

USDA Risk Management Agency

For period covering October 1, 2018 to September 30, 2019

PART A Department or Agency Identifying Information	1. Agency	1. USDA Risk Management Agency
	1.a 2nd level reporting component	
	2. Address	2. 1400 Independence Ave, SW, Stop 0801
	3. City, State, Zip Code	3. Washington, DC 20250
	4. Agency Code 5. FIPS code(s)	4. AG08 5. 10400

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 352
	2. Enter total number of temporary employees	2. 7
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 359

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Matin Barbre
	Head of Agency	Martin Barbre	Administrator, Risk Management Agency
	Head of Agency Designee	Keith Gray	Chief of Staff, Risk Management Agency
	Head of Agency Designee	Sonny Purdue	Secretary of Agriculture
	Principal EEO Director/Official	Emily Su	Director
	Principal EEO Director/Official	Dena Davis	Acting Director, Office of Civil Rights
	Affirmative Employment Program Manager	Tiffany Wallace	Branch Chief
	Affirmative Employment Program Manager	Dena Davis	Acting Director, Office of Civil Rights
	Complaint Processing Program Manager	Sandra McWhirter	Acting Branch Chief
	Complaint Processing Program Manager	Janel Butler	EEO Program Assistant
	Diversity & Inclusion Officer	Sherry Dixon	Director
	Diversity & Inclusion Officer	Michael Alston	Associate Administrator
	Hispanic Program Manager (SEPM)	Rick Tafoya	NHEPM
	Hispanic Program Manager (SEPM)	Ron Brown	SEPM Manager
	Women's Program Manager (SEPM)	Iris Snowden	SEPM Manager
	Women's Program Manager (SEPM)	Katherine Pruss	NWPM
	Disability Program Manager (SEPM)	Iris Snowden	SEPM Manager
	Disability Program Manager (SEPM)	Michelle Jordan	NDEPM
	Disability Program Manager (SEPM)	Demitrice Boozer	NDEPM
	Special Placement Program Coordinator (Individuals with Disabilities)	Demitrice Boozer	NDEPM
	Special Placement Program Coordinator (Individuals with Disabilities)	Marvin Jones	RA Program Manager
	Special Placement Program Coordinator (Individuals with Disabilities)	Michelle Jordan	NDEPM
	Reasonable Accommodation Program Manager	Colette Ross	Reasonable Accommodation Coordinator
	Reasonable Accommodation Program Manager	Marvin Jones	RA Program Manager

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Title Type	Name	Title
Anti-Harassment Program Manager	Emily Su	Director
Anti-Harassment Program Manager	Dena Davis	Acting Director, Office of Civil Rights
Anti-Harassment Program Manager	Noreen Joice	Chief
ADR Program Manager	Darlene Thompson	ADR Program Manager
ADR Program Manager	Shari Welker	ADR Program Manager
Compliance Manager	Shari Welker	ADR Program Manager
Compliance Manager	Brian Garner	Branch Chief
Principal MD-715 Preparer	Alex Christensen	Management Analyst
Principal MD-715 Preparer	Alex Christensen	Management Analyst

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PART D
List of Subordinate Components Covered in
This Report

Subordinate Component and Location (City/State)	Country	Agency Code
USDA Risk Management Agency Spokane, WA	United States	AG08
USDA Risk Management Agency Springfield, IL	United States	AG08
USDA Risk Management Agency Topeka, KS	United States	AG08
USDA Risk Management Agency Valdosta, GA	United States	AG08
USDA Risk Management Agency Kansas City, MO	United States	AG08
USDA Risk Management Agency Indianapolis, IN	United States	AG08
USDA Risk Management Agency Eagan, MN	United States	AG08
USDA Risk Management Agency Dallas, TX	United States	AG08
USDA Risk Management Agency Davis, CA	United States	AG08
USDA Risk Management Agency Raleigh, NC	United States	AG08
USDA Risk Management Agency Kansas City, MO	United States	AG08
USDA Risk Management Agency Davis, CA	United States	AG08
USDA Risk Management Agency Billings, MT	United States	AG08
USDA Risk Management Agency Jackson, MS	United States	AG08
USDA Risk Management Agency Oklahoma City, OK	United States	AG08
USDA Risk Management Agency Raleigh, NC	United States	AG08
USDA Risk Management Agency St. Paul, MN	United States	AG08

EEOC FORMS and Documents	Required	Uploaded
Anti-Harassment Policy and Procedures	Y	Y
Agency Strategic Plan	Y	Y
Reasonable Accommodation Procedure	Y	Y
Organization Chart	Y	Y
Personal Assistance Services Procedures	Y	Y
Alternative Dispute Resolution Procedures	Y	Y
EEO Policy Statement	Y	Y
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N
Diversity Policy Statement	N	N

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EEOC FORMS and Documents	Required	Uploaded
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N
Human Capital Strategic Plan	N	N
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	Y
EEO Strategic Plan	N	N

EXECUTIVE SUMMARY: MISSION

Part E.1 - Executive Summary: 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:

The USDA's Farm Production and Conservation (FPAC) Civil Rights and Equal Employment Opportunity Division (CREEOD), on behalf of RMA, conducted a self-assessment in Fiscal Year (FY) 2019 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.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

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 March 9, 2018, the Secretary of the United States of Agriculture (USDA) issued Secretary's Memorandum 1076-023. On May 25, 2018, the Secretary of the United States Department of Agriculture (USDA) issued the One-USDA Civil Rights, Anti-Harassment, Reprisal and Retaliation, Sexual Harassment, and Accountability and Procedures Policy Statement. Both policy statements were posted on the Agency's Civil Rights website for employees, applicants, constituents and the general public. (See Supporting Documentation - 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. (See Supporting Documentation - Exhibit 2)

Commitment from RMA leadership has continued to be a priority of the Administrator and Chief of Staff. 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 2019 and reflects improvement in the timeliness of processing EEO complaints of discrimination at the informal stage. The Agency's use of ADR throughout the informal EEO complaint process has resulted in more expeditious resolutions in FY 2019. RMA's ADR services are provided by the USDA's Farm Production and Conservation (FPAC) Civil Rights and Equal Employment Opportunity Division (CREEOD).

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

The FPAC Business Center, which provides strategic planning services for the RMA, is working on a mission-area 2-year operational plan that is planned to be finalized during FY 2020. In the interim, the FPAC mission area falls under the USDA FY 2018-FY 2022 Strategic Plan. (See Supporting Document – Exhibit 3)

The RMA Administrator supports the One-USDA FY 2018 – FY 2022 Strategic Plan which incorporates goals and performance measures which identify the commitment of leadership and program integration. Agency leadership supports RMA's Civil Rights Policies and holds all employees accountable for complying with anti-discrimination laws and regulations.

All employees have an EEO element included in their annual performance plans. RMA leadership continued to engage all levels of its workforce in FY 2019 to be a model agency that respects the civil rights of all employees.

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 2019: Alternative Dispute Resolution Awareness, Anti-Harassment Training: Identifying and Preventing Workplace Harassment, Civil Rights: Recognizing and Preventing Reprisal 2007, EEO and Preventing Discrimination in the Federal Workplace, EEO Training for Non-Supervisory Employees, How Culture Impacts Communication, Mastering Diversity: Managing for Success Under ADA & Other Anti-Discrimination Laws, No Fear Refresher Training, USDA No Fear Act Training, Your Role in Workplace Diversity, Conflict Management Training Webinar Series: The Bully at Work, Working with you is Tough, Civility and Respect in the Workplace.

MANAGEMENT AND PROGRAM ACCOUNTABILITY (Essential Element C)

In FY 2019, RMA Civil Rights data reflected a significant decrease in the number of EEO complaints filed compared to FY 2018. On March 9, 2018, the Secretary of the United States of Agriculture (USDA) issued Secretary's Memorandum 1076-023. On May 25, 2018, the Secretary of the USDA communicated his commitment to civil rights laws, regulations, and policies by issuing the One-USDA Civil Rights, Anti-Harassment, Reprisal and Retaliation, Sexual Harassment, and Accountability and Procedures Policy Statement. Additionally, the RMA Administrator and Chief of Staff share in their commitment to civil rights laws, regulations, and USDA policies. The policy statement was posted on the Agency's Civil Rights website for employees, applicants, constituents, and the general public. With the recent merger of the mission area, the civil

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

rights and anti-harassment statements are being revised and are expected to be issued in FY 2020. Information on the process for filing an EEO complaint of discrimination and contacting an EEO Counselor is posted on the RMA intranet.

PROACTIVE PREVENTION (Essential Element D)

CREEOD 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 2019: Alternative Dispute Resolution Awareness, Anti-Harassment Training: Identifying and Preventing Workplace Harassment, Civil Rights: Recognizing and Preventing Reprisal 2007, EEO and Preventing Discrimination in the Federal Workplace, EEO Training for Non-Supervisory Employees, How Culture Impacts Communication, Mastering Diversity: Managing for Success Under ADA & Other Anti-Discrimination Laws, No Fear Refresher Training, USDA No Fear Act Training, Your Role in Workplace Diversity, Conflict Management Training Webinar Series: The Bully at Work, Working with you is Tough, and Civility and Respect in the Workplace.

In FY 2019, CREEOD worked to ensure that RMA employees understood and complied with the responsibility of reporting employment complaints in a timely manner by conducting Civil Rights Compliance Reviews of the RMA North Carolina field offices. The Compliance Review 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. (See Supporting Documentation - Exhibit 4)

In FY 2019, RMA completed quarterly MD-715 quarterly workforce and barrier analysis reports that were provided to the USDA's OASCR.

RMA continues to support the recruitment of applicants through the USDA Pathways Program, colleges, and universities. The FPAC Business Center's Human Resources Division (HRD) is responsible for the agency's recruitment activity. RMA also recruits from 1890 institutions and representatives regularly attended career days at several universities. (See Supporting Documentation - Exhibit 5). Additionally, two (2) disabled Veterans were hired during the reporting period. RMA hired six (6) employees in FY 2019. 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 FPAC's Business Center's HRD.

RMA provided input on the Agency's objectives and initiatives for the annual Federal Equal Opportunity Recruitment Program Report (FEORP) Plan in FY 2019. 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.

Senior managers served as Agency Resolving Officials (ARO) during the ADR process. The CREEOD staff regularly participated as EEO Observers for interview panels to fill vacant positions announced by the Agency in FY 2019.

EFFICIENCY (Essential Element E)

In FY 2019, RMA conducted a Civil Rights Compliance Review in North Carolina. Corrective actions were taken for all employment related deficiencies within established timeframes.

RMA prepared the FY 2019 No FEAR Act and FY 2019 462 Reports in a timely manner. (See Supporting Documentation - Exhibits 6 and 7)

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 three (3) informal EEO Complaints filed against RMA in FY 2019; two (2) were withdrawn. There were no settlements during the FY 2019 reporting period.

Informal EEO complaints of discrimination processed in FY 2019 reflect an improvement in processing time at the intake and informal investigation stages. RMA contributes this improvement to effective internal procedures developed by the FPAC CREEOD Director and the utilization of USDA's ADR program throughout the complaint process. The CREEOD 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.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

The CREEOD 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 the USDA's OASCR.

RESPONSIVENESS AND LEGAL COMPLIANCE (Essential Element F)

The CREEOD, which provides EEO services to the RMA, excelled in the area of responsiveness and compliance in FY 2019. 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.

The CREEOD ensured that all decisions, judgments, and orders issued to the Agency in FY 2019 were implemented and that supporting documentation for compliance reporting requirements and inquiries were provided.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Part E.3 - Executive Summary: Workforce Analyses

Barrier Trend and Permanent Workforce Analysis

Workforce Composition (Use Table A1 to record data)

RACE	CLF 2010	FY2019		FY2018	
		Total	Percentage	Total	Percentage
HM	5.17	6	1.70	10	2.19
HF	4.79	6	1.42	7	1.53
WM	38.33	152	41.76	190	41.58
WF	34.03	119	33.81	142	31.07
BM	5.49	19	5.11	22	4.81
BF	6.53	39	11.08	56	12.25
AM	1.97	5	1.42	9	1.97
AF	1.93	5	1.42	6	1.31
NH/OPIM	0.07	0	0	0	0
NH/OPIF	0.07	0	0	0	0
AI/ANM	0.55	2	0.57	2	0.44
AI/ANF	0.53	5	1.42	7	1.53
TMRM	0.26	0	0	0	0
TMRF	0.28	1	0.28	6	1.31
PWTD	2.00	12	3.41	18	4

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

A copy of the RMA organizational chart and the FY 2019 MD-715 Tables have been provided. (See Supporting Documentation - Exhibits 8 and 9)

The RMA ended FY 2019 with 359 employees (352 permanent employees and 7 temporary employees); RMA continues to be

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

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 were 50.57% of the workforce, or 1.29% below the CLF while total females were 49.43% of the workforce, which is 1.29% above the CLF. Hispanic males and females were both below the CLF figures. Hispanic males comprised 1.70% of the workforce which is 3.47% below the CLF, and Hispanic females comprised 1.42% of the workforce which is 3.37% below the CLF. White males were 3.43% above the CLF and were 41.76% of the Agency's workforce; while White females were 33.81% of the workforce which is 0.22% below the CLF. Black or African American males made up 5.11% and Black or African American females made up 11.08% of the workforce; males were below the CLF by 0.38% and females were 4.55% above the CLF. Asian males and females were below the CLF. Asian males comprise 1.42% of the workforce and were 0.55% below the CLF. Asian females comprise 1.42% of the workforce and were 0.51% below the CLF. In FY 2019, Native Hawaiian and Other Pacific Islander males and females remained at 0.00% and were below the CLF by 0.07%, respectively. The male workforce of American Indian or Alaska Native made up 0.57% of the workforce which is 0.02% above the CLF. American Indian or Alaska Native females made up 1.42% of the workforce which is 0.89% 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 0.28% of the workforce, which is equal to the CLF.

RMA's total workforce of employees with targeted disabilities at the end of FY 2019 was 3.41%. This is 1.41% above the target goal of the EEOC's goal of 2.00% and 0.59% below 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 2019. In FY 2019, the RMA Associate Administrator directed all hiring officials to ensure that vacancy announcements are sent to all sources in an effort to expand and diversify the applicant pool.

In FY 2019, RMA completed quarterly MD-715 workforce and barrier analysis reports that were provided to the USDA's OASCR.

Major Occupations

An analysis of the disability participation rates for major occupations for FY 2019 revealed 3.13% in the Program Management (0340) occupational series have a targeted disability; 5.23% in the General Business and Industry (1101) occupational series have a targeted disability; and 4.17% in the General Investigations (1801) occupational series have a targeted disability.

Other employment occupations that reported employees who self-identified as having a disability are as follows: Economist (series 0110) identified 7.14% of employees; Miscellaneous Clerk and Assistant (0303) identified 12.50% of employees; Program Management (series 0340) identified 12.50% of employees; Management and Program Analysis (0343) identified 20.00% of employees; Accounting (0510) identified 4.76% of employees; General Business and Industry (1101) identified 9.80% of employees; and General Inspection, Investigation and Compliance (1801) identified 8.33% of employees.

Leadership Positions

Workforce analysis for RMA for FY 2019 continues to reflect a lower participation of females at the GS-14 and GS-15 grade levels compared to males at the same grade levels. Similarly, at the Senior Executive Service (SES) level, females reflect 20% compared to 80% of males. The table below reveals the breakdown between males and females at the GS-13, GS-14, GS-15, and SES levels in FY 2019:

PAY RATE	TOTAL NUMBER OF EMPLOYEES	NUMBER OF MALES / (PERCENTAGE)	NUMBER OF FEMALES / (PERCENTAGE)
GS-13	156	78 (50%)	78 (50%)
GS-14	37	22 (59.46%)	15 (40.54%)
GS-15	13	8 (61.54%)	5 (38.46%)

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

SES	5	4 (80%)	1 (20%)
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Females continued to be underrepresented in supervisory positions the SES level in FY 2019.

New Hires

The six permanent new hires in FY 2019 were comprised of two females; the female new hires were white. Of the four males hired during the fiscal year, two were white and two were Black or African American. None of the new hires reported a disability.

Non-Competitive Promotions

In FY 2019, there were 26 employees eligible for non-competitive promotions. Of the 26 employees who received a non-competitive promotion, six (6) were male and eighteen were female. The breakdown of males included five (5) white males and three (3) Black or African American. Female recipients were one (1) Hispanic or Latino, ten (10) white, and one (1) Black or African American. None of the employees receiving a non-competitive promotion 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 eight (8) hours per recipient were awarded to RMA employees in FY 2019 for a total of 204 hours. Males received 48.15% and females received 51.85% of the time off awards. Of these percentages, the following were received by race and gender: Hispanic or Latino males 0.00%, Hispanic or Latino females 3.70%; White males 37.04%, White females 29.63%; Black or African American males 3.70%, Black or African American females 11.11%; Asian males 3.70%, Asian females, 3.70%; Native Hawaiian or Hawaiian males and females both received 0.00%; American Indian or Alaska Native males 3.70%, American Indian or Alaska Native females received 3.70%; and Two or More Races males and females both received 0.00% FY 2019.

Time-Off Awards (9+ Hours): 364 awards of an average of 26 hours were awarded in this category totaling 9,354 hours for FY 2019. Of the total RMA workforce, males received 46.70% and females received 53.30%. The following is a further breakdown of awards in this time-off category: Hispanic or Latino males 2.20%, Hispanic or Latino females 1.65%; White males 39.01%; White females 37.36%; Black or African American males 3.57%; Black or African American females 10.71%; Asian males 1.37%; Asian females 1.10%; Native Hawaiian Pacific Islander males and females 0.00%; American Indian or Alaska Native males 0.55% and females 1.92%; and Two or More Races males 0.00%, females 0.55%.

Cash Awards (\$100-\$500): The average monetary amount of cash awards of \$100-\$500 issued to RMA employees in FY 2019 was \$454. The total monetary cash award at this level was \$14,981. There was a total of 33 cash awards awarded in this dollar range. Males received 39.39% and females received 60.61%. The following is a further breakdown of awards by race and gender: Hispanic or Latino males 0.00%, Hispanic or Latino females 3.03%; White males 36.36%, White females 30.30%; Black or African American males 3.03%, Black or African American females 15.15%; Asian males 0.00%; Asian females 12.12%; Native Hawaiian or Pacific Islander males and females 0.00%; American Indian or Alaska Native males and females 0.00%; and Two or More Races males and females 0.00%.

Cash Awards (\$500+): The average monetary cash award of \$500 or more given in FY 2019 was \$1,864. The total monetary amount of cash awards of \$500 or more was \$745,731. Of the total RMA workforce, males received 52.50% and females received 47.50%. The data reflects the remaining cash awards given in this category were as follows: Hispanic or Latino males 2.00%; Hispanic of Latino females received 1.50%; White males received 44.50% and White females received 33.50%; Black or African American males 4.25% and Black or African American females 9.75%; Asian males 1.25% and Asian females 1.00%; Native Hawaiian or other Pacific Islander males and females received 0.00%; American Indian or Alaska Native males 0.50% and American Indian or Alaska Native females 1.50%, and Two or More Races males 0.00% and Two or More Races females 0.25%.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Quality Step Increases: In FY 2019, four (4) employees were awarded a Quality Step Increase (QSI). The average monetary value of QSIs issued to RMA employees in FY 2019 was \$2,220. The total monetary cash awarded at this award level was \$8,881. The recipients were by sex were one (1) male (25.00%) and three (3) females (75.00%). Of these percentages, the following were received by race and gender: one (1) White male, and three (3) 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. RMA completed the FY2019 Cash Awards Program Assessment (See Supporting Documentation – Exhibit 10).

Results of the FY 2019 Agency Performance Plan and Accomplishment Report for RMA reflects sustained improvements as compared to FY 2018 in the Agency's EEO program. RMA continues to focus on Civil Rights and EEO as reflected by the Secretary's initiatives and policies impacting the effectiveness of civil rights throughout the Agency.

Separations

In FY 2019, there were 30 voluntary separations consisting of one (1) Hispanic of Latino male (3.33%), 19 white males (63.33%), eight (8) white females (26.67%), and two (2) Black or African American males (6.67%). Of the 30 voluntary separations, 21 reported no disability, one (1) did not wish to identify a disability or serious health condition, eight (8) reported a non-targeted disability, and two (2) identified a targeted disability. During FY 2019, there were two (2) involuntary separations consisting of one (1) White male and one (1) Asian male. Of the involuntary separations, one (1) reported no disability and one (1) reported a non-targeted disability.

Veteran Hires

RMA added two (2) Veterans to its workforce in FY 2019. The breakdown of hires by GS-levels were as follows: two at the GS-9 level; one (1) was a White female and one (1) was a Black or African American male. Neither hire reported a disability. However, one (1) veteran reported a 5-point disability veterans' preference and one (1) reported a 10-point 30 percent compensable veteran's preference.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

Part E.4 - Executive Summary: Accomplishments

RMA accomplished the planned goals identified in the FY 2018 Annual MD-715 Report in conjunction with initiatives set forth by the Secretary of Agriculture, and the CREEOD. The Secretary of the USDA issued the One-USDA Civil Rights, Anti-Harassment, Reprisal and Retaliation, Sexual Harassment, and Accountability and Procedures Policy Statement. The policy statement was posted on the Agency's Civil Rights website for employees, applicants, constituents and the general public. The Secretary's statements were posted in all offices and added to the agency's 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, 2019, RMA exceeded the EEOC and its goal of hiring additional employees with targeted disabilities. At the end of the FY 2019 reporting period, RMA had a workforce percentage for employees with targeted disabilities of 3.34%. The EEOC goal is 2%.

Multiple Civil Rights training components were completed during FY 2019. 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 review conducted of an RMA field office during the reporting period. In FY 2019, RMA completed quarterly MD-715 quarterly workforce and barrier analysis reports that were provided to the USDA's OASCR.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Part E.5 - Executive Summary: Planned Activities

RMA plans to continue to work toward becoming a model agency in employment. In FY 2020, plans to increase recruitment efforts, in partnership with FPAC's Business Center's servicing HR office, to reduce low employment rates among identified affinity groups. EEO and other related employment training is planned for FY 2020 and will be conducted for all employees (including the No Fear Act comprehensive or refresher versions of the training mandate).

CREEOD, on behalf of RMA, will continue to maintain improved timeframes for processing EEO complaints in the informal stage of the process. CREEOD, on behalf of RMA, will continue its Inter-Agency Agreement with OASCR for the processing of formal EEO complaints. CREEOD, on behalf of 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. RMA senior leadership will be encouraged to engage CREEOD to address civil rights and employment related concerns identified in the Federal Employee Viewpoint Survey (FEVS) conducted in FY 2019. The feedback will be used to implement initiatives to meet employee needs and improve the work environment in FY 2020.

In FY 2020, RMA plans to use various programs and resources to seek out and attract veteran and disabled veteran candidates through the veteran-specific job candidate programs and other resources. These included, but were not limited to the following:

- Veterans Recruitment Authority (VRA)
- 30 Percent or more disabled
- Veteran Employment Opportunities Act (VEOA)
- Schedule A Hiring Authority
- USDA's Veterans and Persons with Disabilities Repository
- Department of Defense Hiring Our Hero's job Fairs
- The Department of Veteran Affairs (VA), Vocational Rehabilitation & Employment (VR&E), Non-Paid Work Experience (NPWE)
- Operation War Fighter
- Feds Hire Vets
- Army Wounded Warrior Program
- Soldier for Life
- Marine for Life

Disability Employment Program (DEP)

In FY 2020, RMA plans to:

- Establish targeted recruitment efforts to increase the participation of persons with disabilities.
- Ensure the internal MD-715 affirmative employment workgroup discusses ongoing recruitment and hiring initiatives and identify potential barriers that may affect employment opportunities for persons with disabilities.

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

- Develop a plan, which uses different programs and resources to identify and hire job applicants with disabilities, including those with targeted disabilities.
- Develop a plan to train all managers on the use of special hiring authorities.
- Continue to establish and maintain contacts with organizations that assist persons with disabilities in securing employment.
- Establish plan to improve career advancement opportunities for persons with disabilities.
- Analyze workforce separation data to identify barriers retaining employees with disabilities.

Employee Development

New Strategic Leadership Training Program (SLDP) Class

RMA seeks to develop a leadership cadre that represents the diverse communities and customers we serve. The assessments of current and future needs are being accomplished through a series of leadership competency models that are accessible to all employees.

One of the career development opportunities is provided to RMA employees is the Strategic Leadership Development Program (SLDP).

FPAC has partnered with the Center for Excellence in Public Leadership (CEPL) at the George Washington University to develop and administer the FPAC Mission Area SLDP. The program is designed to develop a pool of effective leaders who can move into positions with increasing strategic responsibilities within the agency over the next five (5) years.

The Human Resources Division (HRD), Employee Development Section (EDS), is currently accepting applications for the calendar year (CY) 2020 10-month SLDP that will begin on February 24, 2020, for aspiring leaders. The program focuses on deepening knowledge and practicing skills and will include classroom training (virtual or in-person), participating on learning teams, coaching, mentoring, a targeted stretch assignment, and a substantive group project focused on an agency priority, challenge, or opportunity. The SLDP will prepare participants to serve effectively as strategic leaders within the FPAC-BC, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA), and potentially move into positions with increasing responsibility in future years.

The SLDP is built around the FPAC Leadership Development Framework (LDF), Office of Personnel Management's (OPM) Executive Core Qualifications, and FPAC leadership competencies. The program will introduce participants to supervisory and leadership theories, techniques, and concepts applicable to management theories in the public sector. Each SLDP participant will be aligned with a mentor/sponsor.

The SLDP is a 10-month program that includes the following learning platforms:

- (a) Web-based training (WBT)
- (b) Classroom and /or synchronous virtual learning environment
- (c) Mentoring
- (d) Learning teams
- (e) Action learning coaching
- (f) Stretch assignments (will be chosen by the participant)
- (g) Group projects focused on an agency priority, challenge, or opportunity

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

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

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

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

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

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

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

Date

Signature of Agency Head or Agency Head Designee



Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No		
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]			X	One-Policy EEO/CR Statement & Anti-Harassment memorandum were issued by the Secretary May 25, 2018 and March 8, 2018 respectively - https://www.ascr.usda.gov/sites/default/files/USDA%20Anti%20Harassment%20Policy--Signed%20Copy.pdf https://www.rma.usda.gov/media/RMAweb/AboutRMA/Civil-Rights/Secretarys-Memorandum-Strengthening-Civil-Rights-Management-Functions.ashx?la=en
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.			X	We reference the Department's policy.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.			X	We reference the Departmental policy. https://www.ocio.usda.gov/document/departamental-manual-4300-002
	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 and the means by which such training is delivered.	X			Annual Departmental or Agency-Level training includes a detailed synopsis of the EEO process for Agency personnel by web-based or classroom methodologies.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annually .
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Annually.
	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.	X			Annually.
	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.	X			Annually.

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	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. .	X			When applicable, employees or supervisors are recognized for their superior achievements by the Administrator via the Agency's Civil Rights Leadership Award or the agency-wide employee recognition ceremony.
	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]	X			

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Agency Self-Assessment Checklist



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

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.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.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X			The EEO Director reports directly to the FPAC BC Chief Operating Officer.
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X		State of the Agency briefing will be provided to the head of the agency in FY 2020.
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Through an Inter-Agency Agreement with USDA's Office of the Assistant Secretary for Civil Rights for the processing of formal complaints.
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Through an Inter-Agency Agreement with USDA's Office of the Assistant Secretary for Civil Rights for the processing of formal complaints.
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.			N/A	
B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X			
B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.				X	We refer to the Department's FY2020-FY2022 Plan.

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Agency Self-Assessment Checklist

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.

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Agency Self-Assessment Checklist



Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X			We have an approved annual review schedule.
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X			We have an approved annual review schedule.
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]			X	We currently use the Department's policy. FPAC is in the process of drafting FPAC mission-wide policy.
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]			X	Following the Department and awaiting EEOC approval.
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			RMA has an Inter-Agency Agreement with USDA's FSA that includes providing reasonable accommodation services to the RMA and issuing associated procedures.
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			

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C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]			X	Following the Department and awaiting EEOC approval.
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.			X	Following the Department. The procedure is currently being revised.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
	C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			Captured by the FPAC's Human Resources Division office.
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			Zero. There were no disciplinary/sanctioning actions necessary.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]			X	There were no findings of discrimination.

USDA Risk Management Agency

For period covering October 1, 2018 to September 30, 2019

Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.				
C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.		X			Regularly (weekly, monthly, and/or Annually).
C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]		X			

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Agency Self-Assessment Checklist





Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			iComplaints, Immediate EEO Office, and the Human Resources Division.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]			X	Creation of the FPAC mission has caused a reorganization effort that is still in process.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.rma.usda.gov/media/RMAweb/AboutRMA/Civil-Rights/FY2018-Affirmative-Action-Plan-Part-J.ashx?la=en
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

USDA Risk Management Agency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			60 days. Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			Through an Inter-Agency Agreement with the USDA Office of the Assistant Secretary for Civil Rights.

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Agency Self-Assessment Checklist

E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			Through an Inter-Agency Agreement with the USDA's Office of the Assistance Secretary for Civil Rights.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			Through a separate USDA organization (Agency), the USDA's Office of General Counsel.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X			The USDA's Office of General Counsel.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Compliance reviews, quarterly analysis of workforce data on promotions/hiring, barrier analysis of affinity groups, complaint activity reports, settlement/order compliance reports, and by issuing an annual MD-715 report to the EEOC, including FY18.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Participating in the USDA's quarterly MD-715 workgroup 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)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]				X	We submit the annual report to the Department.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			We submit to the Department who separates by sub-agency. https://www.usda.gov/nofear/agencies

Essential Element: Other

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Plan to Attain Essential Elements

PART H.1

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

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.

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Plan to Attain Essential Elements

PART H.2

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

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.

State of the Agency was not presented to the agency head.

OBJECTIVE:

<u><i>Date Objective Initiated:</i></u>	<u><i>Target Date For Completion Of Initiative:</i></u>
Oct 1, 2019	Sep 30, 2020

To provide the state of the agency to the agency head in FY2020.

Responsible Official

Planned Activities

<u><i>Target Date</i></u>	<u><i>Planned Activity</i></u>
Sep 30, 2020 12:00 AM	Provide FY2020 State of the Agency briefing to the agency head.

**Report of Accomplishments
and Modifications to
Objective**

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Plan to Attain Essential Elements

PART H.3

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

OTHER. OTHER

The Agency's Administrator delegated the authority to settle complaints to the Agency Resolving Official.

OBJECTIVE:

<u>Date Objective Initiated:</u>	<u>Target Date For Completion Of Initiative:</u>
Oct 1, 2017	Sep 30, 2018

To preserve the integrity of the neutrality of the process.

Responsible Official

Dena Davis
Martin Barbre

Planned Activities

<u>Target Date</u>	<u>Planned Activity</u>
Sep 30, 2018 12:00 AM	The Agency Resolving Official served as the agency representative for settling complaints during the FY2018 MD-715 reporting period.

**Report of Accomplishments
and Modifications to
Objective**

The Agency Resolving Official continued to preserve the integrity of the neutrality of the settlement of complaints and will serve as the Resolving Official for signing any applicable settlement agreements in FY 2019.

USDA Risk Management Agency

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Plan to Attain Essential Elements

PART H.4

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

OTHER. OTHER

The EEO policy statement was 1st issued on May 7, 2018, following the installation of the newly appointed Agency Head.

OBJECTIVE:	<u>Date Objective Initiated:</u> Jan 20, 2018	<u>Target Date For Completion Of Initiative:</u> Sep 30, 2018
	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.	
Responsible Official	Martin Barbre Dena Davis	
Planned Activities	<u>Target Date</u>	<u>Planned Activity</u>
	Sep 30, 2018 12:00 AM	The RMA Civil Rights Policy Statements will continue to be reissued by the RMA Administrator on an annual basis.
Report of Accomplishments and Modifications to Objective	The EEO policy statements were issued on May 7, 2018, following the installation of the newly appointed Agency Head. The RMA Civil Rights Policy Statements will continue to be reissued by the RMA Agency Head (Administrator) on an annual basis. By issuing the statement annually, the RMA Agency Head will continue to communicate the Agency's commitment to Civil Rights in FY 2019.	

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Plan to Eliminate Identified Barriers

PART I.1

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

There is an underrepresentation of females at the GS-14, GS-15, and the SES levels.

STATEMENT OF BARRIER GROUPS:

Barrier Group

All Women

USDA Risk Management Agency

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Plan to Eliminate Identified Barriers

PART I.2

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Hispanic or Latinos underrepresented and below the Civilian Labor Workforce.

STATEMENT OF BARRIER GROUPS:

Barrier Group

Hispanic or Latino Males

Hispanic or Latino Females

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

During FY 2019 RMA has a permanent workforce of 352 permanent employees. 8.52 percent (30) employees in the permanent workforce voluntarily identified as having a disability which is below the EEOC benchmark of 12.00 percent. Grade clusters for FY 2019 contained the following: GS 1 – 10: 12.50 percent (24) GS 11 – SES-level: 8.31 percent (27) The GS 11 – SES grade cluster indicates a trigger as the cluster is below the 12% benchmark goal of the EEOC.

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

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

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

During FY 2019 RMA has a permanent workforce of 352 permanent employees 3.41 percent (12) employees in the permanent workforce voluntarily identified as having a targeted disability which is above the EEOC benchmark of 2.00 percent. RMA targeted disabilities population in grade clusters revealed: GS 1 – 10: 0.00 percent (0) GS 11 – SES-level: 3.69 percent (12) The GS 1 – 10 grade cluster indicates a trigger as the cluster is below the 2.00% benchmark goal of the EEOC.

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

The agency communicates its goals to hiring officials through: • Regular updates to Leadership during monthly/quarterly meetings • Quarterly status reviews of NFC workforce data • Newly established FPAC Data Analytics Team provides timely and on-demand workforce and business analytics using the Tableau System.

Section II: Model Disability Program

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

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

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

Answer Yes

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	0	0	Candace Godwin Workforce Planning/HR Staffing Manager Candace.Godwin@wdc.usda.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Marvin Jones Disability Employment Manager Marvin.Jones@wdc.usda.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Colette Jones Reasonable Accommodations Manager Colette.Jones@usda.gov
Section 508 Compliance	1	0	0	Darren Ash (Acting) Chief Information Officer Darren.Ash@usda.gov
Architectural Barriers Act Compliance	1	0	1	George Wood Real Property Leasing Officer George.Wood@usda.gov
Special Emphasis Program for PWD and PWTD	1	0	1	Michelle Jordan HR Specialist National DEPM Michelle.Jordan@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.

Answer Yes

Agency personnel completed the following training during the FY 2019 reporting period: Special Emphasis Program training and Disability Program training.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

.The agency generally uses the following resources to identify PWD/PWTD students and applicants: • Special Hiring Authorities • Vocational Rehabilitation Services • Veterans Administration – VR&E Employment Coordinators • Vocational Rehabilitation and Employment (VR&E) Nonpaid Work Experience Program • Recruitment and Outreach Events • Job and Career Fairs • Third Party Cooperative Agreement

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

Recruitment vehicles used by the agency include: • Schedule A Hiring Authorities • Veterans Recruitment Appointment (VRA) • 30% or More Disabled Veterans

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.

The Affinity Program Managers have established relationships with specialists at vocational rehabilitation centers to develop a pool of qualified applicants for positions within the Agency. In many cases, qualified eligible candidates are referred from vocational rehabilitation offices or other organizations and groups representing persons with disabilities. Hiring officials are provided resumes and transcripts, if applicable, of qualified individuals for hiring consideration. The Affinity Program Managers forward the application and disability qualifying documents to the staffing specialists to review to ensure that applicants meet the qualifications of the positions and the eligibility requirements of the special hiring authorities.

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

Answer Yes

“Hiring Flexibilities for Hiring Managers Overview” webinar was presented to supervisory and hiring personnel during FY2019 Q2 and Q3. Course is available in the USDA Learning Management System (AgLearn) for supervisors and hiring officials.

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.

The Disability Emphasis Program Managers and Veterans Emphasis Program Managers establish and strengthen relationships with organizations and groups representing persons with disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

Permanent hires for PWD is 0.00% for FY2019. Permanent hires for PWTD is 0.00% for FY2019. Trigger: Low entry for both categories because there were no hires during FY2019.

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

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

Not Applicable.

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

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

Not Applicable.

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

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

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

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

A. ADVANCEMENT PROGRAM PLAN

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

It is agency policy to recruit qualified, diverse individuals to: 1) Ensure bringing the best qualified candidates to the attention of management; 2) Give employees an opportunity to receive fair, equitable, and appropriate consideration for higher level jobs; 3) Provide an incentive for employees to improve their performance and develop their knowledge, skills, and abilities; and 4) Provide career advancement opportunities for all employees, including PWD and PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

All FPAC, including RMA, use AgLearn, the USDA's Learning Management System for training and development programs which does not currently collect demographic data.

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

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

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

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

All FPAC, including RMA, use AgLearn, the USDA's Learning Management System for training and development programs which does not currently collect demographic data.

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

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

All FPAC, including RMA, use AgLearn, the USDA's Learning Management System for training and development programs which does not currently collect demographic data.

C. AWARDS

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

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

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

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

- a. Other Types of Recognition (PWD) Answer No
- b. Other Types of Recognition (PWTD) Answer No

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

The SES program is managed by the Department, Office of Human Resources. NFC workforce data tables do not contain details for internal applicants by GS/SES Level.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

The SES program is managed by the Department, Office of Human Resources. NFC workforce data tables do not contain details for internal applicants by GS/SES Level.

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

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

The SES program is managed by the Department, Office of Human Resources. NFC workforce data tables do not contain details for internal applicants by GS/SES Level.

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

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

The SES program is managed by the Department, Office of Human Resources. NFC workforce data tables do not contain details for internal applicants by GS/SES Level.

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

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

Data is not currently available. NFC workforce data tables do not contain details for internal applicants by GS Level or occupational codes.

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

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

Data is not currently available. NFC workforce data tables do not contain details for internal applicants by GS Level or occupational codes.

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

- a. New Hires for Executives (PWD) Answer N/A
- b. New Hires for Managers (PWD) Answer N/A
- c. New Hires for Supervisors (PWD) Answer N/A

Data is not currently available. NFC workforce data tables do not contain details for internal applicants by GS Level or occupational codes.

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

- a. New Hires for Executives (PWTD) Answer N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

Data is not currently available. NFC workforce data tables do not contain details for internal applicants by GS Level or occupational codes.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

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

a. Voluntary Separations (PWD)	Answer	No
b. Involuntary Separations (PWD)	Answer	No

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

a. Voluntary Separations (PWTDD)	Answer	No
b. Involuntary Separations (PWTDD)	Answer	No

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

Currently the exit interviews forms do not capture demographic data distribution by disability.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The form SF 256 is also included and required on the onboarding of applicants. It addresses Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b) . <https://www.usda.gov/accessibility-statement>.

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

The employees' and applicants' rights under the Architectural Barriers Act can be found in the websites and through a general look-up under the USDA website for the subject Act and filing. The ASCR Civil Rights portal is most direct. <https://www.ascr.usda.gov> <https://www.ascr.usda.gov/usda-civil-rights-agencies-and-offices> <https://www.usda.gov/accessibility-statement>

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.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average time frame for processing initial requests for reasonable accommodations is approximately four weeks upon the receipt of the supporting medical documentation. The customer is allowed two weeks to obtain all the sufficient medical documentation to support their claim, and an additional two weeks regarding the interactive process with both the Requestor and the Decision Makers to draft and finalize an Accommodation Plan.

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.

Fiscal Year 2019 Number of Actual Requests Approved Denied Pending Withdrawn Requested Reconsideration 6 3 1 2 0 0 50% 16% 33% 0 0 The effectiveness of the policies and procedures of the existing reasonable accommodation program are evident regarding the timeliness in processing and the percentage of approvals. FY19: 62 accommodation requests received, at an average timeframe of four weeks per request, with an 54% approval rate.

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

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

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

The PAS requirement was initiated in January 2018, and currently there hasn't been a case involving this requirement. The Reasonable Accommodation Program presented four Webinars throughout the mission area involving Reasonable Accommodations and the actual process.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

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?

Answer No

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

Answer No

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

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?

Answer No

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

Answer N/A

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

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

Not Applicable.

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

Not Applicable.

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.

Not Applicable.