USDA Forest Service

Management Directive 715
FY 2021 EEO Report and FY 2022 EEO Plan
Online Version

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EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715
Parts A Through E

Part A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code	Agency Code	FIPS Code
USDA	Forest Service	201 14th Street, SW	Washington	DC	20250	AG11	01779803

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	28,807	6,779	35,586

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

Agency Leadership	Name	Title
Head of Agency	Thomas J. Vilsack	Secretary, USDA
Head of Agency Designee	Randy Moore	Chief, USDA Forest Service

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

(EEO) Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Principal EEO Director/Official	Michael G. Watts	Director, Office of Civil Rights	0260	ES-00	202-205-0827	michael.watts2@usda.gov
Accountability & Reporting Program Manager	Christopher Moore	Assistant Director	0260	GS-15	703-605-4858	christopher.moore@usda.gov
EEO Complaint Processing Program Manager	Debra Harrell	Branch Chief	0260	GS-14	404-273-4010	daharrell3@usda.gov
Diversity, Equity & Inclusion Manager	Berlinda Baca	Branch Chief	0301	GS-14	505-842-3863	berlinda.baca@usda.gov

(EEO) Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Hispanic Employment Program Manager	Fidel Trujillo	Outreach Specialist	0301	GS-13	505-842-3865	fidel.Trujillo@usda.gov
Federal Women's Special Emphasis Program Manager	Patricia Burel	Outreach Specialist	0301	GS-13	541-471-6767	patricia.burel@usda.gov
Disability Program Manager	Jessica Torres	Program Specialist	0301	GS-13	505-563-7735	jessica.torres@usda.gov
Special Placement Program Coordinator Persons with Disabilities	Shawn Tillman	Recruitment & Workforce Specialist	0201	GS-12	505-842-3497	Shawn.tillman@usda.gov
Reasonable Accommodation Program Manager	Sherry L. Neal	Branch Chief	0260	GS-14	801-625-5806	sherry.neal@usda.gov
Anti-Harassment Program Manager	Jeffrey Patterson	Branch Chief	0301	GS-15	828-877-3265	jeffrey.patterson@usda.gov
Conflict Management & Prevention Program Manager	Rhonda A. Thomas	Branch Chief	0301	GS-14	202-205-9507	rhonda.thomas@usda.gov
Reporting and Analytics Program Manager	Carolyn Sanders	Branch Chief	0260	GS-14	202-205-0961	carolyn.sanders@usda.gov
Program Analyst	Linda L. Lynch	Program Analyst	0343	GS-13	580-755-0404	linda.l.lynch@usda.gov
Program Analyst	Craig J. Willis	Program Analyst	0343	GS-13	202-401-4463	craig.willis@usda.gov

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

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

Subordinate Component	City	State	Agency Code
Northern Region	Missoula	Montana	AG11
Rocky Mountain Region	Golden	Colorado	AG11
Southwestern Region	Albuquerque	New Mexico	AG11
Intermountain Region	Ogden	Utah	AG11
Pacific Southwest Region	Vallejo	California	AG11
Pacific Northwest Region	Portland	Oregon	AG11
Southern Region	Atlanta	Georgia	AG11
Eastern Region	Milwaukee	Wisconsin	AG11
Alaska Region	Juneau	Alabama	AG11
Northern Research Station	Madison	Wisconsin	AG11
Pacific Southwest Research Station	Albany	California	AG11
Pacific Northwest Research Station	Portland	Oregon	AG11
Rocky Mountain Research Station	Fort Collins	Colorado	AG11
Southern Research Station	Asheville	North Carolina	AG11
International Institute of Tropical Forestry	San Juan	Puerto Rico	AG11
Forest Product Laboratory	Madison	Wisconsin	AG11

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

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

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	Yes	Appendix C1
EEO Policy Statement	Yes	Appendix C2
Strategic Plan	No	Currently being updated
Anti-Harassment Policy and Procedures	Yes	Appendix C3
Reasonable Accommodation Procedures	Yes	Appendix C4

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Personal Assistance Services Procedures	Yes	Appendix C4
Alternative Dispute Resolution Procedures	Yes	Appendix C5
Workforce Data Tables	Yes	Appendix C6

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

Did the agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	No	N/A
Disabled Veterans Affirmative Action Program (DVAAP) Report	No	N/A
Operational Plan for Increasing Employment of Persons with Disabilities under Executive Order 13548	No	N/A
Diversity and Inclusion Plan - Under Executive Order 13583	No	N/A
Diversity Policy Statement	No	N/A
Human Capital Strategic Plan	No	http://fsweb.wo.fs.fed.us/hrm/strategic-workforce-planning/index.php Currently under development
EEO Strategic Plan	No	N/A
Most Recent Federal Employee Viewpoint Survey (FEVS) or Annual Employee Survey Results	Yes	Appendix C7

Part E – Executive Summary

All agencies must complete Part E.1; however, only agencies with 199 or fewer employees in permanent FT/PT appointments are required to complete Part E.2 to E.5. Agencies with 200 or more employees in permanent FT/PT appointments have the option to Part E.2 to E.5.

Part E.1 - Executive Summary: Mission

The Forest Service mission is to sustain the health, diversity, and productivity of the nation's forests and grasslands to meet the needs of present and future generations. The Forest Service motto, *Caring for the Land and Serving People*, captures the spirit of our mission, which we accomplish through: Protection and management of natural resources on public lands; Forestry research, Forest Products; Collaboration with State and local governments, forest industries, and private landowners to protect and manage non-Federal forest rangelands and watersheds to improve conditions in rural communities.

Forest Service employees are trusted to "do right" in how we treat each other as colleagues and how we engage with the communities where we work and live. When we embody our shared values, we increase trust and inspire others to connect with us and build enduring relationships.

Our shared core values define the agency.

Our dedication to **SERVICE** describes our commitment to the American people and our commitment to each other.

Recognizing the **INTERDEPENDENCE** among colleagues, between our Agency and the communities we serve means we know what we do impacts people and nature.

We respect **DIVERSITY** in all things. People and cultures. Perspectives and ideas. Experiences and ecosystems.

Every individual is entitled to **SAFETY** in every way: physical, psychological, and social.

We understand that caring about **CONSERVATION** is not possible without also caring about each other.

We live out these values by committing to:

Treat everyone with respect.

Empower one another.

Invest in relationships.

Model integrity.

Protect one another.

Learn from mistakes.

Our code and commitments reinforce and supplement the USDA's Employee Responsibilities and Conduct Policy and the Forest Service's Anti-Harassment Policy.

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

The following scorecard illustrates the comparison of Part G Agency Self-Assessment Checklist results from Fiscal Year (FY) 2020 to FY 2021.

MODEL EEO PROGRAM SCORECARD COMPARISON

Element	FY 2020	FY 2021
Essential Element A: Demonstrated Commitment from Agency Leadership	12/14 = 85.71%	14/14 = 100.00%
Essential Element B: Integration of EEO into the Agency Strategic Mission	38/38 = 100.00%	38/38 = 100.00%
Essential Element C: Management and Program Accountability	42/44 = 95.45%	43/44 = 97.73%
Essential Element D: Proactive Prevention of Unlawful Discrimination	14/14 = 100.00%	13/14 = 85.71%
Essential Element E: Efficiency	33/33 = 100.00%	30/33 = 90.91%
Essential Element F: Responsiveness and Legal Compliance	11/12 = 91.67%	12/12 = 100.00%
Total	**150/155 = 96.77%**	**150/155 = 96.77%**

The Part G Self-Assessment revealed the Agency successfully met 150 of the 155 total measures. The Agency created the necessary Part H action plans to address, improve, and correct the deficiencies.

The Agency has identified the leading practices of FY 2021 and deficiencies to be addressed in FY 2022 for each essential element.

Element A. Demonstrated Commitment from Agency Leadership

Leading Practices
- An ongoing workplace physical display of the Civil Rights Policy Statement, Anti-Harassment Policy Statement and assortment of posters that contain instructions to report workplace discrimination, report harassment, obtain conflict management prevention services or employee assistance services.

- Forest Service Chief Randy Moore confirmed his commitment to EEO and a discrimination free workplace by stating "As an Agency, we must continue cultivating a diverse and inclusive values-based, relationship-focused, purpose-driven workforce and an equitable work environment."

- This year more than 14,800 employees participated in *This is Who We Are* employee engagement sessions to discuss the Agency's mission, purpose, values, and code and commitments.

- The Chief's Honor Awards recognized employees for outstanding achievements toward the Management Strategic Goal: Excel as a High Performing Agency. The FY 2021 awards included the Chief's Inclusivity Learning Series Project Team, Sexual Harassment in the Wildland Fire Environment, and This is Who We Are Implementation.

- The Agency developed and distributed two civil rights brochures and distributed. One brochure detailed general civil rights services available and the other specified reasonable accommodations (RA) assistance.

- Two Element A deficiencies were satisfied and removed:
    - Annual EEO policy statement was posted on the public-facing website.
    - Reasonable accommodation written materials were posted on the public-facing website.
- The Agency identified no new Element A deficiencies this year.

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

Leading Practices
- The Forest Service's Strategic Plan management goal is to excel as a High-Performing Agency and consists of three objectives: recruit a diverse workforce; promote an inclusive culture; and attract and retain top employees. Agency leadership recognizes that as our country's demographics change, the needs and desires of our citizens change as well. By increasing the diversity in our workforce and promoting an inclusive organizational culture, we are better prepared to meet the needs of the people we serve.

- In alignment with the Agency's strategic mission, the Civil Rights Director is charged with the mission of building a culture of inclusion, fostering civil rights accountability, and helping the Agency better connect to present and future generations.

- The Civil Rights Director oversees four directorates that collaborate to effectively and efficiently enhance civil rights programs and activities: Civil Rights Field Operations (five Civil Rights Zones located throughout the nation); Diversity, Equity and Inclusion (Special Emphasis Programs, Employee Resource Groups, Student Programs, Outreach and Meetings Management); Accountability and Compliance (Title VI and Title VII Complaints Processing, Compliance Reviews, and Reporting); and Administrative Operations. The Director frequently meets with Agency leadership to give briefs on EEO complaint data and trends and performance in the six major elements of the Management Directive 715 (MD-715).

- The Civil Rights Director coordinates with Human Resources Management (HRM) to review policies and procedures to ensuring recruitment, hiring, development, and retention practices conform to EEO laws. Furthermore, the Office of Civil Rights (OCR) fully supports to HRM's

Reasonable Accommodation Program and Personal Assistive Services, providing resources and training.

- In alignment with the Agency's strategic mission, the HRM Director provides innovative human resource services that attract and sustain a high-performing workforce to meet Agency needs. The HRM Director reports directly to the Deputy Chief of Business Operations and confirms appropriate funding and allocation to ensure the RA Program is effectively managed.

- The Civil Rights Director regularly collaborates with the Work Environment and Performance Office (WEPO). The Office of Civil Rights' efforts are critically intertwined with WEPO's efforts. WEPO encompasses the Conflict Management and Prevention Program, Employee Assistance Program, and Anti-Harassment Program.

- The WEPO Executive Director, reports to the Chief, focusing on efforts to improve and sustain an inclusive culture where all employees feel safe, secure, valued, respected, and supported. The staff seeks to diagnose and address the root causes and cultural barriers to emotional and physical safety, security, diversity, and inclusion in the work environment.

- Civil Rights launched a new MD-715 Working Group for all zone civil rights staff and other MD-715 report content contributors.

Deficiencies
- The Agency identified no new Element B deficiencies.

Element C. Management and Program Accountability

Leading Practices
- The Forest Service used the Part G Self-Assessment to assess its EEO Program to determine deficiencies and to monitor corrective actions and barriers.

- Annual compliance reviews were conducted on Regions, Stations, and Areas to determine employee awareness of civil rights policies and processes and to measure employee comfort with using various civil rights tools.

- The Civil Rights Compliance Review Team established a new standard operating procedure for conducting EEO compliance reviews consistently and with departmental regulation. The electronic guide includes all the necessary tools and templates used during an audit.

- WEPO analyzed data from the Federal Employee Viewpoint Survey (FEVS), National Work Environment Survey, and Harassment Reporting Center. The results are continually used to streamline and improve processes and provide increased support and assistance where workplace challenges exist.

- Forest Service officials used AD-435S to rate and evaluate the EEO performance of managers and supervisors.

- The Agency established procedures for processing PAS requests compliant with EEOC regulations, enforcement guidance, and other applicable executive orders, and standards.

- On March 25, 2021, Forest Service published an enhanced Anti-Harassment Policy, Forest Service Manual 8100, describing the "no tolerance" stance towards harassment and establishing processes for reporting harassment.

- After a move from Civil Rights to HRM, the RA Program launched a new internet site containing reasonable accommodation policy, procedures, training, and resources – to include updated guidance on RA requests for the Covid-19 vaccine mandate.

- Two Element C deficiencies were satisfied and removed by improving RA processing timeframes to 95.45%, exceeding the Department's timeframe of 90%, and posting missing PAS processing procedures on the public website as required.

Deficiencies
- The Agency identified one new Element C deficiency:
    o Although the Agency has an Affirmative Action Plan, it was not implemented, and Schedule A conversions were not presented. See H-1.

Element D. Proactive Prevention

Leading Practices
- The Agency coordinated several National Supervisor Interactive Training sessions on the *Role of the Supervisor in Creating a Positive Work Environment.*

- The Forest Service launched a barrier analysis to examine Asian employee workforce representation.

- Action plan progress was continued on Hispanic female occupation series 0301 barrier analysis.

- The Agency formed a Deaf and Hard of Hearing Project Working Group to develop a FY2022 Action Plan to overcome a barrier to accessing essential services.

Deficiencies
- The Agency identified one new Element D deficiency:
    o The exit survey does not contain questions about how the Agency can improve the recruitment, hiring, inclusion, retention, and advancement of Persons with Disabilities. See H-2.

Element E. Efficiency

Leading Practices
- Agency established a Resolving Official Program to ensure Resolving Officials who participate in alternative dispute resolution sessions for EEO complaints (both at the informal and formal stages of the EEO process) are Senior Leaders.

- Forest Service evaluates EEO pre-complaint processing effectiveness by comparing results with two other USDA agencies to improve outcomes.

- Two new program improvement surveys were developed to assess Alternative Dispute Resolution (ADR) Program success and reasons why some counselees opt of ADR.

- Forest Service developed the electronic standard operating procedure (E-SOP) to ensure customers, formal and informal complaints specialists and all OCR practitioners had consistent reliable readily available EEO process information. This internet-based information resource clearly presents the entire EEO process in stages, from initial pre-complaint to appeals, plus ADR.

Deficiencies
- The EEOC technical assistance visit resulted in three new Element E deficiencies:
  - Although the Department is responsible for issuance of Final Agency Decisions, EEOC directs Forest Service to collaborate with the Department to improve the issuance timeliness. See H-3.

- Systems are <u>not</u> presently in place to accurately collect, monitor, and analyze the following data:
  - The race, national origin, sex, and disability status of Agency employees. See H-4.
  - External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status. See H-5.

Element F. Responsiveness and Legal Compliance

Leading Practices
- Forest Service complied with all EEOC orders and settlement agreements.

- Nine formal complaint alternative dispute resolution (ADR) sessions were offered, compared to one in FY 2020 - an 80% increase.

- The Agency timely submitted accurate and complete Notification and Federal Employee Anti-Discrimination (No FEAR) Act reports.

- One Element F deficiency was satisfied and removed:

The quarterly No FEAR Act data reports are now posted on the public website.

Deficiencies
- The Agency identified no new Element F deficiencies.

Part E.3 - Executive Summary: Workforce Analyses

The FY 2021 Forest Service A 1-9 and B 1-9 workforce data tables can be found in Appendix C-7.

Total Workforce: Table A-1 and B-1
The total workforce number increased by 175 employees with a net change of (+0.83%). Six groups exceeded their Civilian Labor Force (CLF) indicators, and ten groups were below.

Persons with Disabilities concluded the year at 7.01%, which is below the 12% EEOC benchmark, a - 4.11% net change. Persons with Targeted Disabilities were 2.13%, which is above the 2% EEOC benchmark, a -5.36% net change.

FY 2021 Total Workforce

Groups	CLF	FY 2021 Total	Workforce Percentage	FY 2020	Annual Net Change
Total		35,586		35,411	
All Males	52.70%	23,695	66.59%	23,500	+0.83%
All Females	47.30%	11,891	33.41%	11,911	-0.17%
HM	9.50%	3475	9.77%	2667	30.30%
HF	7.30%	1368	3.84%	1061	28.93%
WM	33.70%	18,010	50.61%	18,457	-2.42%
WF	29.90%	9186	25.81 %	9470	-3.00%
BM	5.20%	674	1.89%	696	-3.16%
BF	6.00%	524	1.47%	556	-5.76%
AM	3.00%	369	1.04%	385	-4.16%
AF	2.70%	282	0.79%	275	2.55%
NH/PIM	0.10%	95	0.27%	105	-9.52%
NH/PIF	0.10%	22	0.06%	27	-18.52%
AI/ANM	0.30%	832	2.34%	889	-6.41%
AI/ANF	0.30%	416	1.17%	421	-1.19%
TMRM	1.00%	238	0.67%	299	-20.40%
TMRF	1.00%	90	0.25%	98	-8.16%
	EEOC				
PWD	**12.00%**	2494	7.01%	2601	-4.11%
PWTD	**2.00%**	759	2.13%	802	-5.36%

USDA NFC Reporting Center MD-715 Tables A1 and B1 (September 30, 2021)

Permanent Workforce: Table A-1 and B-1

The permanent workforce <u>decreased</u> by 65 employees, with a (- 0.23%) net change. Five groups <u>exceeded</u> their CLF indicators, and eleven groups were <u>below</u>.

Persons with Disabilities were 7.61% of the workforce, which is <u>below</u> the 12% EEOC benchmark with a (-3.01%) net change. Persons with Targeted Disabilities were 2.32% which is <u>above</u> the 2% EEOC benchmark and a (-4.43%) net change.

FY 2021 Permanent Workforce

Groups	CLF	FY 2021 Total	Workforce %	FY 2020 Total	Annual Net Change
Total		28,807	100%	28,872	-0.23%
All Males	52.70%	18,932	65.72%	18,910	0.12%
All Females	47.30%	9875	34.28%	9962	-0.87%
HM	9.50%	2249	7.81%	2051	9.65%
HF	7.30%	1011	3.51%	911	10.98%
WM	33.70%	14829	51.48%	14,963	-0.90%
WF	29.90%	7658	26.58%	7814	-2.00%
BM	5.20%	606	2.10%	613	-1.14%
BF	6.00%	508	1.76%	538	-5.58%
AM	3.00%	288	1.00%	291	-1.03%
AF	2.70%	236	0.82%	234	0.85%
NH/PIM	0.10%	75	0.26%	79	-5.06%
NH/PIF	0.10%	18	0.06%	25	-28.00%
AI/ANM	0.30%	704	2.44%	721	-2.36%
AI/ANF	0.30%	371	1.29%	380	-2.37%
TMRM	1.00%	179	0.62%	190	-5.79%
TMRF	1.00%	70	0.24%	57	22.81%
	EEOC				
PWD	12.00%	2193	7.61%	2261	-3.01%
PWTD	2.00%	669	2.32%	700	-4.43%

USDA NFC Reporting Center MD-715 Tables A1 and B1 (September 30, 2021)

Mission Critical Occupations: Table A-6 and B-6

Groups with the most Mission Critical Occupations (MCO) <u>above</u> OCLF or EEOC benchmark:
- American Indian/Alaskan Males (9)
- American Indian/Alaskan Females (9)
- Hispanic Males (8)
- Native Hawaiian, Other Pacific Islander Males (8)
- Native Hawaiian, Other Pacific Islander Females (8)

Groups with the fewest MCOs <u>above</u> OCLF or EEOC benchmark:
- PWD (1)
- PWTD (2)

- Black Males (2)
- Asian Males (2)

The occupations with the most groups <u>above</u> OCLF or EEOC benchmark:
- 0460 Forestry (13)
- 0401 Bio Science (12)

Occupations with the least groups <u>above</u> their OCLF or EEOC benchmark:
- 0340 Program Management (6)
- 0301 Miscellaneous Administration and Programs (7)

FY 2021 Mission Critical Occupation Workforce Percentages

FY 2021 Mission Critical Occupation Workforce Percentages																			Groups Above
	All		Hispanic		White		Black		Asian		NH/PI		AI/AN		TMR		Disability		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	PWD	PWTD	
0301 Misc. Admin & Prog	54.67%	45.33%	5.30%	4.45%	43.67%	32.93%	2.34%	4.45%	0.85%	1.39%	0.09%	0.09%	2.11%	1.75%	0.31%	0.18%	8.36%	2.52%	7
OCLF	43.40%	56.60%	4.70%	5.30%	30.20%	39.70%	4.90%	7.80%	2.60%	2.30%	0.10%	0.10%	0.20%	0.40%	0.30%	0.40%	12.00%	2.00%	
0340 Prog. Mgt.	66.76%	33.24%	6.03%	2.06%	52.21%	27.21%	4.26%	2.06%	0.59%	0.44%	0.15%	0.00%	3.24%	1.18%	0.29%	0.29%	6.18%	1.76%	6
OCLF	43.40%	56.60%	4.70%	5.30%	30.20%	39.70%	4.90%	7.80%	2.60%	2.30%	0.10%	0.10%	0.20%	0.40%	0.30%	0.40%	12.00%	2.00%	
0401 Bio Sciences	53.44%	46.56%	3.92%	2.39%	46.13%	40.87%	1.53%	2.39%	0.67%	1.00%	0.10%	0.10%	0.67%	0.72%	0.43%	0.48%	5.93%	1.91%	12
OCLF	55.90%	44.10%	1.90%	2.10%	47.30%	35.00%	1.20%	1.80%	4.10%	4.30%	0.00%	0.00%	0.40%	0.20%	0.40%	0.30%	12.00%	2.00%	
0408 Ecology	53.75%	46.25%	1.98%	3.16%	48.22%	40.32%	0.40%	3.16%	1.98%	1.58%	0.40%	0.00%	0.79%	1.19%	0.00%	0.00%	4.35%	1.58%	11
OCLF	85.30%	14.70%	1.40%	0.50%	79.50%	13.20%	1.80%	0.20%	0.30%	0.20%	0.00%	0.00%	1.30%	0.30%	0.40%	0.00%	12.00%	2.00%	
0454 Range Mgt.	59.31%	40.69%	4.73%	4.42%	52.37%	34.38%	0.00%	4.42%	0.00%	0.00%	0.00%	0.00%	1.58%	1.89%	0.63%	0.00%	5.05%	1.26%	11
OCLF	85.30%	14.70%	1.40%	0.50%	79.50%	13.20%	1.80%	0.20%	0.30%	0.20%	0.00%	0.00%	1.30%	0.30%	0.40%	0.00%	12.00%	2.00%	
0460 Forestry	75.65%	24.35%	4.71%	1.19%	66.24%	21.28%	2.09%	1.19%	0.67%	0.60%	0.07%	0.00%	1.64%	0.75%	0.22%	0.07%	5.00%	1.57%	13
OCLF	85.30%	14.70%	1.40%	0.50%	79.50%	13.20%	1.80%	0.20%	0.30%	0.20%	0.00%	0.00%	1.30%	0.30%	0.40%	0.00%	12.00%	2.00%	
0462 Forest Tech.	84.64%	15.36%	12.92%	1.60%	63.31%	12.66%	1.68%	1.60%	1.11%	0.30%	0.49%	0.02%	4.00%	0.62%	1.13%	0.10%	3.80%	1.08%	8
OCLF	53.10%	46.90%	3.40%	3.40%	40.20%	33.40%	3.70%	4.50%	4.10%	4.30%	0.10%	0.00%	0.50%	0.30%	0.60%	0.40%	12.00%	2.00%	
0810 Civil Engineering	75.27%	24.73%	9.43%	2.49%	58.36%	19.22%	2.14%	2.49%	2.67%	1.07%	0.18%	0.18%	2.14%	0.53%	0.36%	0.36%	6.94%	1.78%	10
OCLF	89.90%	10.10%	3.70%	0.60	74.10	7.50	2.90%	0.60	7.40%	1.10	0.00	0.00	0.30	0.10	0.80	0.10	12.00%	2.00%	
1101 Gen. Bus. & Ind.	21.22%	78.78%	2.68%	6.34%	15.37%	60.98%	1.71%	6.34%	0.49%	0.73%	0.00%	0.49%	0.73%	3.66%	0.24%	0.24%	14.15%	3.90%	8
OCLF	43.40%	56.60%	4.70%	5.30%	30.20%	39.70%	4.90%	7.80%	2.60%	2.30%	0.10%	0.10%	0.20%	0.40%	0.30%	0.40%	12.00%	2.00%	
1170 Realty	40.78%	59.22%	2.91%	4.53%	34.63%	47.57%	1.94%	4.53%	0.00%	1.62%	0.32%	0.00%	0.79%	3.24%	0.00%	0.32%	7.44%	1.94%	8
OCLF	48.70%	51.30%	3.50%	4.20%	39.90%	40.90%	3.10%	4.10%	1.20%	0.90%	0.10%	0.00%	0.20%	0.40%	0.40%	0.40%	12.00%	2.00%	
MCOs Above	3	7	8	7	3	3	2	5	2	3	8	8	9	9	4	5	1	2	

USDA NFC Reporting Center MD-715 Tables A6 and B6 (September 30, 2021)

Employee Recognition and Awards: Table A-9 and B-9
The total number of awards distributed were 33,403. Nine groups received awards <u>above</u> their workforce percentage and nine groups were <u>below</u>.
The two groups who received awards most <u>above</u> their workforce percentage were: All Females (2.42%) and Two or More Races Males (2.10%).

The three groups who received awards most <u>below</u> their workforce percentage were: Hispanic Males (2.45%), All Males (2.44%), and White Males (2.15%).

FY 2021 Recognition and Awards

Groups	Workforce%	FY 2021 Total Awards	Awards %	Difference % Permanent Workforce & Awards
Total		33,403	100%	
All Males	**65.72%**	21,140	63.29%	-2.44%
All Females	**34.28%**	12,256	36.69%	2.42%
HM	**7.81%**	1789	5.36%	-2.45%
HF	**3.51%**	1054	3.16%	-0.35%
WM	**51.48%**	16,481	49.34%	-2.15%
WF	**26.58%**	9338	27.96%	1.37%
BM	**2.10%**	729	2.18%	0.08%
BF	**1.76%**	786	2.35%	0.59%
AM	**1.00%**	366	1.10%	0.10%
AF	**0.82%**	333	1.00%	0.18%
NH/PIM	**0.26%**	79	0.24%	-0.02%
NH/PIF	**0.06%**	35	0.10%	0.04%
AI/ANM	**2.44%**	786	2.35%	-0.09%
AI/ANF	**1.29%**	389	1.16%	-0.12%
TMRM	**0.62%**	910	2.72%	2.10%
TMRF	**0.24%**	321	0.96%	0.72%
PWD	**7.61%**	2439	7.30%	-0.31%
PWTD	**2.32%**	738	2.21%	-0.11%

USDA NFC Reporting Center MD-715 Tables A9 and B9 (September 30, 2021)

New Hires: Personnel Action Tables
Permanent workforce new hires totaled 2278.

Groups hired at rates most <u>above</u> their CLF indicator:
- All Males   13.42%
- Hispanic Males   11.38%

Groups hired at rates most <u>below</u> their CLF indicator or EEOC benchmark:
- All Females   13.42%
- White Females   10.85%
-

FY 2021 New Hires				
Groups	**CLF**	**FY 2021 New Hires**	**New Hires %**	**Difference % Permanent Workforce & New Hires**
Total		2278	100%	
All Males	51.84%	1487	65.28%	13.42%
All Females	48.16%	791	34.72%	-13.42%
HM	5.17%	377	16.55%	11.38%
HF	4.79%	169	7.42%	2.63%
WM	38.33%	970	42.58%	4.25%
WF	34.03%	528	23.18%	-10.85%
BM	5.49%	47	2.06%	-3.43%
BF	6.53%	33	1.45%	-5.08%
AM	1.97%	27	1.19%	-0.78%
AF	1.93%	18	0.79%	-1.14%
NH/PIM	0.07%	6	0.26%	0.19%
NH/PIF	0.07%	0	0.00%	-0.07%
AI/ANM	0.55%	46	2.02%	1.47%
AI/ANF	0.53%	28	1.23%	0.70%
TMRM	0.26%	14	0.61%	0.35%
TMRF	0.28%	15	0.66%	0.38%
	EEOC			
PWD	12.00%	157 (273)	6.89%	-5.11%
PWTD	2.00%	41 (46)	1.80%	-0.20%

USDA NFC Reporting Center MD-715 Personnel Action Tables (September 30, 2021)

Promotions: Personnel Actions Tables

Permanent workforce promotions totaled 6968. Six of the eighteen groups were promoted at or <u>above</u> their workforce percentage or EEOC benchmark.

Groups promoted at rates most <u>above</u> their workforce percentage or EEOC benchmark:
- All Females   4.84%
- White Females   3.97%

Groups promoted at rates most <u>below</u> their workforce percentage or EEOC benchmark:
- All Males   -4.84%
- White Males   -3.35%

				FY 2021 Promotions	

Groups	Workforce %	Promotions	Promotions %	Difference % Permanent Workforce & Promotions
Total		6968	100%	
All Males	65.72%	4242	60.88%	- 4.84%
All Females	34.28%	2726	39.12%	+ 4.84%
HM	7.81%	500	7.18%	+ 0.63%
HF	3.51%	289	4.15%	+ 0.64%
WM	51.48%	3354	48.13%	- 3.35%
WF	26.58%	2129	30.55%	+ 3.97%
BM	2.10%	112	1.61%	- 0.49%
BF	1.76%	120	1.72%	- 0.04%
AM	1.00%	53	0.76%	- 0.24%
AF	0.82%	36	0.52%	- 0.30%
NH/PIM	0.26%	11	0.16%	- 0.10%
NH/PIF	0.06%	5	0.07%	+ 0.01%
AI/ANM	2.44%	75	1.08%	-1.36%
AI/ANF	1.29%	73	1.05%	-0.24%
TMRM	0.62%	137	1.97%	+ 1.35%
TMRF	0.24%	74	1.06%	+ 0.82%
	EEOC			
PWD	7.61%	444	6.37%	-1.24%
PWTD	2.32%	41	0.59%	-1.73%

USDA NFC Reporting Center MD-715 Personnel Action Tables (September 30, 2021)

Separations: Personnel Actions Tables
Permanent workforce separations totaled 2507. Twelve of the eighteen groups separated above their workforce percentage.

Groups separating at rates most <u>above</u> their workforce percentage:
- White Females   2.06%
- All Females   1.78%
- Persons with Disabilities   1.72%

Groups separating at rates most <u>below</u> their workforce percentage:
- Two or More Races Females   -0.08%
- Black Males   -0.15%

FY 2021 Separations Summary				
Groups	**Workforce %**	**Separations**	**Separations %**	**Difference % Permanent Workforce & Separations**
Total		2507	100%	
All Males	65.72%	1603	63.94%	-1.78%
All Females	34.28%	904	36.06%	1.78%
HM	7.81%	211	8.42%	0.61%
HF	3.51%	75	2.99%	-0.52%
WM	51.48%	1213	48.38%	-3.10%
WF	26.58%	718	28.64%	2.06%
BM	2.10%	49	1.95%	-0.15%
BF	1.76%	54	2.15%	0.39%
AM	1.00%	30	1.20%	0.20%
AF	0.82%	14	0.56%	-0.26%
NH/PIM	0.26%	10	0.40%	0.14%
NH/PIF	0.06%	5	0.20%	0.14%
AI/ANM	2.44%	65	2.59%	0.15%
AI/ANF	1.29%	34	1.36%	0.07%
TMRM	0.62%	25	1.00%	0.38%
TMRF	0.24%	4	0.16%	-0.08%
PWD	7.61%	234	9.33%	1.72%
PWTD	2.32%	76	3.03%	0.71%

USDA NFC Reporting Center MD-715 Personnel Action Tables (September 30, 2021)

Veteran New Hires: Human Resources Dashboard

There was a total of 4425 Veterans in the Agency workforce, which is 15.36%. This number is below the 25% USDA goal, and a decreasing trend when compared to FY 2020.

There was a total of 447 Veteran Agency new hires, which is 19.62% of all new hires. This number is below the 25% USDA goal, and an increasing trend when compared to FY 2020.

FY 21 Veterans in the Workforce				
Workforce	**2021**		**2020**	
	#	%	#	%
Perm Workforce	28,807	100%	28,965	100%
FS Veterans	4425	15.36%	4489	15.50%
USDA Veteran Goal	7202	25%	7241	25%
FS Veterans Below Goal	2777	9.64%	2752	9.50%
New Hires				
Total New Hires	2278	100%	2937	100%
FS Veteran New Hires	447	19.62%	566	19.27%
USDA Veteran New Hire Goal	570	25%	734	25%
FS Veteran New Hires Below Goal	123	5.38%	166	5.73%

USDA NFC Reporting Center MD-715 Personnel Action Tables (September 30, 2021)

Part E.4 - Executive Summary: Accomplishments

The top ten FY 2021 accomplishments supporting the Model EEO Program were:

1. Utilized the new EEO complaint process electronic standard operating procedures tool to train civil rights staff on the EEO process from the pre-complaint stage to the appeals process.

2. Launched a customized Part G to solicit independent assessments from various agency program areas resulting in a more holistic view.

3. Exceeded the Department's RA processing timeframe of 90%.

4. Created an electronic standard operating procedure for conducting employment compliance reviews.

5. Conducted supervisory training titled "The Role of the Supervisor in Creating a Positive Work Environment".

6. Presented *This is Who We Are* engagement sessions to more than 14,800 employees.

7. Approved and posted the new RA and PAS procedures.

8. Published an enhanced Antiharassment Program policy.

9. Provided sixteen webinars addressing conflict and early resolution.

10. Developed two program improvement surveys, one to assess the success of the ADR

program and the second to assess reasons participants opt out.

Part E.5 - Executive Summary: Planned Activities

The FY 2022 Planned Activities consist of Part H, Part I, and Part J.

<u>Part H Action Plans</u>: 5 new

H-1 Improve the FS Affirmative Action Plan to include Schedule A conversion data
H-2 Develop Exit Survey items to Improve the Recruitment, Hiring, Inclusion, Retention, and Advancement of PWD
H-3 Merit Final Agency Decisions Issuance Timeliness
H-4 Adequate Data Monitoring System: Race, National Origin, Sex, Disability Status
H-5 Adequate Data Monitoring System: Internal/External Applicant Flow

<u>Part I Barrier Analyses:</u> 2 continued

I-1 Asian Employee Permanent Workforce Representation
I-2 0301 Hispanic Women Career Advancement

<u>Part J: Section VII: Identification and Removal of Barriers</u>
Use the listed triggers to uncover or define a PWD/PWTD EEO barrier.

Part F- Certification of Establishment of Continuing Equal Employment Opportunity Programs

Part G – Agency Self-Assessment Checklist

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

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

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

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

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

Part G
Agency Self-Assessment Checklist

	Essential Element A: Demonstrated Commitment from Agency Leadership **This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.**			
→ **Compliance Indicator** **↓** **Measures**	**A.1 – The agency issues an effective, up-to-date EEO policy statement.**	**Measure Met?** **(Yes/No/NA**	**Comments**	**Current Part G Questions**
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	04/09/2021	A.1.a.2
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation, and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes		New

→ Compliance Indicator ↓ Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	
A.2.a	Does the agency disseminate the following policies and procedures to all employees:			
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes		New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes		New
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)]	Yes		New
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes		A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://www.ocio.usda.gov/document/departmental-regulation-4300-008	A.3.c
A.2.c	Does the agency inform its employees about the following topics:			
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	1. Every time an employee launches a complaint, they are informed of the complaint process and provided written documentation by the EEO counselor 2. Available on internal website 3. Featured in new employee training	A.2.a

			4. Reviewed in manager and supervisor civil rights training 5. Civil Rights and Anti-harassment Policies distributed to all employees annually	
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	1. Every time an employee launches a complaint, they are informed of ADR process 2. Available on internal and public website 3. Featured in new employee training	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	1. Every time employee requests information or new accommodation 2. Available on internal and public website 3. Featured in new employee training 4. During supervisor and managerial Civil Rights training 5. Posted on bulletin and announcement boards 6. All employees provided RA and PAS training in FY 2021	New
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	Yes	1. All employees are provided program training at least annually 2. There is a link to the Anti-Harassment Hotline and materials on the internal website 3. Anti-Harassment is covered in New Employee Orientation	New
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	1. Zero tolerance statement in Civil Rights Policy and Anti-Harassment Policy annually 2. HRM issues quarterly adverse and disciplinary actions digest report 3. New hires receive DR 4070-735-001 titled Employee Responsibilities Conduct	A.3.b

→ Compliance Indicator ↓ Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	Yes	The annual Chief's Honor Awards 2021 recognized employees for outstanding achievements: 1. Chief's Inclusivity Learning Series Project Team 2. Sexual Harassment in the Wildfire Environment 3. This is Who We Are Implementation	New
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes		New
Essential Element B: Integration of EEO Into the Agency's Mission **This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.**				
→ Compliance Indicator ↓ Measures	**B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.**	Measure Met? (Yes/No/NA	Comments	
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes		
B.1.a.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	NA	The EEO Director reports to the Agency head.	New

		Measure Met? (Yes/No/NA)	Comments	
	provide the title of the agency head designee in the comments.			
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes		B.1.d
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes		B.2.a
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the Agency" briefing covering the six essential elements of the model EEO program and **the status of the barrier analysis process**? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	Yes	April 12, 2021	B.2.b
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes		New
→ **Compliance Indicator** ↓ **Measures**	**B.2 – The EEO Director controls all aspects of the EEO program.**	**Measure Met?** **(Yes/No/NA)**	**Comments** **New Compliance Indicator**	
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to	Yes		B.3.a

	promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]			
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes		New
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	In collaboration with the Department	New
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.]	Yes	In collaboration with the Department	New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes		F.3.b
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes		New
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes		New

→ Compliance Indicator ↓ Measures	**B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.**	**Measure Met? (Yes/No/NA**	**Comments**	
B.3.a	Does EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes		B.2.c & B.2.d
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	Yes	Awaiting NEW Chief to sign FY 2020-2025 plan. Agency currently operating under FY 2015 – 2020 plan which includes EEO/diversity and inclusion principles in Management Goal: Excel as a High Performing Agency.	New
→ Compliance Indicator ↓ Measures	**B.4 - –The agency has sufficient budget and staffing to support the success of its EEO program.**	**Measure Met? (Yes/No/NA)**	**Comments**	
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:	■		
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes		B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes		B.4.a

B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes		E.5.b
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes		B.4.f & B.4.g
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	Yes		E.1.c
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes		B.4.c
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes		New
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and Persons with Disabilities Program Manager)? [5 USC	Yes		B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3

	§ 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]			
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes		New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes		B.4.d
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes		New
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes		New
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes		B.1.b
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes		E.2.d
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(CIf MD-110?	Yes		E.2.e

→ Compliance Indicator ↓ Measures	**B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.**	**Measure Met?** (Yes/No/NA	**Comments** **New Indicator**	
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:	███████		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes		New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes		A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	Office of Civil Rights to collaborate with Education and Development Officer on expanding Manager and Supervisor training content	New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes		New
B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes	Office of Civil Rights to collaborate with Education and Development Officer on expanding Manager and Supervisor training content	E.4.b
→ Compliance Indicator ↓ Measures	**B.6 – The agency involves managers in the implementation of its EEO program.**	**Measure Met?** (Yes/No/NA)	**Comments** **New Indicator**	
B.6.a	Are senior managers involved in the implementation of Special Emphasis	Yes		New

	Programs? [see MD-715 Instructions, Sec. I]			
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes		D.1.a
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	Yes		D.1.b
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	Yes		D.1.c

Essential Element C: Management and Program Accountability **This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.**			
→ **Compliance Indicator** ↓ **Measures**	**C.1 – The agency conducts regular internal audits of its component and field offices.**	**Measure Met?** **(Yes/No/NA)**	**Comments**
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	FY 2021 Schedule consisted of developing an electronic standard operating procedure. FY 2022 schedule consists of Forest Products Lab, Pacific Southwest Research Station, Rocky Mountain Research Station.	New
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	Yes	This information is reported within the Zone-level Quarterly and Annual MD-715 Reports.	New

	provide the schedule for conducting audits in the comments section.			
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	Yes		New
→ **Compliance Indicator** ↓ **Measures**	**C.2 – The agency has established procedures to prevent all forms of EEO discrimination.**	**Measure Met?** (Yes/No/ NA)	**Comments** **New Indicator**	
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes		New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes		New
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006]	Yes		New
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment	Yes		New

	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)]			
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes		New
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. Dept of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dept 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.	Yes		New
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes		New
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes		New
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout	Yes		E.1.d

	the agency? [see 29 CFR 1614.203(d)(3)(D)]			
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes		New
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes		New
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes		New
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its RA procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	Yes		E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services (PAS) that comply with EEOC regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes		New
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	Yes	https://www.usda.gov/ra	New

	provide the internet address in the comments column.			
→ **Compliance Indicator** ↓ **Measures**	**C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.**	**Measure Met?** (Yes/No/NA)	**Comments** **New Indicator**	
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes		New
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:	■		
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes		A.3.a.1
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes		A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes		A.3.a.5
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes		A.3.a.6

C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes		A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes		A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes		New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes		A.3.a.2
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes		New
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes		New
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes		New

→ Compliance Indicator ↓ Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	Yes		New
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and **management/personnel policies, procedures, and practices for systemic barriers** that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	Yes		C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes		New
C.4.d	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes		New

C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:	▮		
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	No	Although the Agency has an Affirmative Action plan, it has not been implemented (See Part H-1)	New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes		New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes		New
→ **Compliance Indicator** ↓ **Measures**	**C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.**	**Measure Met?** **(Yes/No/NA)**	**Comments**	
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	Yes		C.3.a.
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)**] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.**	Yes	In FY 2021 there was one employee who was disciplined for discriminatory conduct.	C.3.c
C.5.c	If the agency has a finding of discrimination (or settles cases in which	Yes		New

	a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]			
→ **Compliance Indicator** ↓ **Measures**	**C.6 – The EEO office advises managers/supervisors on EEO matters.**	**Measure Met?** (Yes/No/NA)	**Comments**	
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column**.**	Yes	Quarterly and Annually	C.1.a
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes		New

Essential Element D: Proactive Prevention **This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.**				
→ **Compliance Indicator** ↓ **Measures**	**D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.**	**Measure Met?** (Yes/No/NA	**Comments**	

D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes		New
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes		New
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	No	See Part H-2	New
→ **Compliance Indicator** ↓ **Measures**	**D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)**	**Measure Met?** (Yes/No/NA)	**Comments** **New Indicator**	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes		New
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	Yes		B.2.c.2

D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	Yes		B.2.c.1
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	Yes	Barrier Search: workforce data; complaint/grievance data; employee surveys, and climate surveys; focus groups; affinity groups; program evaluations; special emphasis programs, compliance reviews.	
→ **Compliance Indicator** ↓ **Measures**	**D.3 – The agency establishes appropriate action plans to remove identified barriers.**	**Measure Met?** (Yes/No/NA)	**Comments** **New Indicator**	
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes		New
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	Yes		New

D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes		New
→ **Compliance Indicator** ↓ **Measures**	**D.4 – The agency has an affirmative action plan for persons with disabilities, including those with targeted disabilities.**	**Measure Met?** **(Yes/No/NA)**	**Comments** **New Indicator**	
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	Yes		New
D.4.b	Does the agency take specific steps to ensure qualified persons with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes	OCR and HRM will continue to collaborate to ensure that outreach notices and vacancy announcements are sent to persons with disabilities.	New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes		New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes		New
Essential Element E: Efficiency **This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.**				
→ **Compliance Indicator**	**E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.**	**Measure Met?** **(Yes/No/NA**	**Comments**	

E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes		E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session**,** pursuant to 29 CFR §1614.105(b)(1)?	Yes		E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes		New
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	Yes	In collaboration with the Department	New
E.1.e	Does the agency ensure 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)?	Yes		New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	In collaboration with the Department	E.3.a.3
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	Yes	In collaboration with the Department	New
E.1.h	When the complainant does not request a hearing, does the agency timely issue	No	EEOC states Forest Service should collaborate with the Department to improve timeliness	E.3.a.4

	the final agency decision, pursuant to 29 CFR §1614.110(b)?		(See Part H-3)	
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes		E.3.a.7
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	Yes	EEO Contract Investigators are screened and hired by the Department and are held to a *Statement of Work (SOW)* as a measurement tool. When the SOW is not adhered to, the contractors are placed on notice of deficiencies and ultimately removed if deficiencies are not improved. There are also a few Investigators that are USDA employees and are held to standard performance reviews.	E.2.c
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes		New
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes	In collaboration with the Department	New
→ **Compliance Indicator** ↓ **Measures**	**E.2 – The agency has a neutral EEO process.**	**Measure Met?** (Yes/No/NA)	**Comments** **Revised Indicator**	
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes		New

E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	Office of General Council	E.6.a
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes		New
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes		E.6.b
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, *Attaining a Model Agency Program: Efficiency* (Dec. 1, 2004)]	Yes		E.6.c
→ **Compliance Indicator** **↓** **Measures**	**E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.**	**Measure Met?** **(Yes/No/NA**	**Comments**	
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes		E.4.a

E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes		E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes		D.2.a
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes		New
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes		E.4.d
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes		New
→ Compliance Indicator ↓ Measures	**E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.**	**Measure Met? (Yes/No/NA)**	**Comments**	
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:	■■■■		
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes		E.5.a
E.4.a.2	The race, national origin, sex, and **disability status** of agency employees? [see 29 CFR §1614.601(a)]	No	See Part H-4	E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes		E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national	No	See Part H-5	New

	origin, sex, and disability status? [see MD-715, II(E)]			
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes		New
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes		New
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes		New
→ Compliance Indicator ↓ Measures	**E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.**	**Measure Met?** **(Yes/No/NA**	**Comments**	
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	Quarterly EEO Data and Trend Reports are issued	E.5.e
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	In collaboration with OPM and OASCR	E.5.g
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes		E.3.a

	Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE **This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**			
→ **Compliance Indicator** ↓ **Measures**	**F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.**	**Measure Met?** (Yes/No/NA)	**Comments**	
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes		F.1.a
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes		E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes		F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes		F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officers accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes		F.3.a.

→ Compliance Indicator ↓ Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments Indicator moved from E-III Revised	
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes		C.3.d
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes		E.3.a.5
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes		E.3.a.7
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes		New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes		F.3.d (1 to 9)
→ Compliance Indicator ↓ Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA	Comments	
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes		New

| **F.3.b** | Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)] | Yes | | New |

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G- C.4.e.1	Forest Service has not fully implemented the Affirmative Action Plan for its PWD employees. This includes not having the Schedule A conversion data.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy)	Objective	Target Date (mm/dd/yy)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
10/01/21	Form a team of subject matter experts from Civil Rights, DE&I, HRM, and WEPO (H-1 Team)	03/30/22	N/A	N/A
10/01/21	H-1 Team meets monthly to plan and produce a solid Affirmative Action Plan	03/30/22	N/A	N/A
10/01/21	Develop a Part J Data Submission Action Plan and submit quarterly data for each Part J data element including who, what, when, where, why, and how. Note: AAP is auto generated from Part J data input.	04/30/22	N/A	N/A
10/1/2021	Part H-1 Team annually present status update with the Annual State of the Agency Report	04/30/22	N/A	N/A
10/1/21	Demonstrate effective overall recruitment, hiring, advancement, and retention of Persons with Disabilities and Persons with Targeted Disabilities within the Affirmative Action Plan	09/30/22	N/A	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights	Michael G. Watts	Yes
Diversity, Equity, and Inclusion Branch Chief	Berlinda Baca	Yes
Disability Program Manager	Jessica Torres	Yes
HRM Deputy Director	Erica Nieto	Yes
WEPO Sr. Executive	Leslie Weldon	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
07/30/22	DPM schedules a stakeholder meeting to discuss the FY 2020 Affirmative Action Plan deficiencies	N/A	N/A	N/A
09/30/22	Stakeholders develop improvement plans to remove the AAP deficiency	N/A	N/A	N/A
09/30/22	Stakeholders establish a quarterly plan to provide all Part J data points, including the Schedule A conversion data.	N/A	N/A	N/A
09/30/22	Stakeholders report AAP progress and deficiency removal action plans annually during the State of Agency Report FY 2022	N/A	N/A	N/A

Report of Accomplishments

FY 2022	Accomplishments
N/A	N/A

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G- D.1.c	EEOC directs Forest Service to develop exit survey items to improve the recruitment, hiring, inclusion, retention, and advancements of PWD. (See EEOC letter dated 11/14/2021).

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy)	Objective	Target Date (mm/dd/yy)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
12/31/21	Work in partnership with HRM to update exit survey questions for Persons with Disabilities, and to ask for information to improve recruitment, hiring, inclusion, retention, and advancement.	9/30/22	N/A	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights	Michael G. Watts	Yes
Diversity, Equity, and Inclusion Branch Chief	Berlinda Baca	Yes
Special Assistant to the HRM Director	Jennifer Baumgartner	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
2/17/22	Collaborate with HRM Assistant Director, Field Service Operations to discuss updating exit survey items to include items requesting more information specifically from PWDs.	No	N/A	N/A
3/02/22	Create new PWD exit survey questions	No	N/A	N/A
4/02/22	Meet with HRM to discuss new PWD Exit Survey items	No	N/A	N/A
6/01/22	Add new PWD survey items to the all-employee Exit survey	No	N/A	N/A
9/30/22	Summarize data collected from PWD survey items	No	N/A	N/A

Report of Accomplishments

FY 2022	Accomplishments
Q1	

Part H-3 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G- E.1.h	EEOC directs Forest Service to collaborate with the Department to improve the timeliness of the issuance of Final Agency Decisions when the complainant does not request a hearing. (See EEOC letter dated 11/14/2021)

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy)	Objective	Target Date (mm/dd/yy)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
01/10/22	FS collaborates with the Department to ensure that when the complainants do not request a hearing, FADs are issued in a timely manner	04/30/23	N/A	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Chief, Employment Adjudication Division, Asst. Sec. for Civil Rights	Kirk Perry	Yes
Branch Chief, Formal Complaints Branch, Forest Service	Debra Harrell	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
07/30/22	Obtain additional funds	No	N/A	N/A
04/30/23	Work with EEOC to identify total number of FS cases including those at hearing	Yes	N/A	N/A
07/15/22	Seek guidance from EEOC on how to process aged cases	Yes	N/A	N/A
04/30/23	Partner with the Department to close	Yes	N/A	N/A

Report of Accomplishments

FY 2022	Accomplishments
N/A	N/A

Part H-4 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G- E.4.a.2	EEOC directs Forest Service to have a system in place to accurately collect, monitor, and analyze the race, national origin, sex, and disability status of agency employees. (See EEOC letter dated 11/14/2021)

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy)	Objective	Target Date (mm/dd/yy)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
10/01/20	Work with Human Resources Management (HRM) and Work Environment Performance Office (WEPO) to make the required changes to achieve accurate data collection and complete data reporting.	6/30/2021	9/30/2022	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Assistant Director, Strategic Operations	Elizabeth Feutrier	Yes
Branch Chief, Data Analysis and Service Improvement, Human Resources Management	Nick Olona	Yes
Acting Branch Chief, Training and Employee Development (TED), Work Environment and Performance Office	Amanda Patrick	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
9/30/21	Work with HRM to make the required changes to achieve accurate data collection and complete data reporting.	Yes	9/30/22	N/A
9/30/21	OCR will work with HRM to formulate viable plans to establish the necessary processes to obtain the required data sources to prepare the MD-715 plan and report.	Yes	6/30/22	N/A
9/30/22	Identify any data deficiencies and establish corrective action plans.	Yes	N/A	N/A
9/30/23	Collaborate with the WEPO-TED staff training coordinators to expand existing reporting processes to collect information on career development and leadership training.	Yes	N/A	N/A

Report of Accomplishments

Fiscal Year	Accomplishments
2021	In line with the Agency's efforts to develop a model EEO program, the OCR and HRM staffs have been working together to assess the strengths and weaknesses of our EEO and diversity programs. This enhanced partnership began with the establishment of a MD-715 work group during FY 2020. Through this collaborative effort, we have identified deficiencies specifically related to the integrity of our data and data systems.
2021	In FY 2021, the Agency conducted workforce data analysis using National Civilian Labor Force (CLF) standards, as identified in the 2010 US Census, as the primary external benchmark for assessing whether any triggers or barriers exist regarding the exclusion of certain groups. As noted previously, we have identified deficiencies specifically related to the integrity of our data and data systems. These data deficiencies were further accentuated by USDA's recent transition to USA Staffing, and by the EEOC's changes to the required 2.0 FEDSEP data tables. Before we can provide data and analyze trends, we must implement changes to ensure the integrity of the data. Accordingly, during the next fiscal year, we will improve our data systems, data collection

	methods, reporting mechanisms and use of the data with the goal of ensuring that data is accurate and comprehensive to permit trend analysis for assessing compliance with MD-715 requirements. Action Plan: We will be working over the next year to improve our data systems, data collection methods, reporting mechanisms and use of the data. We have completed Part E, I, and J for the FY 2021 report with current data, but we have concerns about its integrity. We expect to improve the integrity of the Agency's data significantly based upon our Part H Plan.

Part H-5 - Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G- E.4.a.4	EEOC directs Forest Service to have a system in place to accurately collect, monitor, and analyze the external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status. (See EEOC letter dated 11/14/2021)

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy)	Objective	Target Date (mm/dd/yy)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
10/01/20	Work with HRM and WEPO to populate MD-715 A/B Tables with internal and external applicant flow data.	6/30/21	9/30/22	10/01/20

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Assistant Director, Strategic Operations	Elizabeth Feutrier	Yes
Branch Chief, Data Analysis and Service Improvement, Human Resources Management	Nick Olona	Yes
Acting Branch Chief, Training and Employee Development (TED), Work Environment and Performance Office	Amanda Patrick	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
06/30/21	Provide end of Fiscal Year Applicant Flow analyses by race, ethnicity, sex, and disability status.	Yes	09/30/22	N/A
06/30/20	Assess the utility of conducting quarterly Applicant Flow Analyses and identify challenges for interpretation.	Yes	N/A	N/A
09/30/20	Work with HRM and WEPO staffs to populate MD-715 A/B Tables with internal and external Applicant Flow data.	Yes	N/A	N/A

Report of Accomplishments

Fiscal Year	Accomplishments
2021	In line with Agency's efforts to develop a model EEO program, OCR and HRM staffs have been working together to assess the strengths and weaknesses of our EEO and diversity programs. This enhanced partnership began with the establishment of our MD-715 work group during FY 2020. Currently we have only been able to provide end of fiscal year applicant flow data (AFD). We planned to provide quarterly data analysis previously. However, after learning more about the nature of the USA Staffing Applicant Flow Data, we are questioning the utility of producing the analysis four times a year. The availability of the AFD is contingent on factors that do not follow a regular quarterly schedule (e.g., audit of certificates, time to hire duration, types of hires) that creates challenges in producing a quarterly analysis. We want to assess this issue further in FY 2022 and establish a more meaningful reporting cycle by or before 09/30/2022. Dates for planned activities have been modified as needed.
2021	In FY 2021, the Department conducted workforce data analysis using National Civilian Labor Force (CLF) standards, as identified in the 2010 US Census, as the primary external benchmark for assessing whether any triggers or barriers exist regarding the exclusion of certain groups.

	As noted previously, we have identified deficiencies specifically related to the integrity of our data and data systems. These data deficiencies were further accentuated by USDA's recent transition to a new human resources system, USA Staffing, and by the EEOC's changes to the required 2.0 FEDSEP data tables. Before we can provide data and analyze trends, we must implement changes to ensure the integrity of the data. Accordingly, during the next fiscal year, we will improve our data systems, data collection methods, reporting mechanisms and use of the data with the goal of ensuring that Agency data is accurate and comprehensive to permit trend analysis for assessing compliance with MD-715 requirements. Action Plan: We will be working over the next year to improve our data systems, data collection methods, reporting mechanisms and use of the data. We have completed Part E, I, and J for the FY 2021 report with current data, but we have concerns about its integrity. We expect to improve the integrity of the Agency's data significantly based upon our Part H Plan.

Part I-1 - Agency EEO Plan to Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A-1	As of September 30, 2020, Asian men and women experienced less than expected workforce participation rates or percentages in the Forest Service permanent workforce when compared with their respective CLF percentages. Specifically, Asian men represent 1.00% of the permanent workforce compared with their CLF rate of 1.97%, Asian women represent 0.82% of the permanent workforce compared with their CLF rate of 1.93%.

EEO Group(s) Affected by Trigger

EEO Group
Asian Males
Asian Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Trigger data demonstrated a consistent trend of underrepresentation of Asian men and women in the permanent workforce when compared with their respective CLF percentages
Complaint Data (Trends)	Yes	EEO Complaint Tend and Analyses Reports are developed and published on a quarterly basis
Grievance Data (Trends)	No	Not available
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	N/A
Climate Assessment Survey (e.g., FEVS)	Yes	<u>NA</u>
Exit Interview Data	No	NA

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Focus Groups	No	N/A
Interviews	No	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	EEOC Report: "A Practical Guide to Common Issues and Possible Barriers Which Asian and Native Hawaiian or Other Pacific Islander Employees May Face in the Federal Workforce
Other (Promotions)	Yes	Promotions by Pay Plan and Pay Grade
Other (New Hires)	Yes	New Hires by Nature of Action
Other (Separations)	Yes	Separations by Nature of Action

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	Not Applicable

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Not presently identified

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yy)	Target Date (mm/dd/yy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
To uncover and define employment barriers impacting Asian employees and develop action plans to overcome their impact	09/30/20	09/30/22	Yes	N/A	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Branch Chief, Diversity, Equity, and Inclusion	Berlinda Baca	Yes
National Asian American-Pacific Islander Employment Program Manager	William Reichardt	Yes
National Federal Women's Program Manager	Patricia Burel	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
02/15/21	Develop a preliminary barrier analysis plan.	05/25/21	05/25/21
03/31/21	Collect data to analyze 3–5-year net change tends of Asian men and women in the following categories: PWF, senior pay grade and management profiles, new hires, separations, and promotions for period FY 2016 to FY 2020 to gather quantitative or statistical data.	06/30/21	06/30/21

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
04/30/21	In collaboration with the Asian Pacific American Employees Association (APAEA), review results of net change analysis.	07/30/21	08/30/21
10/31/21	Plan and conduct focus group interviews of select Asian male and female employees in the Forest Service permanent workforce to gather qualitative data.	07/30/21	12/01/21
11/30/21	Review focus group data and define the barrier preventing Asian men and women in the permanent workforce from achieving parity with their representation in the national CLF.	04/21/22	N/A
01/31/22	Meet to discuss the barrier analysis plan and how to assess its impact.	06/21/22	N/A
03/31/22	Finalize and implement action plan.	11/01/22	N/A

Report of Accomplishments

Fiscal Year	Accomplishments
Q1 2021	Prepared preliminary demographics on permanent workforce representation (onboard), new hires, promotions, and separations as of 09/30/2020 and provided to APAEA as a baseline statistic for review and analysis.
Q1 2021	Office of Civil Rights and APAEA met in December 2020 to discuss the barrier analysis process and preliminary plans on how to proceed in preparing to conduct barrier analysis. In January 2021, APAEA drafted a proposed barrier analysis plan and submitted to OCR for review and consideration.
Q1 2021	WEPO, HRM, and CR will review and work with contractors to modify the Exit Survey instrument which is currently being utilized.
Q3 2021	Prepared preliminary demographics on permanent workforce representation (onboard), new hires, promotions, separations as of 06/30/2021 and provided to APAEA as baseline statistics for review and analysis.
Q3 2021	05/19/2021: Hosted Barrier Analysis Webinar in partnership with APAEA that outlined the Barrier Analysis team and project outline.

Q4 2021	08/02/2021: Met with HRM-Data, Metrics and Analysis Team (DMAT), Diversity, Equity, and Inclusion (DE&I), WEPO-Training, Education and Development (TED) staff and Federal Management Partners (FMP) Consulting, Inc. (contractor) to discuss development of Applicant Flow Data reports for MD-715 tables A/B-6, A/B-7, and A/B-8 as well as the Diversity and Inclusion Strategic Plan.
Q4 2021	Created with input from social scientists and Civil Rights Reports team a survey for self-identified Asian Americans. Survey was refined and inputted into the delivery program survey monkey. (09/30/2021)
Q4 2021	Prepared questions to be deployed in upcoming focus groups in partnership with social scientists. (09/01/2021)

Part I-2 - Agency EEO Plan to Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A1	As of September 30, 2019, Hispanic females in the mission critical occupations of 0301 Miscellaneous Administration and Program represented less than **5.3%** of their respective Organizational Civilian Labor Force (CLF) and less than 1% (0.28%) of the Forest Service's total workforce of 27,414 permanent employees. Specifically, Hispanic females in the 0301 occupation represent 4.1% (78 employees) within the permanent workforce compared with a CLF rate of 5.3%. Of the permanent employees in the 0301 occupation, 46.1% (885) employees were female and 53.9% (1,033) were male. The trigger data demonstrates both a decline in Hispanic female employees in the 0301 occupation with low hiring rates from FY 2016 to FY 2019.

EEO Group(s) Affected by Trigger

EEO Group
Hispanic or Latino Females in Forest Service's mission critical occupation of 0301 Miscellaneous Administration and Program

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Data demonstrated a consistent trend of underrepresentation in the permanent workforce for this group when compared with their respective CLF percentages.
Complaint Data (Trends)	Yes	EEO Complaint Trend and Analyses Reports are developed and published on a quarterly basis.
Grievance Data (Trends)	No	Not available
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	There were no findings of discrimination found in iComplaints for Hispanic women in FY 2019 or FY 2020.
Climate Assessment Survey (e.g., FEVS)	Yes	Review FEVS data from FY 2019 and FY 2020.
Exit Interview Data	No	Not available
Focus Groups	Yes	Conducted two Focus Groups in October 2019
Interviews	No	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	EEOC Special Report: "Hispanics in the American Workforce," EEOC Meeting of October 23, 2008-Issues Facing Hispanics in the Federal Workplace,' and the "Report on the Hispanic Employment Challenge in the Federal Government by the Federal Hispanic Work Group."
Other (Promotions)	Yes	Promotions by Pay Plan and Pay Grade
Other (New Hires)	Yes	New Hires by Nature of Action
Other (Separations)	Yes	Separations by Nature of Action Voluntary and Involuntary categories

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	**Barrier(s) Identified?** (Yes or No)
Yes	Hispanic Females in the 0301 occupation experience a lack of assistance in career advancement. There is unequal advancement in the 0301 series for Hispanic females when compared with other occupational series because of the inherent skill, work, and task variety in the 0301 occupation.

Statement of Identified Barrier

Description of Policy, Procedure, or Practice
Defined as a practice-related barrier

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yy)	Target Date (mm/dd/yy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yy)	Date Completed (mm/dd/yy)
To reduce 0301 Hispanic females' separations and increase their CLF percentages.	10/01/19	09/30/22	Yes	N/A	N/A

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Branch Chief, Data Analysis and Service Improvement and WEPO	Nick Olona	Yes
National Federal Women's Program Manager	Patricia Burel	Yes
National Hispanic Employment Program Manager	Fidel Trujillo	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
06/20/19	Develop a preliminary barrier analysis plan.	N/A	06/20/2019
06/20/19	Review trigger data.	N/A	06/20/2019
06/30/19	Review results	N/A	06/30/2019
10/03/19	Conduct first focus group to gather information from members of the Hispanic females in the 0301 occupation and in the permanent workforce.	N/A	10/03/2019
10/09/19	Host second focus group to identify and explore barrier.	N/A	10/09/2019

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
12/03/19	Review focus group data to define Hispanic female 0301 barrier.	12/03/2019	12/03/19
05/01/20	Developed a sequence of actions for the Hispanic female 0301 action plan. Plans include conducting virtual, career enhancement and skills trainings in quarterly forums as remedies through FY 2020. Plans include preparing an introductory survey.	N/A	05/01/20
05/01/20	Finalize and implement Hispanic female 0301 action plan.	N/A	05/01/20
06/03/20	Introductory virtual meeting for 0301 Hispanic females to review action plan and share summary of data collected focused on comments and impacts.	N/A	06/03/20
06/10/20	Conducted mindfulness training.	N/A	06/1020
08/12/20	Organized and held a writing clinic on resume writing and interviewing skills to further leadership and professional development	N/A	08/12/20
09/03/20	Discussed benefits of mentoring and coaching programs to work on developing a personal action plan and establishing a long-term professional relationship.	N/A	09/03/20
12/02/20	Administered a survey of the Hispanic females in the 0301 occupation to collect feedback and qualitative program results. Data will guide the FY 2021 and FY 2022 action steps.	N/A	12/16/20
04/30/21	Held quarterly meetings to share survey results of 0301 Hispanic females. Provided a short training on tips for successful networking. Encouraged group to attend the OPM interview techniques online seminar on 05/10/2021.	N/A	04/30/21
05/04/21	Convened quarterly meeting to share survey results of 0301 Hispanic females. Provided a short training on tips for successfully	N/A	05/04/21

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
	networking. Encouraged group to attend the OPM interview techniques virtual event on 05/10/2021.		
09/15/21	Coordinated with contractor to offer additional skill enhancement trainings in FY 2022 based on survey results and focus groups' data.	N/A	10/19/21
11/04/21	Set a schedule for meeting monthly with the 0301 occupation Hispanic females. Encouraged participants to put their application to serve on the Chief's employee advisory group on workplace improvement. Supported participation in and development of Employee Resource Groups (ERGs). Information shared with Hispanic females in 0301 to make progress towards encouraging participation in one or more ERG groups to provide culture support and network opportunities.	N/A	11/04/21
11/22/21	Reviewed workforce data on permanent Hispanic females in the 0301 series on workforce representation, new hires, (on board) including promotions, and separations as of 09/30/2021.	N/A	11/22/21
12/0921	Hosted the first of the monthly check-in meetings with the Hispanic females 0301 group starts. (Held on 2nd Thursday of each month). This ensures consistent and connected communications with the Hispanic female 0301 group. Meeting dates in FY 2022 are planned for 01/13, 02/10, 03/10, 04/14, 05/12, 06/09, 07/14, 08/11 and 09/08.	N/A	N/A
01/13/22	Start of the first calendar year 2022 meetings with Hispanic female 0301 check-in.	N/A	N/A
01/24/22	Training on Straight talk: Integrity Based Communications Learning Outcomes with the objectives of building relationships and	N/A	N/A

Target Date (mm/dd/yy)	Planned Activities	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
	fine-tune empathetic listening, speaking and behaviors.		
03/07/22	Training on Navigating the Political Landscape to learn and practice non-manipulative strategies for influencing people and situations while maintaining integrity and how to deftly manage resistance and challenges to credibility or position.	N/A	N/A
04/18/22	Educational session on managing conflict constructively increases confident and comfortable levels when dealing with conflict and learning how to identify, diagnose and resolve conflict situations.	N/A	N/A
08/08/22	Construct and release final survey to compile data and track accomplishments.	N/A	N/A
09/20/22	Release final survey results.	N/A	N/A

Report of Accomplishments

Fiscal Year	Accomplishments
Q3 2019	(06/19) Developed a barrier analysis with data collection methods and selected a focus group interview to uncover barriers.
Q4 2019	HRM provided a list of seventy-four Hispanic females in the 0301 occupation, who were contacted individually by email to support anonymity. Each person was individually invited to attend one or two focus group virtual discussions concerning 0301 Equal Employment Opportunities. The invitation gave invitees the option to participate in either or both two ninety-minute sessions, on October 3rd or 9th. Each session featured a career discussion with a GS-14 0301 Hispanic female and an open-forum discussion.
Q4 2019	Thirty-four 0301 Hispanic females accepted an invitation by email to attend a focus group discussion.
Q3 2020	(05/01) Focus group discussions completed. Barrier statement developed and report written. Discussed action plan going forward.
Q3 2020	(06/03) An introductory meeting was held with Hispanic females in the 0301 to address the barriers through a set of identified action items. Skill development activities include a professional development training focused on federal resume writing and interviewing skills on August 12, 2020 via Adobe Connect virtual platform and a mentoring session on Thursday, September 3, 2020

	though the Adobe Connect virtual platform. Open forums took place during the month of September.
Q3 2020	(06/10) Mindfulness virtual session was a kickoff training and first-in-the-series of events held. The mindfulness helped participants to live in the moment (increase awareness) and (increase acceptance) and to help identify and manage strong emotions. Forty-six employees participated in this event.
Q4 2020	(09/03) Several presenters including Summer Cumpian, Marcia Pineda, Erica Benegas and Diane Wheeler shared secrets of creating a successful professional life and fulfilling career potentials. The session was designed to understand how to improve job skills and think about creating career strategies aimed at productive actions. Panel members discussed the Forest Service's mentorship and coaching programs to significantly benefit Hispanic females in the 0301 occupation. Benefits of the programs include obtaining assistance for new and innovative ideas, demonstrating strengths, and exploring their potential, increasing career networks, and obtaining greater exposure within the Agency. Attendees were encouraged to take part in mentoring and coaching programs. Twenty-four attendees participated in the event.
Q4 2020	Results: Between FY 2018 and FY 2020 Hispanic women in the 0301 occupation have increased by 12 positions, however, the total number remains below their respective CLF. Separation rates for FY 2019 and FY 2020 were above the CLF while below in FY 2018. FY 2020 yielded 10 promotions an increase from FY 2018 and FY 2019. During this time, the average grade of promotion was a GS-11, however no Hispanic females in the 0301 occupation were promoted into senior grade levels (GS-15 thru Senior Executive Service.)
Q1 2021	(12/16) Survey is completed. The 2020 survey findings are essential to making progress with strategic actions in FY 2021 and initiating FY 2022 strategic activities for the group. The survey assessed the need and desire for the continuation of activities through the program. An additional year was agreed for this pilot program with a conclusion at the end of FY 2022.
Q2 2021	(03/20) Training presentation was developed to offer tips for successful networking for the Hispanic females 0301 group. This training is founded on research information and captured in the article "Learn to Love Networking."
Q3 2021	(04/30 and 05/05) Written survey results on "other trainings" combined with the feedback from Hispanic female 0301 community forums are used to gather useful information on additional types of intervention/training. Seven individuals from the group volunteered to take on a leadership role with involvement in the next set of trainings and informal group check-ins.
Q3 2021	(05/08) Worked with a subgroup of members from the 0301 Hispanic females. These members are serving as champion communicators and leaders and started planning for the FY 2022 virtual events.

Q3 2021	(07/08) Meeting of the Hispanic females in the 0301 occupation and the Dynamic Employees Beyond Disabilities (DEBD) Group to discuss training opportunities in FY 2022. Reviewed a PowerPoint presentation on GS 0301 Hispanic Female Technical Competencies and Foundational Competencies. Briefly talked about having an event evaluation form after each session with metrics for the series of virtual events.
Q4 2021	(09/15) Successfully coordinated with contractor and reviewed training needs of the group for FY 2022/
Q4 2021	Results: During the period of FY 2017 to FY 2019, when the hiring rate is compared to the separation rate for Hispanic females in 0301 occupation. The data shows that employees in this group have left the Forest Service at a higher rate than they were hired by the Agency. The hiring rate in FY 2017 was at 7.8% (or 4 employees), FY 2018 at 0% (0), and FY 2019 at 10.7% (6). In comparison the separation rate from FY 2017 was at 4.1% (5 employees), FY 2018 at 6.5% (7), FY 2019. However, FY 2020 and FY 2021 the Agency's efforts are showing a positive trend. Hispanic female employees in the 0301 occupation are being hired more frequently as seen in FY 2020 5.3% (6 employees) and FY 2021 9.2% (8) which is above the CLF hiring benchmark of 4.8%. In turn, total separation rates reflected in FY 2020 were at 7% (20 employees) and in FY 2021 represented by 1.9% (3). Promotions within the group increased in FY 2019 from 1.6% (3 employees), to FY 2020 with 4.5% (12), to FY 2021 and 6.7% (15). In FY 2021, the overall. Representation rate rose to 4.5% (100 employees) which is an increase from FY 2020 at 4.1% (85), but still below the CLF rate of 5.3%.

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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving <u>PWD</u> 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)   <u>Yes</u>   No

    b. Cluster GS-11 to SES (PWD)   <u>Yes</u>   No

PWD GS-01 - GS-10 is 7.61% which is below the 12% benchmark.   PWD GS-11 - SES is 7.32% which is below the 12% benchmark.

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

    a. Cluster GS-1 to GS-10 (PWTD)   Yes   <u>No</u>

    b. Cluster GS-11 to SES (PWTD)   Yes   <u>No</u>

PWTD GS-01 - GS-10 is 2.27% which is below the 2% benchmark.   PWTD GS-11 - GS-SES is 2.31% which is below the 2% benchmark.

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

All managers and supervisors are required to take annual training that includes content regarding the agency's goals for PWD and PWTD hiring and recruitment.

Hiring metrics including PWD stats are discussed during regular management meetings. Managers update their staff of applicable information or changes.

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.

<u>Yes</u>   No

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	132	N/A	N/A	Erica Nieto, Acting Human Resources Director erica.nieto@usda.gov
Answering questions from the public about hiring authorities that take disability into account	132	N/A	N/A	Erica Nieto, Acting Human Resources Director erica.nieto@usda.gov
Processing reasonable accommodation requests from applicants and employees	6	N/A	N/A	Sherry L. Neal, Reasonable Accommodations Branch Chief sherry.neal@usda.gov
Section 508 Compliance	1	N/A	N/A	Dennis Lapcewich, Management Program Analyst

				and 508 Taskforce dennis.lapcewich@usda.gov Craig Alan Fay, Section 508 Program Manager Information, Data and Performance Chief Information Office craig.fay@usda.gov
Architectural Barriers Act Compliance	1	N/A	N/A	Matthew Arnn, Chief Landscape Architect Recreation, Heritage, and Volunteer Resources matthew.arnn@usda.gov
Special Emphasis Program for PWD and PWTD	1	N/A	6	Jessica J. Torres, Disability Employment Program Manager jessica.torres@usda.gov
Lead HR Specialist	N/A	1	N/A	Emily Ortiz emily.ortiz@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.

<u>Yes</u>   No

Training planned for FY 2022: • DEAM Kick-off, 10/05/21, Observance Month Programming. • Schedule A Hiring Authority, 10/26/21, Observance Month Production. • Target Center- Reasonable Accommodations, 10/12/21, Observance Month National New Employee Orientation, 11/15/21, ERG overview/ room management. ASL interpreter requests.

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.

<u>Yes</u>   No

N/A

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

Resources: The new Selective Placement Program Coordinator is charged with: • Recruiting PWDs. • Serving as a point of contact for PWDs seeking Schedule A and other accepted hiring authority information. • Developing recruitment strategies to include identification.

- Establishing contacts with external recruitment sources to identify and communicate with PWDs.
- Advising management on disability recruitment, hiring, advancement and retention – with specific PWD identification steps.
- Replying to PWD applicant inquiries.
- Collaborating with the OCR Disability Employment Program Manager.
- Identifying HRM specialist who determines Schedule A eligibility.
- Providing potential Schedule A applicants and/or permanent Schedule A employees with information such as:
  1. Contact information for all USDA SEPMs.
  2. Information about creating a USAJOBS account.
  3. How to locate vacancy announcements, apply to open positions, and track the status of applications on USAJOBS.
  4. Schedule A letter template, a 20-page informational handbook on Schedule A for applicants, and a "tips" sheet for finding and being hired for a federal job.
  5. Provide more detailed information about applying for merit vacancies as a Schedule A candidate.
  6. How to join Office of Personnel Management's shared list of PWD.
  7. Where to sign up for TAP-Ability – a talent acquisition portal for individuals with disabilities.
  8. How to use the Forest Service Outreach Database to locate potential vacancies before they are formally advertised.
  9. Initiating collaborative discussions with selecting officials to support Schedule A applicant selections.

The Reasonable Accommodations Branch Chief is charged with ensuring the Agency:
  1. Actively monitors the identification of PWDs applicants
  2. Provides qualified applicants with information regarding their option to use Schedule A and other hiring authorities
  3. Provides applicants with RA and PAS information

The HRM Recruiter cadre are charged with:
  1. Using multiple resources to locate PWD applicants such as: USAJOBs Resumes, Department of Labor's Workforce Recruitment Program of Schedule A eligible college students and recent graduates, Job Corps Centers.
  2. Developing lists of identified PWD applicants.
  3. Providing PWD applicants with information about hiring events and open positions.
  4. Attending hiring events to identify PWD applicants.

The OCR Disability Program Manager is charged with:
  1. Working with the HRM Selective Placement Program to develop and implement the annual recruitment plans which include steps to identify PWD applicants.

> 2.   Working with HRM to develop and implement annual recruitment plans which include steps to identify PWD applicants.
> 3.   Coordinating with the HRM Recruiter cadre to identify PWD candidates.
> Programs:
> Forest Service programs to <u>identify PWD job applicants:</u>
>   1.   Selective Placement Program develops event specific recruitment plans which include steps to identify PWD applicants. Event examples: National Talent Acquisition. Network events and FS Strategic Entry Level Hiring Events.
>   2.   HRM Applicant Eligibility Review Program provides PWD Schedule A job applicants with open job notices.
>   3.   FS Manager Training Program identifies potential PWD manager position applicants .

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.

> The HRM recruiter cadre actively recruits qualified PWDs for specific permanent positions, utilizing the Schedule A hiring authority option, which benefits both PWDs and Veterans. One hundred sixty-nine (169) employees were hired in FY 2021.

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.

> <u>USA Job Applicants</u>: Schedule A candidates must provide documentation of disability status and proven position qualifications within USAJobs to be eligible for Schedule A hiring status eligibility. Qualified Schedule A applicants are then placed on a separate certificate which is sent to the hiring manager for consideration.
>
> <u>Selective Placement Program Coordinator Applicants:</u> Schedule A candidates who apply directly to the agency Selective Placement Program Coordinator have their Schedule A disability and job qualifications reviewed and approved by a Special Program Placement Coordinator selected by a HRM Staffing specialist. Human Resources Specialists, trained on the different hiring authorities, recommend qualified applicants to hiring officials. Hiring and selection officials review the applications, and if approved, the HRM specialist oversees bringing the applicants onboard.

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.

<u>Yes</u>　　　　No　　　　N/A

This year Schedule A hiring authority and RA training were provided to all agency supervisors and managers annually. Periodically informal roundtable discussions were offered featuring topics about recruiting PWD candidates, the advantages of hiring disabled workers, and hiring, recruiting, and retaining PWDs.

Annual training:

- Hiring and Recruiting Using Schedule A Authority.
- Special Emphasis Program Manager Support Resources Review.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The Selective Placement Program Coordinator works in partnership with the Office of Civil Right Disability Program Manager, to maintain contact with internal and external organizations that assist PWD in securing and maintaining employment. The resources include:
- USAJOBs
- Department of Labor's Workforce Recruitment Program for Schedule A eligible college students and recent graduates
- Job Corps Centers
- Point of Contact at local schools/colleges serving students with disabilities
- Council of State Administrators of Vocational Rehabilitation
- Veteran Recruitment Agencies
- Centers for Independent Living
- Disability & Veterans Community Resources Directory
- Recruit Ability
- National Talent Acquisition Network
- Society of American Foresters
- Science Technology Engineering and Medicine Hiring Events
- Wildlife Apprenticeship Program
- Tap-ability applicant portal

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)   <u>Yes</u>   No

    b. New Hires for Permanent Workforce (PWTD)   Yes   <u>No</u>

PWD New Hires were 6.89% which is 5.11% below the EEO 12% benchmark

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

    a. New Hires for MCO (PWD)   Yes   No   <u>NA</u>

    b. New Hires for MCO (PWTD)   Yes   No   <u>NA</u>

Data not available.

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

    a. Qualified Applicants for MCO (PWD)   Yes   No   <u>NA</u>

    b. Qualified Applicants for MCO (PWTD)   Yes   No   <u>NA</u>

Data not available.

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

    a. Promotions for MCO (PWD)   Yes   No   <u>NA</u>

    b. Promotions for MCO (PWTD)   Yes   No   <u>NA</u>

Data not available.

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 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.

At the direction of EEOC November 16, 2021, the Forest Service will develop a plan to ensure PWD and PWTD have sufficient advancement opportunities. This plan includes: 1) considering disability status as a positive factor in hiring, promotion, or assignment decisions to the extent permitted by law; 2) Conducting Targeted outreach and recruitment efforts for PWD and PWTD; and 3) Offering training, internships, and mentoring programs to PWD so they can reach senior grade levels.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The Agency has two leadership training programs: 1) The Senior Leader Program follows a competitive internal selection process, with final vetting by the Agency's Executive Leadership Team; 2) The National New Leaders Program. Any permanent employee with one full year of Agency service at the time of application submission can apply at the GS 7-11 level. Individuals are nominated based on their desire and interest to develop their leadership potential and their high self-motivation to complete all requirements and participate fully in all components of the program.

Under the "Leaders Growing Leaders" strategy, learning coaching is offered to Forest Service employees. The coaching is designed to inspire leadership program participants/clients to maximize their personal and professional potential.

The Training and Development branch offers mentoring opportunities. Applications are accepted (with supervisor approval) in January of each year. Mentors serve as role models, providing direction and support to the employee.

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	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	8	5	0.00%	0.00%	0.00%	0.00%
Mentoring Programs	428	428	7.24% (31)	(31) 7.24%	3.50% (15)	3.50% (15)
Coaching Programs	32	26	6.25% (2)	7.69% (2)	0.00%	0.00%
Training Programs	298	227	4.03% (12)	5.29% (12)	2.01% (6)	2.64% (6)
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

    a. Applicants (PWD)   <u>Yes</u>   No   NA

    b. Selections (PWD)   <u>Yes</u>   No   NA

These triggers have been added to the Part J Barrier analysis

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

    a. Applicants   (PWTD)   <u>Yes</u>   No   NA

    b. Selections (PWTD)   <u>Yes</u>   No   NA

These triggers have been added to the Part J Barrier analysis

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) <u>Yes</u>   No

   b. Awards, Bonuses, & Incentives (PWTD) <u>Yes</u>   No

PWDs received awards at a rate of 41.32% while Persons without Disabilities (PWOD) received awards at a rate of 67.22%.

PWTDs received awards at a rate of 38.45% while Persons without Targeted Disabilities (PWOTD) received awards at a rate of 65.25%.

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

   a. Pay Increases (PWD)   Yes   <u>No</u>

   b. Pay Increases (PWTD)   <u>Yes</u>   No

PWTDs received awards at a rate of 0.60% while PWOD received awards at a rate of 1.54%.

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

   a. Other Types of Recognition (PWD)   Yes   No   <u>NA</u>

   b. Other Types of Recognition (PWTD)   Yes   No   <u>NA</u>

Data not available

D. PROMOTIONS

1. Does your agency have a trigger involving <u>PWD</u> among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans,

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

a. SES

    i.   Qualified Internal Applicants (PWD) Yes   No   <u>NA</u>

    ii.   Internal Selections (PWD)   Yes   No   <u>NA</u>

b. Grade GS-15

    i.   Qualified Internal Applicants (PWD) Yes   No   <u>NA</u>

    ii.   Internal Selections (PWD)   Yes   No   <u>NA</u>

c. Grade GS-14

    i.   Qualified Internal Applicants (PWD) Yes   No   <u>NA</u>

        Internal Selections (PWD)   Yes   No   <u>NA</u>

d. Grade GS-13

    i.   Qualified Internal Applicants (PWD) Yes   No   <u>NA</u>

    ii.   Internal Selections (PWD)   Yes   No   <u>NA</u>

The USDA is responsible for all aspects of Senior Executive Service selections and placements. The United States Department of Agriculture hires Senior Executive Service employees, not the Forest Service. However, Forest Service monitors conversions from career appointments to Senior Executive Service career appointments including those for both PWD and PWTD. Forest Service also monitors promotions to 'ST-00' and 'SL-00' which are Senior Executive Service equivalents. The Forest Service is currently developing supplemental data reports to track and monitor this information to enable us to fully populated MD-715 Tables B6, B7, and B8.

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2. Does your agency have a trigger involving <u>PWTD</u> among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

    i.   Qualified Internal Applicants (PWTD)   Yes   No   <u>NA</u>

b. Internal Selections (PWTD)   Yes   No   <u>NA</u>

    Grade GS-15

     i.   Qualified Internal Applicants (PWTD)   Yes   No   <u>NA</u>

     ii.   Internal Selections (PWTD)   Yes   No   <u>NA</u>

c. Grade GS-14

     i.   Qualified Internal Applicants (PWTD)   Yes   No   <u>NA</u>

     ii.   Internal Selections (PWTD)   Yes   No   <u>NA</u>

d. Grade GS-13

     i.   Qualified Internal Applicants (PWTD)   Yes   No   <u>NA</u>

     ii.   Internal Selections (PWTD)   Yes   No   <u>NA</u>

Data not available

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a. New Hires to SES (PWD)   Yes   No   <u>NA</u>

    b. New Hires to GS-15 (PWD)   Yes   No   <u>NA</u>

    c. New Hires to GS-14 (PWD)   Yes   No   <u>NA</u>

    d. New Hires to GS-13 (PWD)   Yes   No   <u>NA</u>

Data not available

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

    a. New Hires to SES (PWTD)   Yes   No   <u>NA</u>

    b. New Hires to GS-15 (PWTD)   Yes   No   <u>NA</u>

    c. New Hires to GS-14 (PWTD)   Yes   No   <u>NA</u>

    d. New Hires to GS-13 (PWTD)   Yes   No   <u>NA</u>

Data not available

5. Does your agency have a trigger involving <u>PWD</u> among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal

applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Executives

        i.   Qualified Internal Applicants (PWD)   Yes   No   <u>NA</u>

        ii.   Internal Selections (PWD)   Yes   No   <u>NA</u>

    b. Managers

    c. Qualified Internal Applicants (PWD)   Yes   No   <u>NA</u>

    d. Internal Selections (PWD)   Yes   No   <u>NA</u>

        Supervisors

        i.   Qualified Internal Applicants (PWD)   Yes   No   <u>NA</u>

        ii.   Internal Selections (PWD)   Yes   No   <u>NA</u>

Data not available.

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6. Does your agency have a trigger involving <u>PWTD</u> among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Executives

        i.   Qualified Internal Applicants (PWTD) Yes   No   <u>NA</u>

    b. Internal Selections (PWTD)   Yes   No   <u>NA</u>

        Managers

        i.   Qualified Internal Applicants (PWTD) Yes   No   <u>NA</u>

    c. Internal Selections (PWTD)   Yes   No   <u>NA</u>

        Supervisors

        i.   Qualified Internal Applicants (PWTD) Yes   No   <u>NA</u>

        ii.   Internal Selections (PWTD)   Yes   No   <u>NA</u>

Data not available.

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7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

    a.   New Hires for Executives (PWD)   Yes   No   <u>NA</u>

        New Hires for Managers (PWD)   Yes   No   <u>NA</u>

    b.   New Hires for Supervisors (PWD)   Yes   No   <u>NA</u>

Data not available.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

    a.   New Hires for Executives (PWTD)   Yes   No   <u>NA</u>

    b.   New Hires for Managers (PWTD)   Yes   No   <u>NA</u>

    c.   New Hires for Supervisors (PWTD)   Yes   No   <u>NA</u>

Data not available.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

        Yes   No   <u>N/A</u>

This data is not available. Please refer to Part H-1 deficiency.

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

a. Voluntary Separations (PWD)   Yes   <u>No</u>

b. Involuntary Separations (PWD)   Yes   <u>No</u>

---

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

   a. Voluntary Separations (PWTD)   <u>Yes</u>   No

   b. Involuntary Separations (PWTD)   <u>Yes</u>   No

> Voluntary Separations: The inclusion rate for PWTD is 9.57% compared to 8.52% for PWOD. Involuntary Separations: The inclusion rate for PWTD is 0.23% compared to 0.18% for PWOTD.

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

> The Forest Service is developing Exit Survey items specifically designed to extract information regarding the recruitment, hiring, inclusion, retention, and advancement of PWDs and PWTDs. (See H-2)

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The USDA Forest Service public website at https://www.usda.gov/accessibility-statement contains the USDA Accessibility Statement addressing rights under Section 508: and a link to the nondiscrimination statement instructions on how to file a complaint.

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 Forest Service public website at https://www.fs.usda.gov/about-agency/civil-rights/ contains a section titled Accessibility Laws, Regulations, Policies and Guidelines. This section contains additional links to rights under Architectural Barriers Act, Architectural Barrier Act, Section 504, 508, and American Disabilities Title V Section 508c: plus, a link to the nondiscrimination statement/instructions on how to file a complaint.

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.

The Forest Service's Corporate Knowledge and Communication Training Channel links employees to 508 accessibility awareness training opportunities and resources including: recorded webinars, brochures, checklists, templates, and validation and testing process information.

The USDA maintains a state-of-the-art organization Technology and Accessible Resources Give Employment Today (TARGET) Center that utilizes the power of technology providing impactful services related to improving accessibility and contributes to the complete employment experience of individuals with disabilities.

The Agency's Section 508 Program website is a one-stop shop portal for information, tools, and support about 508 accessibility and accessibility technologies. The site is divided into four concentrated areas: Learn Accessible, Buy Accessible, Create Accessible and Help Accessible, with contact information for the Section 508 Task Force and help with employee accessibility inquiries.

The Forest Service utilizes the Architectural Barriers Act Accessibility Standards Checklist for administrative facilities to ensure parking, interior routes, exterior routes, doors, ramps, bathrooms, lifts, and stairs are accessible to employees and visitors. Recreation buildings, sites, site components and constructed features are surveyed for accessibility and a transition plan developed for non-compliance.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

Agency RA regulations stipulate that 90% of RA requests should be processed within 30 business days.

In FY 2021, 95.45% of RA requests were processed within the timeframe.

RAS Team MD-715, Part H RA Cases Report				Fiscal Year: 2021		Inquiry (INQ) - RAS Summary Report	
Measure - "Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?"							
Timeframe: Within 30 business days (Date field: Days in RA Process)							
1st Quarter	Received FY2021	# of Cases up to 30 BD	# of Cases Over 30 BD	Total % of RA Cases Up to 30 BD		**1st Quarter**	Received
Grand Totals:	36	35	1	97.20%		Grand Totals:	
2nd Quarter						**2nd Quarter**	
Grand Totals:	52	48	4	92.30%		Grand Totals:	
3rd Quarter						**3rd Quarter**	
Grand Totals:	71	66	5	93.00%		Grand Totals:	
4th Quarter						**4th Quarter**	
Grand Totals:	716	711	5	99.30%		Grand Totals:	
Year-To-Date						**Year-To-Date**	
Grand Totals:	875	860	15	95.45%		Grand Totals:	555

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

- The Departmental Regulation, DR 4300-008 which includes the RA procedures was updated effective October 27, 2020, distributed to staff.
- Employee and supervisor RA training was provided.
- The RA processing rates exceeded the benchmark.
- RA information inquiries this year were 555.
- RA requests this year were 875.
- Fourth quarter substantially increased activity from President's vaccine mandate.
- New requests are now processed by HRM Employee Relations.
- The Forest Service RA request completion rate was 95% within 30 days, compared to the USDA benchmark of 90%.

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

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

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

- Departmental Regulation, DR 4300-008 which includes PAS procedures was updated effective October 27, 2020, distributed to staff.
- Employee and supervisor PAS training was provided.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

    Yes   <u>No</u>   N/A

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

    Yes   <u>No</u>   N/A

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.

- There were 71 formal complaints filed (9.86%) based on disability alleging harassment, as compared to the government-wide average of 22.10%.
- There were no findings of harassment issued.
- Out of the seven formal complaints filed, four were closed due to Settlement Agreements and three remain open.

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?

    <u>Yes</u>   No   N/A

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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?

    <u>Yes</u>   No   N/A

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

- There were six of 71 formal complaints (8.45%) based on disability discrimination <u>alleging failure to provide an RA</u>, as compared to the government-wide average of 14.33%.
- There were no findings of discrimination issued alleging failure to provide an RA.
- The Agency closed 1 formal complaint with a settlement agreement.

Section VII: Identification and Removal of Barriers

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

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

    Yes   <u>No</u>

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

    <u>Yes</u>   No   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.

Triggers	(See below) Note Triggers in this section are from FY 2021 and updated annually only.
Barrier(s)	A PWD barrier is not yet defined.
Objective(s)	1. Select a PWD Barrier Analysis and Removal project leader – who will guide project actions. 2. Project leader convenes responsible officials to assign roles and tasks on or before the end of FY 22 Q2. 3. Update Part J PWD triggers annually. 4. Project leader selects responsible officials who use the collected trigger data to define one policy, procedure, or practice barrier impacting a "defined" select group of PWDs NLT close of Q3. 5. Project leader and responsible officials conduct the Part J Barrier Removal Action Plan actions presented in Part J VII form. 6. Project leader oversees quarterly Action Plan accomplishments report using the Part J VII Form. 7. Project leader oversees reporting quarterly Action Plan accomplishments and Part J Barrier Removal Action Plan updates.

Responsible Official(s)	**Performance Standards Address the Plan?** (Yes or No)
• Zone Civil Rights Directors • Diversity, Equity, and Inclusion • Disability Program Manager • Regional Human Resources Officers • WEPO • Employee/Labor Relations • Reports and Analytics Branch	Yes

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

Sources of Data	**Sources Reviewed?** (Yes or No)	**Identify Information Collected**
Workforce Data Tables	Yes	**Triggers** **PWD** 1. PWD permanent workforce representation in GS-01 to GS-10 is 7.61%: below 12% EEOC benchmark. 2. PWDs below EEOC 12% benchmark in nine of ten MCOs (FY 2021). 3. PWD awards rate 7.30% compared to workforce 7.61% experience. 4. PWD new hires 15.05%: below EEOC 12% benchmark.

		5. PWD overall promotions 9.33% below workforce experience 7.61%.
		6. PWD grade level representation in GS-11 to SES is 7.32%: below 12% EEO benchmark.
		7. PWD grade level representation in GS-01 to GS-10 was 7.61%: below 12% EEOC benchmark.
		8. PWD grade level representation in GS-11 - SES is 7.32%: below 12% EEOC benchmark.
		9. PWD Mentoring Program applicants and selectees 7.24% - below EEOC 12% benchmark.
		10. PWD Coaching program applicants 6.25% and selectees 7.69%: both below EEOC 12% benchmark.
		11. PWD Training program applicants 4.03% and selectees 5.29%: both below EEOC 12% benchmark.
		12. PWD 9.33% overall separation rate compared to 7.61% workforce.
		PWTD
		13. Note - PWTD workforce representation is above EEOC 2% benchmark.
		14. PWTDs were below EEOC 2% benchmark in eight of ten MCOs (FY 2021).
		15. PWTD awards rate 2.21%% compared to workforce 2.32% experience.
		16. PWTD new hires 1.80%: below 2% EEOC benchmark.
		17. PWTD promotions 0.59% below 2% EEOC benchmark.
		18. PWTD voluntary separation rates 9.57% compared to PWOTD 8.52%.
		19. PWTD involuntary separation rates 0.23%: compared to 0.18% for PWOTD.
		20. PWTD 3.03% overall separation rate compared to 2.32% workforce.
		21. PWTD Coaching program applicants and selectees both 0.00%: below EEOC 2% benchmark.

		22. PWTD Quality Step or Performance-Based Pay increase 0.60% compared to 1.54% workforce.
Complaint Data (Trends)	No	N/A
Grievance Data (Trends)	No	N/A
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	N/A
Climate Assessment Survey (e.g., FEVS)	No	N/A
Exit Interview Data	No	N/A
Focus Groups	No	N/A
Surveys	No	N/A
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Target Date (mm/dd/yy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yy)
03/30/22	Civil Rights, DE&I, HRM, and WEPO collaborate for PWD BA conduct. <u>Select responsible officials for all actions</u>.	Yes	09/30/22	N/A
06/30/22	Barrier Discussion: Review, summarize, and discuss triggers defining barriers. Select<u> one PWD or PWTD barrier and describe the group impacted: number, location, commonalities, other info</u>	N/A	09/30/22	N/A
06/30/22	Develop a Barrier statement/definition including: • policy, procedure, or practice barrier • description of impacted PWD group • triggers used to signal a barrier exists	Yes	07/30/22	N/A

06/30/22	Barrier Discussion: Develop a Barrier Removal Action Plan with: • dated milestones • defined actions • responsible officials • defined PWD group	Yes	06/30/22	N/A
07/30/22	Launch Barrier Removal Action Plan. Record all Actions and accomplishments in Part J VII 3. BA form	Yes	07/30/22	N/A
09/30/22	Report Action Plan quarterly accomplishments updates/changes and updates in the form under appropriate heading and trigger data– in trigger section. Use this Part J VII 3. BA form	Yes	09/30/22	N/A
Fiscal Year	**Accomplishments**			
FY 2021	Reorganized the Part J PWD BA project with revised: • Objectives • Subject focus • Responsible officials • PWD trigger data findings • Part J form completion • Action plan and procedures			
FY 2021	Collected and presented the summarized FY 2021 PWD trigger data using the Part J VII 3. BA form			
FY 2021	Developed FY 2022 Part J BA project milestones and summarized within the Part J Form VII.3.			

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

In FY 2021 FS revised the PWD BA project by developing new objectives and setting new goals. We cataloged and organized the collected PWD triggers. The FS developed a new plan to identify and define a PWD barrier and launch a barrier removal action plan in FY 2022, and revised a Part J form to enable the reporting of work and accomplishments.

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

The FS improved the Part J Barrier identification and removal process by:
- Listing new responsible officials
- Redefining the Barrier analysis subjects
- Adding new action items
- Updating all trigger data to present
- Revising the Part J VII 3. BA form to condense all data

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

The FS updated the trigger data points to support defining a PWD EEO barrier and implement a successful affirmative action plan. See Part H-1.