5 (310) grade levels.

Females represent 36.12% (173) of the GS-03 grade level; and 27.74% (86) of the GS-5 grade levels. Males represent 63.9% (306) of the GS-03 grade level; and 72.26% (224) of the GS-5 grade levels.

(See Appendix Table A4-1 Temporary).

Major Occupations

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

(See Appendix Table A6-1).

New Hires

In FY 2014 there were a total of 818 (173 permanent and 645 temporary) new hires. Of the total new hires 62.5% (511) are male and 37.5% (307) are female; 11.9% Hispanic; 68.2% White; 7.6% African American, 7.33% Asian American, 1.47% Native Hawaiian/Other Pacific Islander, 1.59% AIAN and 1.96% Two or More Races.

(See Appendix Table A-8).

Separations

There were a total of 278 Separations (266 voluntary and 12 involuntary) during FY 2014. Of the total separations 53.24% were males and 46.76% females. The total separations for Hispanic males is 4.32% and Hispanic females 1.08%; White males 41.73% and White females 37.05%; African American males 2.16% and African American females 4.68%; Asian American males 3.96% and Asian American females 2.88%; NHOPI males 0.36%; AIAN males 0.36% and AIAN females 0.36%; and Two or More Races males 0.36% and Two or More Races females 0.72%.

(See Appendix Table A-14)

Targeted Disability and Individuals with Disabilities (IWD)

There were a total of 86 employees with a Targeted Disability (TD) in FY 2014, a decrease of two employees from FY 2013. Of the employees with TD identified, 8 or .10% are Hearing impaired; 5 or 0.06% Visually impaired; and 45 or 0.056% identified Psychiatric disabilities.

The number of individuals with disabilities (IWD) is 814, representing 10.16% of the total workforce.

(See Appendix Table B-1).

Data Source: NFC Online Reporting Center – November 2014

**Workforce
Data Tables
Tables A-1 through A-14**

**Workforce
Data Tables
Tables B-1 through B-14**