

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

MD-715
Parts A Through E

Part A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code (xxxxx)	Agency Code (xxxx)	FIPS Code (xxxx)
US Department of Agriculture	Risk Management Agency	1400 Independence Ave, SW, Stop 0801	Washington	DC	20250	AG08	10400

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	436	7	443

Part C.1 - Head of Agency and Head of Agency Designee

Agency Leadership	Name	Title
Head of Agency	Martin Barbre	Administrator
Head of Agency Designee	Keith Gray	Chief of Staff

Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)

EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal EEO Director/Official	Dena Davis	Acting Director, Office of Civil Rights	1801	GS-14	202-690-6068	Dena.Davis@rma.usda.gov
Affirmative Employment Program Manager	Dena Davis	Acting Director, Office of Civil Rights	1801	GS-14	202-690-6068	Dena.Davis@rma.usda.gov

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EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Complaint Processing Program Manager	Janel Butler	EEO Program Assistant	0360	GS-8	202-690-3578	Janel.Butler@usda.gov
Diversity & Inclusion Officer	Michael Alston	Associate Administrator	SES	ES 00 00	202-690-2803	Michael.Alston@rma.usda.gov
Hispanic Program Manager (SEPM)	Ron Brown	SEPM Manager	0260	GS-13	202-690-1987	Ron.Brown@usda.gov
Women's Program Manager (SEPM)	Iris Snowden	SEPM Manager	0360	GS-13	202-720-9837	Iris.Snowden@usda.gov
Disability Program Manager (SEPM)	Iris Snowden	SEPM Manager	0360	GS-13	202-720-9837	Iris.Snowden@usda.gov
Special Placement Program Coordinator (Individuals with Disabilities)	Marvin Jones	RA Program Manager	0201	GS-13	202-401-0432	Marvin.jones@wdc.usda.gov
Reasonable Accommodation Program Manager	Marvin Jones	RA Program Manager	0201	GS-13	202-401-0432	Marvin.jones@wdc.usda.gov
Anti-Harassment Program Manager	Dena Davis	Acting Director, Office of Civil Rights	1801	GS-14	202-690-6068	Dena.Davis@rma.usda.gov
ADR Program Manager	Shari Welker	ADR Program Manager	0201	GS-13	202-401-0643	Shari.Welker@wdc.usda.gov
Compliance Manager	Dena Davis	Acting Director, Office of Civil Rights	1801	GS-14	202-690-6068	Dena.davis@rma.usda.gov

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EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal MD-715 Preparer	Alex Christensen	Management Analyst	0343	GS-13	202-690-5881	Alex.Christensen@usda.gov

Part D.1 – List of Subordinate Components Covered in this Report

Please identify the subordinate components within the agency (e.g., bureaus, regions, etc.).

☐ If the agency does not have any subordinate components, please check the box.

Subordinate Component	City	State	Country (Optional)	Agency Code (xxxx)	FIPS Codes (xxxxxx)
CO - Midwest Region	Indianapolis	IN		AG08	36003
CO - Northern Region	Eagan	MN		AG08	17288
CO - Southern Region	Dallas	TX		AG08	19000
CO - Western Region	Davis	CA		AG08	18100
CO – Eastern Region	Raleigh	NC		AG08	55000
CO - Central Region	Kansas City	MO		AG08	38000
Regional Office	Davis	CA		AG08	18100
Regional Office	Billings	MT		AG08	06550
Regional Office	Jackson	MS		AG08	36000
Regional Office	Oklahoma City	OK		AG08	40109
Regional Office	Raleigh	NC		AG08	55000
Regional Office	St. Paul	MN		AG08	58000
Regional Office	Spokane	WA		AG08	67000
Regional Office	Springfield	IL		AG08	72000
Regional Office	Topeka	KS		AG08	71000
Regional Office	Valdosta	GA		AG08	78800

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Subordinate Component	City	State	Country (Optional)	Agency Code (xxxx)	FIPS Codes (xxxxx)
Product Management	Kansas City	MO		AG08	38000

Part D.2 – Mandatory and Optional Documents for this Report

In the table below, the agency must submit these documents with its MD-715 report.

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	Yes	See Appendix
EEO Policy Statement	Yes	See Appendix
Strategic Plan	Yes	See Appendix
Anti-Harassment Policy and Procedures	Yes	See Appendix
Reasonable Accommodation Procedures	Yes	See Appendix
Personal Assistance Services Procedures	Yes	See Appendix
Alternative Dispute Resolution Procedures	Yes	See Appendix

In the table below, the agency may decide whether to submit these documents with its MD-715 report.

Did the agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	Yes	See Appendix
Disabled Veterans Affirmative Action Program (DVAAP) Report	Yes	See Appendix
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	Yes	See Appendix
Diversity and Inclusion Plan under Executive Order 13583	Yes	See Appendix
Diversity Policy Statement	Yes	See Appendix
Human Capital Strategic Plan	Yes	See Appendix
EEO Strategic Plan	Yes	See Appendix
Results from most recent Federal Employee Viewpoint Survey	Yes	See Appendix

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Part E.1 - Executive Summary: Mission

RMA Mission:

The Risk Management Agency (RMA) serves America's agricultural producers through effective, market-based risk management solutions. RMA promotes, supports and regulates sound risk management solutions to preserve and strengthen the economic stability of America's agricultural producers. The primary responsibility of RMA is to administer the Federal Crop Insurance Program through the Federal Crop Insurance Corporation (FCIC) in accordance with the Federal Crop Insurance Act. The FCIC is a wholly owned government corporation created in 1938, to provide for nationwide expansion of a comprehensive crop insurance program. RMA is committed to transforming the crop insurance program into a broad-based safety net for producers to assure that American agriculture remains solid, solvent and globally competitive.

RMA Functions:

- Increase the availability and effectiveness of federal crop insurance as a risk management tool while enhancing and protecting the reliability of the program;
- Ensure a fair and effective risk management product delivery system;
- Provide education and outreach to stakeholders to ensure access to risk management tools and products; and
- Safeguard the integrity of the Federal Crop Insurance Program.

Results of Self-Assessment:

RMA conducted a self-assessment in Fiscal Year (FY) 2018 to determine the strengths and weaknesses of the Agency's Equal Employment Opportunity (EEO) program as measured against the six essential elements of a model EEO program as described in the MD-715. The essential elements of a model program include: A) demonstrated commitment from agency leadership; B) integration of EEO into the Agency's strategic mission; C) management and program accountability; D) proactive prevention of unlawful discrimination; E) efficiency; and F) responsiveness and legal compliance.

Part E.2 - Executive Summary: Essential Element A - F

DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP (Essential Element A):

RMA management continues to be committed to making RMA a model agency with respect to EEO and Civil Rights principles. On May 7, 2018, upon his appointment, the RMA Administrator re-issued the Agency's Civil Rights, Anti-Harassment, Reprisal and Retaliation, Sexual Harassment, and Accountability and Procedures Policy Statements. All policy statements were promptly placed in all RMA offices and made available on the Agency's Civil Rights website for employees, applicants, constituents and the general public. (Exhibit 1)

A link to the USDA's Departmental Regulation (DR) 4300-010, Civil Rights Accountability and Procedures, is included on the Agency's Civil Rights Accountability and Procedures Statement and is posted on the Agency's intranet site for employees to reference. (Exhibit 2)

Commitment from RMA leadership has continued to be a priority of the Administrator and Chief of Staff. The Acting Civil Rights Director met regularly with both the Administrator and the Chief of Staff on the Agency's civil rights program. Agency leadership remains committed to making RMA a model agency that respects the civil rights of employees while improving their confidence in the civil rights process. RMA has continued to increase the use of alternative dispute resolution (ADR) at all stages of the informal EEO complaint process.

RMA's inventory of EEO complaints decreased in FY 2018 and reflects improvement in the timeliness of processing EEO complaints of discrimination at the informal stage. The Agency's use of ADR throughout

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the informal EEO complaint process has resulted in more expeditious resolutions in FY 2018. RMA's ADR services are provided by the USDA's Farm Service Agency (FSA).

INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION (Essential Element B)

RMA continues implementing the initiatives outlined in RMA's 2015 - 2018 Strategic Plan which includes ensuring the availability of diverse and qualified candidates to lead the Agency by offering leadership training programs that quality civil rights services to RMA employees. Agency leadership supports RMA's Civil Rights Policies and holds all employees accountable for complying with anti-discrimination laws and regulations. The Administrator supports RMA's 2015 - 2018 Strategic Plan which incorporates goals and performance measures which identify the commitment of leadership and program integration. (Exhibit 3)

All employees have an EEO element included in their annual performance plans. Included in the element is a standard that requires regular participation in RMA sponsored special emphasis program observances. In FY 2018, full support of special emphasis programs was observed by all RMA employees, including managers and supervisors. RMA leadership continued to engage all levels of its workforce in FY 2018 to be a model agency that respects the civil rights of all employees.

RMA continues to actively engage all senior leaders in the EEO program. In FY 2018, the Acting Civil Rights Director presented the State of the Agency Report to senior leadership identifying trend and barrier analysis data reflected in this FY 2018 MD-715 Annual Report.

In FY 2018, RMA strengthened its already robust Special Emphasis Assessment Plan to assist in improving the low participation of specific affinity groups within the workforce. (Exhibit 4).

Senior managers serve as Agency Resolving Officials (ARO) during active participation in the ADR process. The following training was completed by RMA employees during FY 2018: 508 Awareness, Anti-Harassment Training: Identifying and Preventing Workplace Harassment; Avoiding Discrimination and Bias: Training and Tips for Managers; Bridging the Diversity Gap; Bullying and Violence in the Workplace; Civility and Respect in the Workplace; EEO for Supervisors and Managers; EEO Training for Non-Supervisory Employees; Equal Employment Opportunity (EEO) Training for Non-Supervisory Employees; Federal Sector EEO Complaint Process and Alternative Dispute Resolution Process; Managing Diversity; No Fear Training; Overcoming Unconscious Bias in the Workplace; Reasonable Accommodation in the Workplace; Overcoming Bias in the Workplace; Reasonable Accommodation for the Federal Workplace; Sexual Harassment Prevention for Federal Managers; and Unconscious Bias (Exhibit 5).

MANAGEMENT AND PROGRAM ACCOUNTABILITY (Essential Element C)

In FY 2018, RMA Civil Rights data reflected a significant decrease in the number of EEO complaints filed compared to FY 2017. The RMA Administrator issued RMA's Civil Rights Policy Statements to all employees reiterating his commitment to civil rights laws, regulations, and policies. The Administrator's Accountability and Procedures Policy statement communicates his support of civil rights, EEO, diversity, and a workplace free of harassment and discrimination. The Accountability and Procedures Policy further advised all employees that they would be held accountable for civil rights violations, discrimination, retaliation or related misconduct. Information on the process for filing an EEO complaint of discrimination and contacting the EEO Counselor is posted on the RMA intranet.

PROACTIVE PREVENTION (Essential Element D)

RMA has been proactive in the prevention of discrimination by annually developing and submitting an EEO Training Plan to the Office of the Assistant Secretary for Civil Rights (OASCR) that includes civil rights employment training. The following training was completed by RMA employees during FY 2018: 508 Awareness; Anti-Harassment Training: Identifying and Preventing Workplace Harassment; Avoiding

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Discrimination and Bias: Training and Tips for Managers; Bridging the Diversity Gap; Bullying and Violence in the Workplace; Civility and Respect in the Workplace; EEO for Supervisors and Managers; EEO Training for Non-Supervisory Employees; Equal Employment Opportunity (EEO) Training for Non-Supervisory Employees; Federal Sector EEO Complaint and Alternative Dispute Resolution Process; Managing Diversity; No Fear Training; Overcoming Unconscious Bias in the Workplace; Reasonable Accommodation in the Workplace; Overcoming Bias in the Workplace; Reasonable Accommodation for the Federal Workplace; Sexual Harassment Prevention for Federal Managers; and Unconscious Bias.

In FY 2018, RMA worked to ensure employees understood and complied with the responsibility of reporting employment complaints in a timely manner by conducting Civil Rights Compliance Reviews of RMA headquarters and field offices. The Compliance Reviews provided an assessment of the Agency's understanding and compliance with EEO regulations, policies and practices. These reviews were completed through in-person interviews with managers and employees. (Exhibit 6)

In FY 2018, RMA conducted quarterly workforce and barrier analyses of affinity groups and reported findings of low participation to senior management. Quarterly Reports on EEO Complaints were also prepared and presented to senior management.

RMA continues to actively recruit through the USDA Pathways Program, colleges and universities. FSA is responsible for recruitment activity and provides a list of colleges and universities to hiring officials for use when positions become available. RMA also recruits from 1890 institutions and representatives regularly attended career days at several universities. (Exhibit 7) Three recent pathway graduates were non-competitively converted into permanent positions: two (2) females and one (1) male. Additionally, four (4) disabled Veterans were hired during the reporting period. RMA hired twenty-nine (29) employees in FY2018. RMA addressed low participation at hiring events by focusing outreach efforts toward minority organizations, colleges and universities, including Historically Black Colleges and Universities, and Hispanic serving institutions with the assistance of FSA.

RMA provided input on the Agency's objectives and initiatives for the annual Federal Equal Opportunity Recruitment Program Report (FEORP) Plan in FY 2018. The input provided details regarding the agency's initiatives to address, through affirmative recruitment, low participation of minorities, women and persons with disabilities in the workforce. The FEORP Plan includes all agencies in the Farm Production and Conservation (FPAC) mission area. The plan was certified on December 14, 2018. (Exhibit 8)

The RMA Office of Civil Rights staff regularly participated as EEO Observers for interview panels to fill vacant positions announced by the Agency in FY 2018.

EFFICIENCY (Essential Element E)

In FY 2018, RMA conducted Civil Rights Compliance Reviews in Washington, DC; Georgia; Missouri; and Mississippi. Corrective actions were taken for all employment related deficiencies within established timeframes.

RMA prepared the FY 2018 No FEAR Act and FY 2018 462 Reports in a timely manner. (Exhibits 9 and 10)

RMA's EEO Counselor Reports were prepared in a clear, concise, and well written manner and satisfied established criteria for quality assessment. Alleged claims of employment discrimination were clearly defined which met regulatory fact-finding requirements. There were four (4) informal EEO Complaints filed against RMA in FY 2018; one (1) was withdrawn. There were no settlements during the FY 2018 reporting period.

Informal EEO complaints of discrimination processed in FY 2018 reflect an improvement in processing time at the intake and informal investigation stages. RMA contributes this improvement to effective

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internal procedures developed by the Acting Director and the utilization of USDAs ADR program throughout the complaint process. The OCR nurtured its established working partnership with the OASCR, Human Resources Division (HRD), the Office of the General Counsel (OGC), and the ADR Coordinator for working through each stage of the process.

The RMA EEO Program staff ensured that complaint files and the iComplaints database were updated and organized in a timely matter and in compliance with Equal Employment Opportunity Commission (EEOC) standards.

Through an inter-agency agreement (IAA), formal complaints of discrimination are handled by OASCR.

RESPONSIVENESS AND LEGAL COMPLIANCE (Essential Element F)

RMA excelled in the area of responsiveness and compliance in FY 2018. All inquiries, requests and orders from all aspects related to EEO were addressed promptly and included detailed information. Responses made to the EEOC, OASCR, OGC, and HRD were all made in a timely manner. Administrative Hearings and Appeals before the EEOC are processed by the FSA through a Service Level Agreement (SLA). EEO related matters processed through ADR are also handled by FSA through a SLA.

The OCR ensured that all decisions, judgments, and orders issued to the Agency in FY 2018 were implemented and that supporting documentation for compliance reporting requirements and inquiries was provided.

Part E.3 - Executive Summary: Workforce Analyses

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Barrier Trend and Permanent Workforce Analysis

Workforce Composition (Use Table A1 to record data)

RACE	CLF 2010	FY18 Total	FY18 %	FY17 Total	FY17 %	FY16 Total	FY16 %
HM	5.17	10	2.19	11	2.38	11	2.33
HF	4.79	7	1.53	6	1.30	7	1.48
WM	38.33	190	41.58	195	42.12	200	42.37
WF	34.03	142	31.07	146	31.53	149	31.57
BM	5.49	22	4.81	24	5.18	24	5.08
BF	6.53	56	12.25	52	11.23	54	11.44
AM	1.97	9	1.97	8	1.73	8	1.69
AF	1.93	6	1.31	6	1.30	6	1.27
NH/OPIM	0.07	0	0	0	0	0	0
NH/OPIF	0.07	0	0	0	0	0	0
AI/ANM	0.55	2	0.44	2	0.43	2	0.42
AI/ANF	0.53	7	1.53	7	1.51	6	1.27
TMRM	0.26	0	0	0	0	0	0
TMRF	0.28	6	1.31	6	1.30	5	1.06
PWTD	2.00	18	3.94	19	4.07	2	0.42

Numbers in **RED** annotate percentages below the CLF.

A copy of the RMA organizational chart and the FY 2018 MD-715 Tables have been provided. (Exhibits 11 and 12)

The RMA has 443 employees (436 permanent employees and 7 temporary employees); and continues to be strongly committed to improving and maintaining a workforce that reflects the same diversity as the public it serves. In comparison to the 2010 Civilian Labor Force (CLF) data, total male employees are 51% of the workforce, or 0.86% below the CLF while total females are 49% of the workforce, which is 0.86% above the CLF. Hispanic males and females are both below the CLF figures. Hispanic males comprise 2.23% of the workforce which is 2.94% below the CLF, and Hispanic females comprise 1.34% of the workforce which is 3.45% below the CLF. White males are 2.87% above the CLF and are 41.20% of the Agency's workforce; while White females are 31.40% of the workforce which is 2.63% below the CLF. African American males make up 4.90% and African American females make up 12.03% of the workforce; males are below the CLF by 0.59% and females are 5.5% above the CLF. Asian females are below the CLF. Asian males comprise 2.23% of the workforce and are 0.26% above the CLF. Asian females comprise 1.34% of the workforce and are 0.59% below the CLF. In FY 2018, Native Hawaiian and Other Pacific Islander males and females remained at 0.00% and are below the CLF by 0.07%. The male workforce of American Indian or Alaska Native make up 0.45% of the workforce which is 0.10% below the CLF. However, American Indian or Alaska Native females make up 1.56% of the workforce which is 1.03% above the CLF. Two or More Races males are below the CLF. Two or More Races male employees are 0.00% of the workforce, which is 0.26% below the CLF. However, Two or More Races females comprise 1.34% of the workforce, which is 1.06% above the CLF.

RMA's total workforce of employees with targeted disabilities at the end of FY 2018 is 4.01%. This is

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2.01% above the target goal of the EEOC's goal of 2.00% and 0.10% above the Department of Agriculture's goal set at 4.00%.

RMA's efforts to work on and implement effective strategies for increasing low participation of underrepresented groups within the workforce has continued in FY 2018. RMA's Employee Advisory Council (EAC) team continues to move forward in the implementation of the goals of the Agency's Strategic Plan, focusing, in part, on addressing low participation in all areas of the Agency's workforce to improve diversity. In FY 2018, the RMA Associate Administrator directed all hiring officials to ensure all vacancy announcements are sent to all sources in an effort to expand and diversify the applicant pool. The RMA Civil Rights Director provides Senior Management with workforce profiles reflecting the breakdown of the Agency's workforce for their respective areas as compared to the local CLF. This proactive measure is provided to increase awareness for making improvements to low participation in the overall workforce within the Agency.

Quarterly barrier and trend analyses of RMA's workforce were prepared to identify barriers and triggers reflective in groups with low participation. The findings were shared with senior management officials to assist in removing identified barriers.

Major Occupations

An analysis of the disability participation rates for major occupations for FY2018 revealed 6.25% in the Miscellaneous Administration and Program (0301) occupational series have a targeted disability; 3.03% in the Program Management (0340) occupational series have a targeted disability; 6.25% in the Management Program Analysis (0343) occupational series have a targeted disability; 33.33% in the Paralegal Specialist (0950) occupational series have a targeted disability; 5.13% in the General Business and Industry (1101) occupational series have a targeted disability; 3.61% in the General Investigations (1801) occupational series have a targeted disability; 16.67% in the General Investigations (1810) occupational series have a targeted disability; and 7.41% in the Information Technology Management (2210) occupational series have a targeted disability.

Other employment occupations that reported employees who self-identified as having a disability are as follows: Emergency Management (series 0089) identified 50% of employees; Economist (series 0110) identified 6.25% of employees; Miscellaneous Administration and Program (0301) identified 12.50% of employees; Miscellaneous Clerk and Assistant (0303) identified 18.18% of employees; Program Management (series 0340) identified 15.15% of employees; Management and Program Analysis (0343) identified 18.75% of employees; General Biologic Science (0401) identified 50% of employees; Accounting (0510) identified 6.45% of employees; Paralegal Specialist (0950) identified 33.33% of employees; General Business and Industry (1101) identified 10.90% of employees; Statistician (1530) identified 10.00% of employees; General Inspection, Investigation and Compliance (1801) identified 8.43% of employees; Investigative Analysis (1805) identified 20.00% of employees; General Investigating (1810) identified 33.33%; and Information Technology Management (2210) identified 22.22% of employees.

Leadership Positions

Workforce analysis for RMA for FY 2018 continues to reflect a low participation of females at the GS-15 grade level. Similarly, at the Senior Executive Service (SES) level, females reflect 16.67 % compared to 83.33% of males. The table below reveals the breakdown between males and females at the GS-13, 14, 15, and SES levels in FY 2018:

GS-13: Total - 208; Males = 49.52% (103); Females = 50.48% (105)
GS-14: Total - 55; Males = 67.27% (37); Females = 32.73% (18)
GS-15: Total - 12; Males = 50% (6); Females = 50% (6)
SES: Total - 6; Males = 83.33% (5); Females = 16.67% (1)

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Females continued to be underrepresented in supervisory positions at the GS-14, GS 15 and SES levels in FY 2018.

New Hires

The 18 permanent new hires in FY 2018 were comprised of eight females; six white and two African American or black. Of the ten males hired during FY 2018, one was Hispanic or Latino, eight were white, and one was African American or black. One of the new hires reported a non-targeted disability.

Non-Competitive Promotions

In FY 2018, there were 40 employees eligible for a non-competitive promotion; 38 of the recipients reported no disability and two employees reported a disability.

Awards and Employee Recognition/Performance Management

An analysis of MD-715 workforce tables to identify whether any barriers exist for participation in employee award and recognition programs (Table A13), revealed the following:

Time-Off Awards (1-9 Hours): An average of 7 hours per recipient were awarded to RMA employees in FY 2018 for a total of 193 hours. Males received 46.15% and females received 53.85% of the time off awards. Of these percentages, the following were received by race and gender: Hispanic males 0.00%, Hispanic females 7.69%; White males 42.31%, White females 23.08%; African American males 0.00%, African American females 11.54%; Asian males 0.00%, Asian females, 7.69%; Native Hawaiian or Hawaiian males and females both received 0.00%; American Indian or Alaska Native males 3.85%, American Indian or Alaska Native females received 3.85%; and Two or More Races males and females both received 0.00% FY 2018.

Time-Off Awards (9+ Hours): 333 awards of an average of 25 hours were awarded in this category totaling 8,293 hours for FY 2018. Of the total RMA workforce, males received 45.95% and females received 54.05%. The following is a further breakdown of time-off awards in this category: Hispanic males 1.20%, Hispanic females 1.50%; White males 38.44%; White females 34.23%; African American males 4.80%; African American females 14.71%; Asian males 1.20%; Asian females 1.20%; Native Hawaiian Pacific Islander males and females received 0.00%; American Indian or Alaska Native males 0.30% and females 1.20%; and Two or More Races males 0.00%, females 1.20%.

Cash Awards (\$100-\$500): The average monetary amount of cash awards of \$100-\$500 issued to RMA employees in FY 2018 was \$420. The total monetary cash award at this level was \$28,566. There was a total of 68 cash awards awarded in this dollar range. Males received 52.94% and females received 47.06%. The following is a further breakdown of awards by race and gender: Hispanic males 0.00%, Hispanic females received 1.47%; White males 39.71%, White females 25.00%; African American males 10.29%, African American females 14.71%; Asian males and Asian females received 1.20%; Native Hawaiian or Pacific Islander males and females received 0.00%; American Indian or Alaska Native males 0.30%, American Indian or Alaska Native females 1.20%; and Two or More Races males 0.00%, Two or More Races females 1.47%.

Cash Awards (\$500+): The average monetary cash award of \$500 or more given in FY 2018 was \$1,430. The total monetary amount of cash awards of \$500 or more was \$479,103. Of the total RMA workforce, males received 50.15% and females received 49.85%. The data reflects the remaining cash awards given in this category were as follows: Hispanic males 2.69% and Hispanic females 1.79%; White males received 41.79% and White females received 33.73%; African American males 3.28% and African American females 9.55%; Asian males 1.79% and Asian females 1.19%; Native Hawaiian or other Pacific Islander males and females received 0.00%; American Indian or Alaska Native males 0.60% and

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American Indian or Alaska Native females 2.69%, and Two or More Races males 0.00% and Two or More Races females 0.90%.

Quality Step Increases: In FY 2018, 16 employees were awarded a Quality Step Increase (QSI). The average monetary value of QSIs issued to RMA employees in FY 2018 was \$2367. The total monetary cash award at this level was \$37,865. The recipients were by race were 14 males (87.50%) and two (2) females (12.50%). Of these percentages, the following were received by race and gender: Hispanic males two (2); twelve (12) White males, and two (2) White females.

RMA continues to analyze workforce data to identify patterns, trends and/or barriers that may exist and potentially result in any disparities in awards and recognition among its workforce. Results of the FY 2018 Agency Performance Plan and Accomplishment Report for RMA reflects sustained improvements as compared to FY 2017 in the Agency's EEO program. RMA continues to focus on Civil Rights and EEO as reflected by the Secretary's initiatives of diversity and inclusion, cultural transformation and policies impacting the effectiveness of civil rights throughout the Agency.

Separations

In FY 2018, there were 36 voluntary separations consisting of two Hispanic or Latino males, 18 white males, ten white females, and three African American or black males and females. Of the 36 voluntary separations, 31 reported no disability and five identified a non-targeted disability. During FY 2018, there was one involuntary separation consisting of one white female. The involuntary separation reported no disability.

Veteran Hires

RMA added 8 veterans to its workforce in FY 2018. Of the 8 new hires four were hired at the GS-09 level, one at the GS-11 level, one at the GS-13 level, and two at the GS-15 level. One GS-15 had a targeted disability and one GS-15 had a non-targeted disability. Six veterans reported a 10 point 30 Percent veterans preference, two reported a 5 point 10 percent veterans preference.

Part E.4 - Executive Summary: Accomplishments

RMA accomplished the planned goals identified in the FY 2017 Annual MD-715 Report in conjunction with initiatives set forth by the Secretary of Agriculture, and the OASCR. RMA's Administrator re-issued all agency Civil Rights policy statements on May 7, 2018, immediately upon his appointment; these statements were posted in all offices and added to the intranet site. The procedures, effective for all employees, emphasized the responsibility to comply with federal EEO laws and regulatory requirements. The RMA Administrator's commitment to implementing the Secretary's vision of making RMA a model agency that respects the civil rights of its employees was implemented through the completion of EEO training as cited throughout the Executive Summary.

As of September 30, 2018, RMA exceeded the EEOC and its goal of hiring additional employees with targeted disabilities. At the end of the FY 2018 reporting period, RMA had a workforce percentage for employees with targeted disabilities of 4.01%. The EEOC goal is 2% and the USDA goal was 4%.

Multiple Civil Rights training components were completed during FY 2018. RMA continues to utilize the effectiveness of the ADR program to resolve complaints at the lowest level. Awareness of Accountability and Procedures for individual employees related to EEO were addressed during the compliance reviews conducted of headquarters and field offices. Quarterly barrier analyses were conducted for affinity groups within RMA, and findings of low participation were communicated to senior management and hiring officials to improve diversity in the overall workforce when vacant positions were available. The RMA OCR distributed a list of colleges and universities with diverse populations to senior management and hiring officials for consideration when hiring staff. The RMA Civil Rights Director also conducted briefings

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to senior management on barrier analysis findings throughout the fiscal year to increase diversity in hiring.

Part E.5 - Executive Summary: Planned Activities

RMA plans to continue to work toward becoming a model agency in employment. In FY 2019, RMA plans to increase recruitment efforts, in partnership with FSA, to reduce low employment rates among identified affinity groups. Quarterly barrier analyses will continue to be conducted and communicated to senior officials to increase diversity in hiring for FY 2019. EEO and other related employment training is planned and will be conducted for all employees.

RMA will continue to maintain improved timeframes for processing EEO complaints in the informal stage of the process. RMA will continue its IAA with OASCR for the processing of formal EEO complaints. RMA will conduct additional Compliance Reviews of its offices and partners to demonstrate commitment to compliance with federal EEO laws and regulations.

Compliance Reviews will provide the opportunity to identify EEO knowledge deficiencies within the RMA workforce. The RMA Employee Advisory Committee (EAC) will be encouraged to engage OCR to address civil rights and employment related concerns identified in the Federal Employee Viewpoint Survey (FEVS) conducted in FY2018. The feedback will be used to implement initiatives to meet employee needs and improve the work environment in FY 2019.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL
EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Keith Gray, Chief of Staff ES-00** am the

.....(Insert name above).....(Insert official title/series/grade above).....

Principal EEO
Director/Official for

USDA Risk Management Agency (AG08)

(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.

Keith Gray

Digitally signed by Keith Gray
Date: 2019.03.21 13:36:46 -04'00'

Signature of Principal EEO Director/Official

Date

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

MARTIN BARBRE

Digitally signed by MARTIN
BARBRE Date: 2019.03.19
16:27:52 -04'00'

Signature of Agency Head or Agency Head Designee

Date

MD-715 - PART G
Agency Self-Assessment Checklist

The Part G Self-Assessment Checklist is a series of questions designed to provide federal agencies with an effective means for conducting the annual self-assessment required in Part F of MD-715. This self-assessment permits EEO Directors to recognize, and to highlight for their senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements. Nothing in Part G prevents agencies from establishing additional practices that exceed the requirements set forth in this checklist.

All agencies will be required to submit Part G to EEOC. Although agencies need not submit documentation to support their Part G responses, they must maintain such documentation on file and make it available to EEOC upon request.

The Part G checklist is organized to track the MD-715 essential elements. As a result, a single substantive matter may appear in several different sections, but in different contexts. For example, questions about establishing an anti-harassment policy fall within Element C (Management and Program Accountability), while questions about providing training under the anti-harassment policy are found in Element A (Demonstrated Commitment from Agency Leadership).

For each MD-715 essential element, the Part G checklist provides a series of "compliance indicators." Each compliance indicator, in turn, contains a series of "yes/no" questions, called "measures." To the right of the measures, there are two columns, one for the agency to answer the measure with "Yes", "No", or "NA;" and the second column for the agency to provide "comments", if necessary. Agencies should briefly explain any "N/A" answer in the comments. For example, many of the sub-component agencies are not responsible for issuing final agency decisions (FADs) in the EEO complaint process, so it may answer questions about FAD timeliness with "NA" and explain in the comments column that the parent agency drafts all FADs.

A "No" response to any measure in Part G is a program deficiency. For each such "No" response, an agency will be required in Part H to identify a plan for correcting the identified deficiency. If one or more sub-components answer "No" to a particular question, the agency-wide/parent agency's report should also include that "No" response.

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MD-715 - PART G

Agency Self-Assessment Checklist

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.

 Compliance Indicator  Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
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)]	Yes	05/01/2018	A.1.a.2
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)]	Yes	Gender identity, age, religion, national origin, disability, reprisal, protected genetic information, sexual orientation, marital and familial or parental status, political affiliation, and/or receipt of public assistance.	New
 Compliance Indicator  Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	
A.2.a	Does the agency disseminate the following policies and procedures to all employees:	Yes		

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A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes		New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	NA	USDA is in the process of issuing RAPs for the Department and the EEOC is aware of the implementation status.	New
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:	Yes		
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)]	Yes		New
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes		A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	N/A	https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdafiles/AboutFSA/HRD/pdfs/31-pm_reasonable_accommodation_program.PDF	A.3.c
A.2.c	Does the agency inform its employees about the following topics:			
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.	Yes	Annually	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	Yes	Annually	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	Yes	Annually	New
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.	Yes	Annually	New
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.	Yes	Annually	A.3.b
 Compliance Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	

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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.	Yes	Recent recipients of the Administrator's Award outlining their accomplishments in EEO.	New
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]	Yes		New
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.				
 Compliance Indicator  Measures	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.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		B.1.a
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.	N/A	The Acting EEO Director reports directly to the RMA Administrator	New
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)]	Yes		B.1.d
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]	Yes		B.2.a
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.	Yes	November 2017	B.2.b
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues?	Yes		New

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	[see MD-715, II(B)]			
 Compliance Indicator  Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
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)]	Yes		B.3.a
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes		New
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.]	Yes	Through an IAA with OASCR for formal complaints	New
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	Through an IAA with OASCR	New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes		F.3.b
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)]	Yes		New
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) and (c)(3)]	N/A		New
 Compliance Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		B.2.c & B.2.d

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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.	Yes	Strategy 5: Create an RMA for the 21st Century that is high performing, efficient, and adaptable RMA will continue to improve its performance through the activities outlined below. Civil Rights and Diversity: Transform into a model Federal agency for effective equal employment opportunities (EEO) and program delivery by enhancing employee inclusion, and focusing on improving customer and employee satisfaction; Provide civil rights leadership to RMA employees, applicants, and customers by increasing the use of an early resolution process for civil rights and equal employment opportunity complaints, reducing the inventory of program complaints, and analyzing field operations for systemic improvements; Demonstrate commitment of RMA leadership by integrating EEO into the RMA Strategic Mission, ensuring management	New
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			and program accountability, proactively working to prevent discrimination through efficient, responsive, and legal compliance with all statutes and Department regulations; Provide civil rights training to RMA employees, partners including all AIPs, their agents and adjusters	
 Compliance Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes		B.4.a
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)]	Yes		E.5.b
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.	Yes		B.4.f & B.4.g
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)]	Yes		E.1.c

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B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes		B.4.c
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.	Yes		New
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]	Yes		B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3
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]	Yes		New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes		B.4.d
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes		New
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)]	Yes		New
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes		B.1.b
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?	Yes		E.2.d
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?	Yes		E.2.e
 Compliance Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments New Indicator	
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			

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B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes		New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes		A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes		New
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)]	Yes		New
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)]	Yes		E.4.b
 Compliance Indicator  Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments New Indicator	
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes		New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes		D.1.a
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]	Yes		D.1.b
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)]	Yes		D.1.c
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator  Measures	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments	
C.1.a	Does the agency regularly assess its component and field offices for		In FY2018 the following	New

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	possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	offices were reviewed: Washington, DC, Georgia, Missouri, and Mississippi.	
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.	Yes	In FY2018 the following offices were reviewed: Washington, DC, Georgia, Missouri, and Mississippi.	New
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)]	Yes		New
 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments New Indicator	
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)]	Yes		New
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]	Yes		New
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)]	Yes		New
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)]	Yes		New
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.]	Yes		New

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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 <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes		New
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)]	Yes		New
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)]	Yes	RMA has an Inter-Agency Agreement with USDA's FSA that includes providing reasonable accommodation services to the RMA and issuing associated procedures.	New
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)]	Yes		E.1.d
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)]	Yes		New
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)]	Yes		New
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)]	Yes		New
C.2.b.5	Does the agency process all accommodation requests 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 in the comments column.	Yes		E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations,	N/A	The USDA DR 4300-002 is currently being revised to meet EEOC requirements and to	New

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	enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]		include the PAS. The EEOC is aware of the implementation status.	
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.	N/A	The USDA DR 4300-002 is currently being revised to meet EEOC requirements and to include the PAS. The EEOC is aware of the implementation status.	New
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments New Indicator	
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?	Yes		New
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]	Yes		A.3.a.1
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)]	Yes		A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes		A.3.a.5
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]	Yes		A.3.a.6
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes		A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes		A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes		New
C.3.b.8	Support the anti-harassment program in investigating and correcting	Yes		A.3.a.2

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	harassing conduct. [see Enforcement Guidance, V.C.2]			
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)]	Yes		New
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)]	Yes		New
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)]	Yes		New
 Compliance Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		New
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]	Yes		C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes		New
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes		New
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			

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C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes		New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes		New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes		New
 Compliance Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes		C.3.a.
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.	Yes	0	C.3.c
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? [see MD-715, II(C)]	Yes		New
 Compliance Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	
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	Yes	Regularly (weekly, monthly, and/or Annually)	C.1.a

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	EEO updates in the comments column.			
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes		New
Essential Element D: PROACTIVE PREVENTION This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.				
 Compliance Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA)	Comments	
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes		New
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; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes		New
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)]	Yes		New
 Compliance Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes		New
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)]	Yes		B.2.c.2

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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)]	Yes		B.2.c.1
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, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	Yes		New
 Compliance Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments New Indicator	
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)]	Yes		New
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)]	Yes		New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes		New
 Compliance Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	Yes	https://www.rma.usda.gov/About-RMA/Who-We-Are/Hidden/Office-of-the-Administrator/Office-of-Civil-Rights Due to recent USDA Reorganization, website is currently under maintenance and in the process of being updated at the time the FY18	New

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			MD-715 report is being submitted.	
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)]	Yes		New
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)]	Yes		New
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)]	Yes		New
Essential Element E: EFFICIENCY This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.				
 Compliance Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	
 Measures				
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes		E.3.a.1
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)?	Yes		E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	Yes	Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.	New
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(l)? If so, please provide the average processing time in the comments.	Yes	60 days. Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.	New
E.1.e	Does the agency ensure all employees fully cooperate with EEO	Yes		New

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	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)?			
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	Through an Inter-Agency Agreement with the USDA's Office of the Assistance Secretary for Civil Rights.	E.3.a.3
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)?	Yes		New
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes	Through an Inter-Agency Agreement with the USDA's Office of the Assistance Secretary for Civil Rights.	E.3.a.4
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)?	Yes	Through an Inter-Agency Agreement with the USDA's Office of the Assistance Secretary for Civil Rights.	E.3.a.7
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.	Yes	Through an Inter-Agency Agreement with the USDA's Office of the Assistance Secretary for Civil Rights.	E.2.c
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)]	Yes		New
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)]	Yes		New

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 Compliance Indicator  Measures	E.2 – The agency has a neutral EEO process.	Measure Met? (Yes/No/NA)	Comments Revised Indicator	
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)]	Yes		New
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.	Yes	Office of General Counsel	E.6.a
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)]	Yes		New
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)]	Yes		E.6.b
E.2.e	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	Yes		E.6.c
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes	Through an IAA Agreement with USDA’s FSA	E.4.a
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)]	Yes		E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes		D.2.a
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)]	Yes		New
E.3.e	Does the agency prohibit the responsible management official named in	Yes		E.4.d

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	the dispute from having settlement authority? [see MD-110, Ch. 3(I)]			
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes		New
 Compliance Indicator  Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		E.5.a
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes		E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes		E.5.f
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)]	Yes		New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes		New
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]	Yes		New
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]	Yes		New
 Compliance Indicator  Measures	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments	
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.	Yes	By issuing an annual MD-715 report to the EEOC, including FY18.	E.5.e
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.	Yes	Participating in the USDA's quarterly MD-715 workgroup	E.5.g

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			meetings..	
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)]	Yes		E.3.a
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator  Measures	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		F.1.a
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)]	Yes		E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes		F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes		F.2.a.2
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)]	Yes		F.3.a.
 Compliance Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments Indicator moved from E-III Revised	
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes		C.3.d
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)]	Yes		E.3.a.5
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	Yes		E.3.a.7

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	the orders of relief? [see 29 CFR §1614.501]			
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)]	Yes		New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes		F.3.d (1 to 9)
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments	
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)]	Yes		New
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes		New

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MD-715 – Part H-1
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

☐ If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Other	The Agency's Administrator delegated the authority to settle complaints to the Agency Resolving Official.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2017	To preserve the integrity of and neutrality of the EEO process	09/30/2018		9/30/2018

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, RMA Office of Civil Rights	Dena Davis	Yes
Administrator, Risk Management Agency	Martin Barbre	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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Report of Accomplishments

Fiscal Year	Accomplishments

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MD-715 – Part H-2
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

☐ If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Other	The EEO policy statement was 1st issued on May 7, 2018, following the installation of the newly appointed Agency Head.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2017	To annually reissue the Agency's EEO Policy Statement to communicate to all Agency employees the Administrator's commitment to Civil Rights and to meet regulatory requirements.	09/30/2018		09/30/2018

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, RMA Office of Civil Rights	Dena Davis	Yes
Administrator, Risk Management Agency	Martin Barbre	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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Report of Accomplishments

Fiscal Year	Accomplishments

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MD-715 – Part I-1
Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

☐ If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	Table A1, A4-1, & A4-2	There is an underrepresentation of females at the GS-14, GS-15, and the SES levels.

EEO Group(s) Affected by Trigger

EEO Group
All Men
All Women
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males
Two or More Races Females

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Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Tables A1, A4-1 and A4-2.
Complaint Data (Trends)	Yes	iComplaint statistical data
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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Description of Policy, Procedure, or Practice

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, Risk Management Agency, Office of Civil Rights	Dena Davis	Yes
Director, Farm Service Agency, Human Resources	Thomas Mulhern	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Report of Accomplishments

Fiscal Year	Accomplishments

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part I-2
Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

☐ If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	Table A1, A4-1, & A4-2	Hispanic or Latinos underrepresented and below the Civilian Labor Workforce

EEO Group(s) Affected by Trigger

EEO Group
All Men
All Women
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males
Two or More Races Females

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EEO Group

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Tables A1, A4-1 and A4-2.
Complaint Data (Trends)	Yes	iComplaint statistical data
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

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Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Acting Director, Risk Management Agency, Office of Civil Rights	Dena Davis	Yes
Director, Farm Service Agency, Human Resources	Thomas Mulhern	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Report of Accomplishments

Fiscal Year	Accomplishments

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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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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)	Yes	☒	No	0
b. Cluster GS-11 to SES (PWD)	Yes	☒	No	0

RMA examined MD-175 Table B4-1 and noted the total workforce for PWD in grades GS-1-10 and GS-11 to SES is 11.74%

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)	Yes	0	No	☒
b. Cluster GS-11 to SES (PWTD)	Yes	0	No	☒

RMA reviewed MD-715 Table B4-1 and noted the total workforce for PWTD in grades GS-1 to GS-10 and from GS-11 to SES is 4.13%

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

EEO specialists and special emphasis program managers review quarterly barrier analysis reports and provide relevant information to management on hiring goals and recruitment resources.

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.

Yes **X** No 0

This is accomplished through an Inter-Agency Agreement with the USDA's Farm Service Agency (FSA) Human Resources Division (HRD).

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			Marvin Jones, Disability Employment Manager, FSA Marvin.Jones@wdc.usda.gov

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Answering questions from the public about hiring authorities that take disability into account	1			Marvin Jones, Disability Employment Manager, FSA Marvin.Jones@wdc.usda.gov
Processing reasonable accommodation requests from applicants and employees	1			Marvin Jones, Disability Employment Manager, FSA Marvin.Jones@wdc.usda.gov
Section 508 Compliance	1			Count Branham, Branch Chief, FSA Count.Branham@wdc.usda.gov
Architectural Barriers Act Compliance			1	Iris Snowden, RMA Disability Program Manager, RMA OCR Iris.Snowden@rma.usda.gov
Special Emphasis Program for PWD and PWTD			1	Iris Snowden, RMA Disability Program Manager, RMA OCR Iris.Snowden@rma.usda.gov

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.

Yes ☒ No ☐

Agency personnel completed the following training during the FY 2018 reporting period: EEOC Presentation on Developing Section 501 Affirmative Action Plan; Barrier Analysis Training; Basic Management Directive 715; Disability Program Management Training Basics; and Reasonable Accommodation training.

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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*.

Yes **X** No 0

This is accomplished through an inter-Agency Agreement with the USDA's FSA HRD.

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 Applicants with Disabilities

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

RMA opens positions to Schedule A applicants and hires from Schedule A lists. Through an Inter-Agency Agreement with USDA's FSA HRD. RMA is represented at career fairs for targeted populations.

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.

RMA routinely hires from Schedule A lists through an Inter-Agency Agreement with USDA's FSA HRD.

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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.

Through an Inter-Agency Agreement with USDA's FSA HRD, Schedule A candidates are evaluated on their experience, education, and other qualifications. FSA's HRD then forwards the certification list to the relevant hiring official(s) 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.

Yes ☒ No ☐ N/A ☐

RMA managers and supervisors completed the following training in FY 2018: A Roadmap to Success: Hiring, Retaining and Including People with Disabilities; Avoiding Discrimination and Bias: Training and Tips for Managers; Disability Legislation and Reasonable Accommodation: A Practical Guide; EEO Training for Supervisors; Avoiding Discrimination and Bias: Training and Tips for Managers; Reasonable Accommodation for the Federal Workplace; Civil Rights Accommodation Training.

B. Plan to Establish Contacts with Disability Employment Organizations

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

This is accomplished through an Inter-Agency Agreement with the USDA's FSA HRD.

C. Progression Towards Goals (Recruitment and Hiring)

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

- a. New Hires for Permanent Workforce (PWD)
b. New Hires for Permanent Workforce (PWTD)

Yes ☒ No ☐
Yes ☐ No ☒

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PWD is 11.74% while the goal is 12%

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. New Hires for MCO (PWD)	Yes	0	No	X
b. New Hires for MCO (PWTD)	Yes	0	No	X

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes	0	No	X
b. Qualified Applicants for MCO (PWTD)	Yes	0	No	X

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD)	Yes	0	No	X
b. Promotions for MCO (PWTD)	Yes	0	No	X

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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 enough advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. Advancement Program Plan

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

PWD and PWTD can participate in the RMA Career Development Program and OPM career development classes to include the LEAD program.

B. Career Development Opportunities

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

Eligible employees can participate in the RMA Career Development Program. All employees can attend OPM training and career development classes or programs. All employees are also offered a mentor.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

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

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)	Yes	0	No	X
b. Selections (PWD)	Yes	0	No	X

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4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	Yes	0	No	X
b. Selections (PWTD)	Yes	0	No	X

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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)	Yes	0	No	X
b. Awards, Bonuses, & Incentives (PWTD)	Yes	0	No	X

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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)	Yes	0	No	X
b. Pay Increases (PWTD)	Yes	0	No	X

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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

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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)	Yes	0	No	X	N/A	0
b. Other Types of Recognition (PWTD)	Yes	0	No	X	N/A	0

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.

a. SES

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

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

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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.

a. SES

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

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.

a. New Hires to SES (PWD)	Yes	0	No	X
b. New Hires to GS-15 (PWD)	Yes	0	No	X
c. New Hires to GS-14 (PWD)	Yes	0	No	X
d. New Hires to GS-13 (PWD)	Yes	0	No	X

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,

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please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes	0	No	X
b. New Hires to GS-15 (PWTD)	Yes	0	No	X
c. New Hires to GS-14 (PWTD)	Yes	0	No	X
d. New Hires to GS-13 (PWTD)	Yes	0	No	X

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.

a. Executives

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

b. Managers

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

c. Supervisors

i. Qualified Internal Applicants (PWD)	Yes	0	No	X
ii. Internal Selections (PWD)	Yes	0	No	X

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.

a. Executives

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

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b. Managers

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Yes	0	No	X
ii. Internal Selections (PWTD)	Yes	0	No	X

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.

a. New Hires for Executives (PWD)	Yes	0	No	X
b. New Hires for Managers (PWD)	Yes	0	No	X
c. New Hires for Supervisors (PWD)	Yes	0	No	X

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.

a. New Hires for Executives (PWTD)	Yes	0	No	X
b. New Hires for Managers (PWTD)	Yes	0	No	X
c. New Hires for Supervisors (PWTD)	Yes	0	No	X

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Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal assistance services.

A. Voluntary and Involuntary Separations

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

Yes **X** No 0

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)	Yes	0	No	X
b. Involuntary Separations (PWD)	Yes	0	No	X

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)	Yes	0	No	X
b. Involuntary Separations (PWTD)	Yes	0	No	X

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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*.

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

<https://www.rma.usda.gov/en/About-RMA/Who-We-Are/Hidden/Office-of-the-Administrator/Office-of-Civil-Rights/Program-Discrimination>

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.

<https://www.rma.usda.gov/en/About-RMA/Who-We-Are/Hidden/Office-of-the-Administrator/Office-of-Civil-Rights/Program-Discrimination>

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.

RMA works to ensure access to all offices. Assessments to physical barriers are made during compliance reviews. All RMA offices are ADA compliant and provide access to those with physical disabilities.

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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.)

This is done through an Inter-Agency Agreement with the USDA's FSA. The average time for processing requests is 30 days.

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.

RMA management officials receive training on reasonable accommodations and work with the reasonable accommodations program manager to address employee needs in a timely fashion by reviewing the request, gathering necessary documentation and implementing the agreed-on accommodation.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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

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for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

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?

Yes 0 No ☒ N/A 0

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?

Yes 0 No ☒ N/A 0

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.

Not applicable

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?

Yes 0 No ☒ N/A 0

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?

Yes 0 No ☒ N/A 0

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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.

Not applicable

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?

Yes 0 No X

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

Yes 0 No 0 N/A X

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.

Trigger 1	NA		
Barrier(s)			
Objective(s)			
Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)		

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Fiscal Year	Accomplishments			
2018	RMA continues to meet the needs of those PWD and PWTD by ensuring there are no barriers to employment.			

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

NA

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

NA

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.

NA