

USDA Office of the Chief Financial Officer

For period covering October 1, 2021 to September 30, 2022

PART A Department or Agency Identifying Information	1. Agency	1. USDA Office of the Chief Financial Officer
	1.a 2nd level reporting component	
	2. Address	2. Civil Rights Office
	3. City, State, Zip Code	3. New Orleans, LA 70129
	4. Agency Code 5. FIPS code(s)	4. AG90 5. 11001

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 1149
	2. Enter total number of temporary employees	2. 9
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 1158

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Lynn Moaney, Acting
	Head of Agency Designee	Lynn Moaney	Deputy Chief Financial Officer
	Head of Agency Designee	Lynn Moaney	Deputy Chief Financial Officer
	Head of Agency Designee	Stanley McMichael	Acting Director, OCFO
	Principal EEO Director/Official	Angelique Dyer	EEO Director
	Complaint Processing Program Manager	Donna Gilbert	EEO Specialist
	Special Placement Program Coordinator (Individuals with Disabilities)	LaQuinta Martin	Human Resources Specialist (Placement Coordinator)
	Reasonable Accommodation Program Manager	Rachel Cruz	Reasonable Accommodation Coordinator
	Anti-Harassment Program Manager	Rachel Cruz	HR Specialist
	Other EEO Staff	Gisele Hidalgo	EEO Assistant
	Other EEO Staff	Gisele Hidalgo	EEO Assistant

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Organization Chart	Y	Y	
EEO Policy Statement	Y	Y	
Agency Strategic Plan	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	Y	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	

EXECUTIVE SUMMARY: MISSION

The Chief Financial Officer (OCFO) serves as the principal advisor to the United States Department of Agriculture (USDA) Secretary and Senior Officials on all matters related to financial management, financial management systems, financial control and accounting, internal control and assessment and financial management training. We are responsible for the financial leadership of an enterprise that has more than 100,000 employees, 14,000 offices and field locations, \$208 billion in assets, and \$143 billion in annual spending.

OCFO will shape an environment in which USDA officials have and use high quality financial and performance information to make and implement effective policy, management, stewardship, and program decisions. Our Vision is to lead the way to fiscally sound, cost-effective program delivery, supported by reliable financial management information and infrastructure.

OCFO Agencies are:

- National Finance Center (NFC)
- Financial Management Services (FMS)
- Associate Chief Financial Officer for Financial Planning and Policy (ACFO-FPP)
- Pegasys Financial Services (PFS)

The mission of the Financial Management Services (FMS) provides reliable, cost-effective, employee-centric systems and services to Federal organizations, allowing customers to focus on serving this great Nation through their mission delivery. FMS is a proactive, cost-effective organization that provides value-added financial management services, expertise, and consultation to Federal agencies to generate efficiencies for the benefit of the taxpayer.

NFC Divisions/Staffs

The NFC is a Shared Service Provider for Financial Management Services and Human Resources Management Services. NFC disburses an excess of \$160 billion annually; pays over 640,000 Federal employees biweekly; performs recordkeeping services for more than 3 million enrollees in Federal health benefit programs; and provides a variety of human resource, administrative, and information technology services for approximately 170 Federal organizations. NFC is comprised of the following Divisions/Staffs:

- Administrative Management Staff (AMS)
- Civil Rights and Conflict Management Office (CRCMO)
- Government Employees Services Division (GESD)
- Human Resources Management Division (HRMD)
- Internal Audit and Compliance Group (IACG)

At the end of fiscal year (FY) 2022, OCFO had 1,158 employees located in five geographic locations: Washington, D.C.; New Orleans, Louisiana; Kansas City, Missouri; Denver, Colorado; and Fort Worth, Texas.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Element A – Demonstrated Commitment from Agency Leadership

The Office of the Chief Financial Officer adheres to provisions stated in the USDA Civil Rights Policy. The Policy addresses the civil rights of all USDA employees and customers, including, but not limited to, prohibiting discrimination and harassment (sexual and non-sexual), providing reasonable accommodations, supporting affirmative employment programs, ensuring employee and supervisor accountability.

EEO and Civil Rights (CR) responsibilities are included in employees' performance standards in accordance with departmental policy. Also, managers and supervisors have a separate element requiring them to adhere to and support EEO principles, a workplace free of discrimination, and diversity and inclusion to hold subordinate managers and supervisors accountable for CR. The element for managers and supervisors requires managers to make good-faith efforts to resolve complaints and disputes, using and supporting alternative dispute resolution (ADR) efforts, and timely response to requests for information. The policy is posted on bulletin boards throughout the OCFO organizations and on the Internet at https://www.nfc.usda.gov/AdditionalResources/Civil_Rights/index.php, which is accessible to all employees. Additionally, new employees receive a copy of the policy in new employee orientation packages and new supervisors receive a copy in their initial supervisory training sessions.

Contractors are provided information regarding EEO policies and processes. Designated bulletin boards are located throughout the main facilities and contain EEO policies, information on how to file a complaint, EEO Counselor contact information, and other references such as:

1) training information, 2) dispute resolution, 3) ADR, 4) EEO activities, 4) Special Emphasis Program (SEP), and 5) Diversity and Inclusion events sponsored/supported by the Agency. The Agency's Internet and Intranet has web links for EEO/CR to provide the same information.

Employees are informed of EEO policies and the expectation of mutual respect toward coworkers and customers, as well as what constitutes inappropriate behavior in the workplace. Additionally, employees are informed that violations of the policy could result in disciplinary action. New employees receive information upon hire and in the new employee orientation sessions. EEO policies, prohibited personnel practices, and merit system principles are posted throughout the facilities and on the Agency's Web site.

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

This element requires that EEO programs be organized and structured in a manner that maintains a workplace that is free from discrimination in all the agency's policies, procedures, and practices to support the agency's strategic vision of equality and inclusion. EEO is an integral part of achieving the goals included in the agency's strategic mission.

The EEO Manager is part of the Agency's senior management team and regularly participates in Senior Staff meetings. The EEO Manager also has access to Senior Leadership to discuss any EEO related matters. Accessibility to these key personnel is essential to open discussions about EEO related matters.

The EEO Office communicates information to key drivers of the agency strategic mission to assist in uncovering and remedying barriers which may impede performance of strategic objectives.

EEO and Office of Human Resources have periodic meetings to discuss issues relating to EEO, Diversity, Equity, Inclusion and

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Accessibility, employee development, workplace issues and affirmative employment programs. They work together in the review of management policies, procedures, and practices on an ongoing basis. This continuous collaboration synergizes the agency's efforts towards a workplace focused on equality and opportunity. The office is budgeted for effective and efficient operations of the Equal Employment Opportunity Office and Agency programs. The EEO Manager has been given the authority to ensure implementation of facility EEO plans to improve program efficiency and/ or eliminate barriers identified to realize equality of opportunity for all employees.

Element C – Management and Program Accountability

A bi-weekly case management status report of the EEO complaints is provided to the Director and Deputy Directors.

There were resources and procedures in place to ensure compliance with Equal Employment Opportunity Commission (EEOC) orders in the event of a finding, including a separate review process for discipline or corrective action. HR and CRCMO continue to work on improving enhancements to the recruitment and staffing technology, which provides a more comprehensive and easier access to data on the demographics of applicants and selectees.

Element D – Proactive Prevention of Unlawful Discrimination

This element requires that the agency take early measures to prevent inappropriate workplace interactions from becoming discriminatory and eliminate barriers to equal employment opportunity in the workplace.

Supervisors and Managers are required to receive Alternative Dispute Resolution (ADR) training encouraging mutual resolution of disputes and benefits of ADR.

OCFO completed its required Agency's Self-assessment through the annual MD-715 process. The CR policy included information on prohibiting unlawful discrimination, anti-harassment, retaliation, and reasonable accommodations. It gives examples of types of harassment and the steps to report such behavior.

The policy explains prohibited conduct, protection against harassment and/or retaliation. It also provides assessable avenues for complainant confidentiality; as well as providing a prompt thorough and impartial investigation, as necessary. Additionally, the policy provides an EEO complaint, ADR, and conflict resolution process.

All employees are encouraged to use ADR for workplace conflicts and EEO allegations. Supervisors are also encouraged to seek ADR to resolve conflicts at the earliest and lowest levels possible. They are also required to participate in ADR when requested by an employee.

Element E – Efficiency

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

This element requires that the Agency ensures 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. OCFO protects the integrity of data maintained in accordance with the Privacy Act. The Agency strictly monitors access to systems and levels of data. All OCFO employees, including the EEO staff, complete mandatory annual security awareness training. The EEO Counselors receive annual mandatory 8-hour refresher training as required and continuous EEO development opportunities. Complainants receive timely counseling, are informed of their rights and responsibilities, and offered ADR information and guidance.

NFC has an active Alternative Dispute Resolution Program with 100% offer rate for EEO cases. However, to avoid EEO complaints, mediation is utilized for workplace disputes in addition to EEO complaints process. Management is required to mediate when the complainant requests such action and workplace facilitations are used as preventative measures.

Additional efforts taken towards leading with efficiency of complaint reduction are:

- Mediation is also offered to resolved disputes in other forums: MSPB, EEOC Hearings.
- EEO staff provides the various workshops for departments on communication, teambuilding, conflict management, Prevention of Harassment, Bullying and Unconscious Bias.
- EEO provides training to new supervisors and managers to assist them in resolving workplace disputes at the lowest level.
- EEO staff are available for employees to seek assistance in resolving workplace matters. The staff actively engage to resolve conflicts at the lowest level and guide employees on the conflict management and EEO processes.
- Comprehensive EEO related training and service is provided to all employees in all locations of OCFO.

USDA manages the formal EEO complaint process. However, the CRCMO staff conducts the initial interviews, processes the informal complaints, and works toward resolution opportunities throughout the complaint process. ADR is offered to all employees in the informal and formal process and if elected, the managers are required to participate. The Resolving Official participating in ADR has resolution authority.

Informal complaint counseling sessions are completed within the specified time frame and moreover, requests by OGC for EEOC hearings were timely provided. In FY 2021, CRCMO hired a full-time EEO Counselor and EEO Assistant to support EEO office operations and Agency Programs. In the second quarter of FY 2022, the CR Director retired and Senior EEO Counselor departed the Agency. Additionally, the Agency seeks to add two (2) EEO Counselors and other support staff to meet EEO and OCFO's quality standards for managing Agency Programs, the Compliant Process, DEIA and Reporting Metrics to comply with statutes, regulations and policies.

Element F – Responsiveness and Legal Compliance

MD-715 guidance requires the Agency to be in full compliance with EEO statutes, EEOC regulations, EEOC policy guidance and other written instructions. Examples of Agency actions which were taken in full legal compliance included: The Agency consistently posting its quarterly No FEAR Act data on its external website in a timely manner, in accordance with 29 C.F.R. Section 1614.703-705.

There are procedures in place to ensure compliance with USDA decisions or final orders regarding instructions and timeframes. The Agency has control over the payment processing function and steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief. Additionally, this responsibility is included in the EEO staff's performance standards, and all employees receive formal training in compliance.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

As of FY 2022, OCFO continued improvements and implementing EEOC recommendations. Based on EEOC's 2021 Technical Assistance meeting, CRCMO has taken an affirmative position to sustain quarterly and productive meetings with:

- Office of General Counsel on the status of Agency Decisions and complaint processing
 - Employee Investigations Division regarding Investigation status, prescribed timeframes, and compliance
 - Employee Complaints Division on Final Agency Decision statuses

 - Participate with OCFO Senior Leadership Bi-weekly Division meetings and, Human Resource Staff and
- i. the Agency complied with the Elijah E. Cummings Federal Employee Anti-Discrimination Act of 2020 aligning CRCMO under the Agency head in accordance with current laws and regulations.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

In general, EEOC uses the National Civilian Labor Force (CLF) as its primary external benchmark for comparing the racial, ethnic and gender composition of its workforce. In FY 2022, OCFO had a total workforce of 1150, a net change of -8 or 0.69% from FY 2021's workforce total of 1158. In FY 2022, males represented 416 or 36.17% of the workforce and females represented 734 or 63.83%. The following chart shows total workforce and percentages by race and ethnicity.

Table 1

Race/Ethnicity	Workforce	Percentage
Asian	51	4.43%
AIAN	5	0.43%
Black	539	46.87%
Hispanic	53	4.60%
NHPI	1	0.09%
White	494	42.95%
Two-or-More	7	0.61%
Total Workforce	1150	100.00%

Chart 1 in Supporting Documents depicts the comparison of OCFO workforce to the Civilian Labor Force by percentage.

Females occupy 63.83% of the agency's 1,150 workforce. However, when comparing their representation to Grade GS-15 and SES, (45%), they are below parity. Conversely, males were above parity when comparing their 36.66% representation to grades GS-15

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

and SES (66.67%). Males occupied grades GS-14 (48.08%), GS-13 (43.75%), and GS-04 (33.33%); above their representation in OCFO's workforce.

New Employees Hired: In Fiscal Year 2022, there were 105 new hires consisting of 36 males and 69 females. The following chart illustrates the race, ethnicity, and sex of the newly hired employees. (See **Table A-1** in Supporting Documents)

Distribution of Cash Awards:

USDA changed its performance management program for FY2021 where non-bargaining unit employees are rated as either Pass or Fail. Performance Awards were not authorized for Pass/Fail, but contribution awards or achievement awards were granted to those in the non- bargaining units.

There were 686 cash awards under \$500 for Fiscal Year 2022. Females led the category with 69.68% and males received 30.32% of the awards. White females received the highest percentage of the awards in this category with 23.03%, followed by White males, with 16.47%.

Employees received 1117 cash awards of \$500 and more for Fiscal Year 2022. The largest group to receive cash awards in this category were women. Black/African American females were the highest in this category receiving 51% of these awards, followed by White females receiving 18% of the awards. There were no Quality Step Increases awarded in FY 2022.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

OCFO is committed to succession planning in meeting future employment needs that Human Resources Management faces in planning for the immediate future to remain competitive. These needs reflect similar conditions at both the Mission Area and National levels as organizations experience high rates of eligibility for early and optional retirements, as well as a significant need for contemporary skill sets and competencies.

The following significant accomplishments are reported in support of employment, training, and career development opportunities for minorities, women, and persons with disabilities during FY 2022:

Civil Rights and EEO training of Staff on:

- Unconscious Bias
- Diversity, Equity, Inclusion and Accessibility
- Section 508 Accessibility
- Whistleblower Protection
- EEO Training for New Hires

Training objectives were to provide the Supervisors and staff with an in-depth training on respective responsibilities regarding Prevention, Awareness and Proactiveness on EEO and CR actions. In addition, the training provided an overview on what constitutes Harassment under the law, what is bullying, and what are the responsibilities of the supervisors when allegations are brought to them regarding harassment and bullying. The Overview and Lessons Learned provided information on laws and regulations governing the EEO process and ways supervisors can help to ensure a discrimination- free work environment.

Previously in 2021, CRCMO presented EEO training for non-supervisory employees. This training was like the Supervisory training mentioned above and tailored to non-supervisory staff. There were two identical sessions, 90-minutes each with a total of 305 employees participating in this interactive training. Providing this training was one of the planned activities reported in our 2020 MD-715 report.

CRCMO established recurring meetings with the Office of the Assistant Secretary for Civil Rights (OASCR) to discuss the status of formal complaints, Hearing Requests, and Final Agency Decisions, to ensure compliance with timelines established by regulation.

Also the Agency continued to engage staff in Mentoring and Pathways Programs FY 2022.

OCFO Federal Employee Viewpoint Survey (FEVS) Some Improvements Noted:

The FEVS report results reflect positive responses in addressing EEO Diversity and Inclusion.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

The responses to the Supportive questions indicate favorable supervisor/subordinate work relations.

19. My supervisor supports my need to balance work and other life issues (90.1 up from 82.7%).

22. My supervisor listens to what I have to say (87.5 up from 79.3%).

23. My supervisor treats me with respect (89.3 up from 86.5%).

The response to the Fairness questions the suggested inequity beliefs or concerns.

10. In my work unit, steps are taken to deal with a poor performer who cannot or will not improve (45.8%).

12. In my work unit, differences in performance are recognized in a meaningful way (49.5 up from 49.0%).

The responses to the Empowering questions are close to the USDA positive results.

3. I feel encouraged to come up with new and better ways of doing things (OCFO –72.1 up from 68.7%), (USDA – 65.3 up from 64.1%).

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Planned activities for FY 2023:

- The Civil Rights Conflict Management and Human Resource Offices will work to identify employment barriers and ways to increase the applicant pool in underserved or represented areas across the agency.
- EEO and CR Trainings: will arrange with OGC bi-annual training for Managers/Supervisors and all Staff, as well as continue to provide mandatory EEO training for all new hire employees.
- Due to the loss of EEO resources, the Agency plans to recruit additional EEO Counselors and support staff for Agency Programs DEIA, Disability, etc. as well as maintain contract services for Sign Language requests. Additionally, the office will collaborate with USDA's Target Center to identify viable resources, equipment and tools to support the increase needs for sign language services to accommodate agency personnel.
- The current available Ubi-Duo equipment will be advertised and available for staff use to communicate with hearing deficient personnel for recurring onsite use. Demonstration of additional resources will be offered to staff, well as a cadre of users will be offered ASL training to position additional resources throughout the agency to support daily operations.
- CRCMO will reconstitute Diversity and Inclusion Council members to support DEIA activities and various Special Emphasis Programs well as maintain committee participation to leverage Department activities for Federal Observances.
- EEO will continue encouraging Staff use of ADR, engage in facilitation discussions and conflict coaching for EEO and non EEO disputes to address workplace conflicts and minimize informal complaints.
- CRCMO staff will identify EEO related training plans that all OCFO employees can complete using AgLearn Learning Management System.
- CR will collaborate Workforce Recruitment Program (WRP) resources with HR staff and managers, build a strategy to use in supporting recruitment activities of underserved applicants to improve hirings and diversity of OCFO's staff..

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

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

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

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee



Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		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	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			Issued 4/9/2021 4/9/2021
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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

A.2.a. Does the agency disseminate the following policies and procedures to all employees:

A.2.a.1. Anti-harassment policy? [see MD 715, 11(A)]	X			
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			

A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:

A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			Business contact information found on Agency Website at https://inside.nfc.usda.gov/CRCMO/contact.php , is also found posted in the modular buildings and building 101.
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			Law, policy statements and Business contact information found on Agency Website at https://inside.nfc.usda.gov/CRCMO/complaints.php , is also found posted in the modular buildings and building 101.
A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			OCFO has posted USDA Reasonable Accommodation Procedures. Posted: https://inside.nfc.usda.gov/CRCMO/reasonable_accom

A.2.c. Does the agency inform its employees about the following topics:

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Agency Self-Assessment Checklist

<p>A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often and the means by which such training is delivered.</p>	<p>X</p>		<p>OCFO has posted USDA EEO complaint process. Posted: https://inside.nfc.usda.gov/CRCMO/complaints.php Information is posted continually on the website and training is provided yearly. CRCMO Staff provide a 2-hour EEO training to new employees within 60 days of onboarding, and refresher training is provided to all staff on an annually. EEO complaint process training is also in AgLearn</p>
<p>A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>OCFO has posted USDA ADR Process https://inside.nfc.usda.gov/CRCMO/docs/Policy_ADR.pdf Posted: https://inside.nfc.usda.gov/CRCMO/docs/ADR_Training.ppt Information is posted continually on the website and training is provided yearly. CRCMO Staff provide a 2-hour EEO training to new employees within 60 days of onboarding which includes the ADR process.</p>
<p>A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>OCFO has posted USDA Reasonable Accommodation Procedures Posted: https://inside.nfc.usda.gov/CRCMO/reasonable_accom Information is posted continually on the website and training is provided yearly.</p>

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Agency Self-Assessment Checklist



<p>A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.</p>	X		<p>OCFO has posted USDA Anti-harassment program Posted: https://inside.nfc.usda.gov/CRCMO/docs/Policy_AntiHarass Information is posted continually on the website and training is provided yearly.</p>		
<p>A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.</p>	X		<p>OCFO has posted USDA Behaviors that are inappropriate in the workplace and could result in disciplinary action. Posted: https://inside.nfc.usda.gov/CRCMO/docs/EEO_Awareness_ Information is posted continually on the website and training is provided yearly.</p>		
<p> Compliance Indicator</p>	<p>A.3. The agency assesses and ensures EEO principles are part of its culture.</p>		<p>Measure Has Been Met</p>	<p>N/A</p>	<p>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</p>
<p> Measures</p>			<p>Yes</p>		
<p>A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .</p>	X		<p>OCFO's performance plans incorporates EEO, per USDSA requirements for Civil Rights, in all employees' performance plans. Employees are subsequently recognized through the agencies performance awards.</p>		
<p>A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]</p>	X		<p>OCFO utilizes the Federal Employee Viewpoint Survey.</p>		

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Agency Self-Assessment Checklist





Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	 Measures	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	N/A	
B.1. 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.			X		The EEO Director and staff will be realigned to comply with appropriate laws and regulations in early FY2022.
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			Deputy Director, National Finance Center, OCFO. This will change in Qtr 1, FY2022 and the EEO Director and staff will report to the Agency Head
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			Yes, the agency's organizational chart defines the reporting structure for the EEO office, and will reflect the new reporting structure in the FY 2022 MD-715 report
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			Yes, The EEO Director has weekly meetings with the agency head and other senior leadership, and provides bi-weekly status of cases report to Agency head.
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			Yes the State of the Agency briefing was given to the agency head.
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			Yes.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		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	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			Yes.
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			Yes.
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Investigations are processed by the Office of the Assistant Secretary of Civil Rights (OASCR).
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Final Agency Decisions are processed by the Office of the Assistant Secretary of Civil Rights (OASCR).
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			Yes.
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			Yes.
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			Yes.
 Compliance Indicator		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	N/A	
	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			Yes.
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			The OCFO Strategic Plan embodies EEO principles through Civil Rights.

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 Compliance Indicator		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	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]			X	DM-OHRM is responsible for the reasonable accommodation process for the agency.
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		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	N/A	
	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills	Yes	No	N/A	

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			



 Compliance Indicator		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	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.	Yes	No	N/A	
B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X				
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X				
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X				
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X				

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Essential Element: C Management and Program Accountability

 Compliance Indicator		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	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			The assessment was conducted by OASCR, July annually.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			The assessment was conducted by OASCR, July annually.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X			There have been no field audits. Therefore, there have been no recommendations to comply.

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 Compliance Indicator		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	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.			X	DM-OHRM processes all initial accommodation requests.
	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			

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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.				X	The PAS is currently in draft and will be posted on the agency's website when approved.
 Compliance Indicator	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	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	N/A	
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X			
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:					
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X			

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 Compliance Indicator		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	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		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	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.			N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			The Agency adheres to USDA's disciplinary policy and Table of Penalties.
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	The agency has had no disciplinary actions.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]			X	The agency has had no findings.
 Compliance Indicator		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	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.			N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			EEO updates are provided to management monthly and MD-715 is yearly.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		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	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X		In FY 2021, the Acting Director, NFC, determined that exit interviews would be discontinued.
 Compliance Indicator		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	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. 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 realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			We review the 462 Report, Complaint, Employee Climate Surveys, Focus Groups and we conduct our own exit interviews. The agency reviews all sources to see if barriers are found.

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 Compliance Indicator		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	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		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	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.nfc.usda.gov/AdditionalResourc/Civil_Rights/docs/Affirmative_Actio
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Essential Element: E Efficiency

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 Compliance Indicator		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	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?			X	This function is processed by OASCR.
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.			X	OASCR has the responsibility for these functions.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X		As noted in the EEOC Technical Assistance letter dated October 22, 2021, OASCR processes investigations and the time requirements were not met in FY 2020. To that end, CRCMO staff established monthly meetings with the OASCR office that processes investigations to ensure timeliness going forward.
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?			X	This function is processed by OASCR.

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E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X	As noted in the EEOC Technical Assistance letter dated October 22, 2021, OASCR processes final agency decision and the time requirements were not met in FY 2020. To that end, CRCMO staff established monthly meetings with the OASCR office that processes investigations to ensure timeliness going forward.
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?			X This function is processed by OASCR.
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.			X OASCR has the responsibility for these functions.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]			X This function is processed by OASCR.
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X		

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Agency Self-Assessment Checklist

 Compliance Indicator		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	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The agency conducts its own EEO Counseling. OASCR processes the agency's complaints, investigations, final agency decisions and appeals.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			USDA OGC conducts the legal sufficiency reviews.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		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	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			

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 Compliance Indicator		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	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X		Despite repeat requests for usable Applicant Flow Data in FY 2022, we continue working with HR to provide data that is usable and in the appropriate format .
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist





 Compliance Indicator		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	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency reviews other USDA agency procedures and best practices in developing its own procedures. For example, the agency reviewed Farm Service Agency's Personal Assistance Services procedures in drafting their own. The agency also participates in bi-weekly Civil Rights Director's meeting where best practices are shared and adopted.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency reviews other USDA agency procedures and best practices in developing its own procedures. For example, the agency reviewed Farm Service Agency's Personal Assistance Services procedures in drafting their own. The agency also participates in bi-weekly Civil Rights Director's meeting where best practices are shared and adopted.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		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	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.	Yes	No	N/A	
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 Compliance Indicator		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	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]			X	Investigative files are forwarded by the Office of the Assistant Secretary for Civil Rights (OASCR).
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]			X	Appeals are processed through OASCR.
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]

The agency head is not the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/30/2021	01/01/2022		12/18/2021	Objective is that the CRCMO office reports directly to the Agency Head

Responsible Officials

Title	Name	Standards Address the Plan?
Chief Financial Officer	Lynn Moaney	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/01/2022	Civil Rights and Conflict Management Office will be moved under the Agency Head by 2nd Quarter FY 2022	Yes		12/18/2021

Accomplishments

Fiscal Year	Accomplishment
2021	The Civil Rights and Conflict Management Office was re-aligned under the Chief Financial Officer, the Agency Head.

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]
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The agency conducts exit interviews or surveys employees with questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2022	09/30/2023			Reinstate Exit Interviews in OCFO

Responsible Officials

Title	Name	Standards Address the Plan?
Chief, Human Resources, NFC	Marquette Defillo	Yes
Human Resources Officer - OCFO	Andra Busby	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Reinstate Exit Interviews OCFO-wide	Yes		

Accomplishments

Fiscal Year	Accomplishment

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Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency: E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?

In FY22 the agency completed investigations timely, pursuant to 29 CFR §1614.108?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/30/2021	09/30/2023			Ensure that investigations are completed in a timely manner

Responsible Officials

Title	Name	Standards Address the Plan?
CIO/ Director DRMD	Kenneth Baisden	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Establish recurring meetings with EID, the Investigation Processing Division of the Office of the Assistant Secretary for Civil Rights, to keep timelines and requirements in the forefront and ensure investigations are timely.	Yes		07/01/2021

Accomplishments

Fiscal Year	Accomplishment
2021	Recurring meetings were established with EID and concerns of timely investigations are discussed at each meeting to ensure compliance.

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Plan to Attain Essential Elements

PART H.4

Brief Description of Program Deficiency: E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?
The agency was timely in working with ASCR to issue the final agency decision, pursuant to 29 CFR §1614.110(b).

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/30/2021	09/30/2023			The objective is to ensure Final Agency Decisions are issued in a timely manner according to regulation.

Responsible Officials

Title	Name	Standards Address the Plan?
Chief, Employment Adjudication Division	Kirk Perry	Yes
Director, Human Resources NFC	Angelique Dyer	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Establish recurring meetings with the Office of Employment Adjudication, of the Office of the Assistant Secretary for Civil Rights, to keep timelines and requirements in the forefront and ensure investigations are timely.	Yes		07/01/2021

Accomplishments

Fiscal Year	Accomplishment
2021	Recurring meetings have been occurring with the Employment Adjudication Division where FAD timeliness is discussed and encouraged in accordance with regulation.

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Plan to Attain Essential Elements

PART H.5

Brief Description of Program Deficiency:	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]
--	--

Complete external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status and ensure effectively work with HR to provide as required in appropriate format.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/30/2021	09/30/2023			The objective is to receive all Applicant Flow Data.

Responsible Officials

Title	Name	Standards Address the Plan?
Chief, Human Resources NFC	Marquette Defillo	Yes
Human Resources Officer - OCFO	Andra Busby	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Discussion and training for HR Staff responsible for providing AFD to ensure necessary information is received on a timely basis and in a usable format.	Yes		

Accomplishments

Fiscal Year	Accomplishment

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Plan to Eliminate Identified Barriers

PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A1				
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?	There were no triggers identified				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i>				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice		
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Report of Accomplishments					
Fiscal Year	Accomplishments				

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

- | | | |
|-------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | No |

The percentage of PWD in the GS-1 to GS-10 cluster was 14.18% in FY 2021, which exceeds the national goal of 12%. The percentage of PWD in the GS-11 through SES cluster was 11.41% in FY 2021, which is slightly short of the national goal of 12%. However, it is not statistically significant.

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

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

- | | | |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | No |

The percentage of PWTD in GS-1 to GS-10 was 5.67% in FY 202, which exceeds the goal of 2%. The percentage of PWTD in GS-11 through SES was 3.88% in FY 2020, which also exceeds the 2% national goal.

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

The federal goals of 12% for PWD and 2% for PWTD were shared with hiring managers and recruiters in FY 2021 to ensure that we continue to exceed these goals.

Section II: Model Disability Program

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

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

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

Answer Yes

The reasonable accommodation program is managed by USDA's OHRM.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Robert Whittington, Reasonable Accommodation Coordinator, Office Robert.Whittington@usda.gov
Section 508 Compliance	1	0	0	Lisette Ruth, 508 Compliance Coordinator, Government Employees Lisette.Ruth@usda.gov
Special Emphasis Program for PWD and PWTD	1	0	0	George Kemp, Program Analyst, Administrative Management Staff, George.Kemp@usda.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	LaQuinta Martin, Special Placement Coordinator (Individuals with LaQuinta.Martin@usda.gov
Processing applications from PWD and PWTD	1	0	0	LaQuinta Martin, Special Placement Coordinator (Individuals with LaQuinta.Martin@usda.gov
Architectural Barriers Act Compliance	1	0	0	Augustus Wah Branch Chief of Support Service

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

Answer Yes

Disability program staff receive training through AgLearn and planned training provided by USDA.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

OHRM is responsible for implementing OCFO’s Reasonable Accommodation Program. The Agency continues to use funding through the Computer/ Electronic Accessibility (CAP) Program in order to accommodate employees requiring technological services for an accommodation. Other funding may be available through the divisions/directorates and staff offices for their respective employees needing an accommodation contingent upon funding availability.

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

During the pre-hire consultation phase, hiring managers are advised of both Schedule A Hires and Disabled Veterans Non-Competitive Hires before a job vacancy is posted. We will be finalizing and hiring two (2) FTEs to create, manage the Outreach efforts to increase our number of Persons With Disabilities (PWD) and Persons With Targeted Disabilities (PWTD). We anticipate these approved permanent FTEs to begin in earnest with a targeted onboarding date of the new staff starting May 2022.

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

OCFO has used various hiring authorities to recruit persons with disabilities through the following: 1. Veterans Employment Opportunities Act (VEOA); 2. Veterans Recruitment Appointment (VRA); 3. Delegated Examining; 4. Merit Promotion. We intend to use all available direct hiring authorities, including Schedule A. OCFO's senior management has committed to ensuring that all OCFO's vacancies consider PWDs and PWTDs, and that OCFO will set aside a yet to be determined portion of their vacancies for this population.

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

Each applicant must provide HR with medical documentation, that they meet the medical requirement for a Schedule A Appointment. Each applicant eligible for a Schedule A Appointment is placed on a certificate with other applicants. The certificate and each applicant's resume is submitted to the hiring manager for consideration.

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

Answer Yes

The agency provides training to its management team on the special hiring authorities to use when recruiting for persons with disabilities and targeted disabilities.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

OCFO has partnerships with local universities to recruit persons with disabilities and disabled veterans. As demonstrated by the commitment of dedicated human capital resources, our agency is making this program one of our top priorities. Our efforts will include regularly scheduled outreach (in person and virtual, depending on the situation) in our local communities to ensure our presence is known. It is hoped that this professional relationship will allow OCFO to provide PWDs and PWTDD information related to upcoming jobs and other opportunities (including internships).

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

No triggers noted.

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

a. New Hires for MCO (PWD) Answer No
b. New Hires for MCO (PWTDD) Answer No

No triggers noted.

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

a. Qualified Applicants for MCO (PWD) Answer No
b. Qualified Applicants for MCO (PWTDD) Answer No

No triggers noted.

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

No triggers noted.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

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

A. ADVANCEMENT PROGRAM PLAN

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

For FY 2022, the Agency will continue its goal to increase the overall representation of people with disabilities in its workforce. A variety of recruiting methods are currently used and will continue to be used to attract and hire qualified veterans with disabilities, including those who are 30% or more disabled. The Agency recognizes employment of veterans with disabilities is an important step to maintaining a diverse and inclusive workforce. In terms of recruitment, all vacancy announcements shall indicate that applications are accepted from veterans with disabilities and all other applicants with disabilities through hiring authorities such as Schedule A. Once on board, PWD and PWTDs will be afforded the fullest range of training, mentoring and assistive devices or equipment (where needed and requested). All OCFO managers and supervisors will have their training records reviewed to ensure that OCFO is following all applicable laws and regulations that cover and protect PWDs and PWTDs.

B. CAREER DEVELOPMENT OPPORTUNITES

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

There are several career development opportunities for staff in OCFO. Mentoring will assist employees in attaining knowledge and experience that can help to get them to the next level. In higher graded positions, individuals have the opportunity to participate in OPM’s Federal Executive Institute.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Training Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Mentoring Programs	33	33	6.1	6.1	3.03	3.03
Fellowship Programs	0	0	0	0	0	0

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

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer No

All PWD who applied were accepted in the program.

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

- a. Applicants (PWTD) Answer No

b. Selections (PWTD)

Answer No

All PWTD who applied were accepted in the program.

C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD)

Answer No

b. Awards, Bonuses, & Incentives (PWTD)

Answer No

In FY 2021, there were no triggers identified involving PWD and PWTD who received time-off awards.

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

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

In FY 2021, there were no triggers identified involving PWD and PWTD who received quality step increases or performance-based pay increases.

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

a. Other Types of Recognition (PWD)

Answer No

b. Other Types of Recognition (PWTD)

Answer No

In FY 2021, there was no trigger identified involving PWD and PWTD receiving other types of recognition.

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

No triggers noted.

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

a. SES

i. Qualified Internal Applicants (PWTD)

Answer No

ii. Internal Selections (PWTD)

Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

No triggers noted.

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

a. New Hires to SES (PWD)	Answer	No
b. New Hires to GS-15 (PWD)	Answer	No
c. New Hires to GS-14 (PWD)	Answer	No
d. New Hires to GS-13 (PWD)	Answer	No

No triggers noted.

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

a. New Hires to SES (PWTD)	Answer	No
b. New Hires to GS-15 (PWTD)	Answer	No
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

No triggers noted.

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

a. Executives		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

No triggers noted.

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

a. Executives		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	No

ii. Internal Selections (PWTD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

No triggers noted.

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

a. New Hires for Executives (PWD) Answer No

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

No triggers noted.

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

a. New Hires for Executives (PWTD) Answer No

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

No triggers noted.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer No

No Schedule A employees were eligible.

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

No triggers noted.

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

No triggers noted.

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

No triggers noted.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The following link is posted for all employees on the Agency's internet page:
<https://www.eeoc.gov/accessibility.cfm>

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

The following link is posted for all employees on the Agency's intranet page:
<https://www.eeoc.gov/accessibility.cfm>

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

NFC offices are located on a facility that is managed by the National Aeronautics and Space Administration (NASA). In partnership with NASA, NFC works to ensure that the facilities remain accessible. The COVID-19 pandemic persisted during fiscal year 2021, and in large part, the effort of the National Finance Center were focused on ensuring the safety and health of its employees and contractual partners. The agency continued to provide cleaning supplies to maintain a safe work environment and promoted the health and safety measures enacted throughout the year. In partnership with the National Aeronautics and Space Administration, two key initiatives were launched in FY21 that will improve the employee experience. First, the entry to the Building 101 that most employee utilized is open-air. USDA and NFC reached an agreement to add a canopy to the entry way that will shield employees from bad weather conditions and allow them make adjustments (open/close umbrellas, add/remove raincoats, etc.) while leaving or entering the building. In addition, NFC supported NASA's plan to convert a freight elevator to a passenger elevator. This will ease the movement of all employees between the first and second floors on building 101. Recent repairs to the elevated breezeways between Buildings 101 and 102 also improvement the movement of people between to two buildings and facilitate a faster emergency evacuation of Building 101.. The IT division of OCFO has worked closely with vendors (GDCI and Oracle) and internal NFC teams testing and providing remediation reports, examples, and resolutions on accessibility issues to ensure that Paycheck8 and EmpowHR 9.2 are accessible and are continuing to work with Kronos and ServiceNow as well, to ensure those platforms are 508 compliant.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The USDA Office of Human Resources Management administers the reasonable accommodation program for the agency.

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

The USDA Office of Human Resources Management administers the reasonable accommodation program for the agency.

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

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

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

The USDA OHRM has jurisdiction and has published departmental regulation on reasonable accommodations and personal assistance services that will cover USDA, its mission areas, agencies and offices.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

No triggers noted.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

There were no findings of discrimination on any EEO complaint involving reasonable accommodation.

Section VII: Identification and Removal of Barriers

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

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

Answer No

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

Answer No

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

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

No triggers noted.

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

No triggers noted.

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

No triggers noted.