Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

    a. Cluster GS-1 to GS-10 (PWD)   Answer   Yes

    b. Cluster GS-11 to SES (PWD)   Answer   Yes

> PWD GS-01 - GS-10 is 7.69% which is below the 12% benchmark. PWD GS-11 - SES is 7.52% which is below the 12% benchmark.

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

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

    a. Cluster GS-1 to GS-10 (PWTD)   Answer   No

    b. Cluster GS-11 to SES (PWTD)   Answer   No

> PWTD GS-01 - GS-10 is 2.21% which is above the 2% benchmark. PWTD GS-11 - GS-SES is 2.35% which is above the 2% benchmark.

Grade Level Cluster (GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal		12%		2%	
Grades GS-1 to GS-10	16645	1289	7.74	365	2.19
Grades GS-11 to SES	11934	897	7.52	280	2.35

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.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(l), 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

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

Answer   Yes

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	
Special Emphasis Program for PWD and PWTD		6	0	Jessica J. Torres Disability Employment Program Manager jessica.torres@usda.gov
Processing reasonable accommodation requests from applicants and employees	6	0	0	Sherry L. Neal Branch Chief, Reasonable Accommodations Sherry.Neal@usda.gov
Section 508 Compliance		0	0	Dennis Lapowich Management Analyst dennis.lapowich@usda.gov
Answering questions from the public about hiring authorities that take disability into account	132	0	0	Erica Nieto Acting Director erica.nieto@usda.gov
Processing applications from PWD and PWTD	132	0	0	Erica Nieto Acting Director erica.nieto@usda.gov
Architectural Barriers Act Compliance		0	0	Matthew Arnn Chief Landscape Architect matthew.arnn@usda.gov

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

Answer   Yes

> 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.

Answer   Yes

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency: C.4.e. l. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR § I 614.203(d); MD-715, II(C)]

Objective: DPM meets with HRM stakeholders from HRM quarterly to discuss updates to deficiencies.

Target Date: Feb 16, 2022
Completion Date: Feb 20, 2022

Planned Activities

Target Date	Completion Date	Planned Activity
Feb 16, 2022	March 11, 2022	Ensure EEOC's deficiencies are addressed in feedback letter provided 11/14/21. DPM schedules individual stakeholder meetings with HRM to discuss the FY 2020 Affirmative Action Plan deficiencies. Branches included TED, Recruitment & Workforce, Office of the Director.
Mar 18, 2022	April 15,2022	Assess previous plan to provided sufficient career development programs for PWD.
Apr 11, 2022		Develop a Part J Data Submission Action Plan and submit quarterly data for Part J data element including who, what, when, where, why, and how. Note: AAP is auto generated from Part J data input.
Sep 30, 2022		Demonstrate effective overall recruitment, hiring, advancement, and retention of PWD and PWTD within the Affirmative Action Plan
Sep 30, 2022		Stakeholders develop improvement plans to remove the AAP deficiency.
Sep 30, 2022		Stakeholders report AAP progress and deficiency removal action plans annually
Dec 1, 2022		Stakeholders establish a quarterly plan to provide Schedule A conversion data.
Oct 1, 2023		Full implementation of corrected Affirmative Action Plan

Accomplishments

Fiscal Year	Accomplishment
2022	Presentation by HRM Selective Placement Program Coordinator to discuss MD715 Part J quarterly updates and a planned partnership moving forward to improve hiring employees using Schedule A Hiring Authority for FY 2022
2021	Met briefly with team of subject matter experts from Civil Rights, DE&I, HRM, and WEPO (H-1 Team) for organizational and initial goal planning purposes in late September 2021.
2022	Met with Instructional Systems Specialist, WEPO to assess leadership programs within the Forest Service. WEPO has since started to update their application process and will work towards creating a more inclusive process.
2022	Met with HRM -Training Education and Development (TED) to create an effective plan to ensure advancement opportunities for PWD. TED will be providing an update to their application process for Quarter 3 reporting.
2022	Created a Schedule A quarterly report in partnership with HRM DMAT that will be given quarterly to OCR to ensure Section V: Plan to Improve Retention of PWD can be answered every quarter.

Brief description of program deficiency: D. l.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)(l) (iii)(C)]

Objective: Civil Rights working in partnership with HRM to update exit survey questions requesting PWD responses to improve recruitment, hiring, inclusion, retention, and advancement.

Target Date: Sep 30, 2022
Completion Date:

Planned Activities

Target Date	Completion Date	Planned Activity
Feb 17, 2022	March 7, 2022	Collaborate with Special Assistant to the HRM Director to discuss updating exit survey to include items requesting more information specifically from PWDs.
Mar 2, 2022	April 28, 2022	Create new PWD exit survey questions
Apr 2, 2022	April 7, 2022	Meet with HRM to discuss new PWD Exit Survey items
Jul l, 2022	April 28, 2022	Meet with Garner (contractor) to discuss PWD survey items to be added to the all-employee exit survey.
Sep 30, 2022		Fully implement exit survey with revised items.
Jan 30, 2023		Summarize data collected from PWD survey items.

Accomplishments

Fiscal Year	Accomplishment
2022	Met with Special Assistant to the HRM Director to discuss updating exit survey items to include items requesting more information specifically from PWDs
2022	Received feedback from EEOC on questions that should be added to the exit interview survey. Set questions to the Office of the Director-HRM.
2022	Meeting with WO Social Scientist to make items more qualitative.
2022	Meeting with Gartner contractors and discussed adding questions to the existing Exit Interview Survey. Defined a plan to update the existing survey with question EEOC determined were sufficient.
2022	Meeting with EEOC Technical Assistance POC. Went through two draft surveys. EEOC agreed on a compliant draft Exit Interview Survey and was finalized.
2022	HRM POC and HRM WEPO POC discussed final draft Exit Interview Survey and discuss next steps. Meeting will be set up July 28, 2022, with senior leadership to discuss vetting and approval process.
2022	Zone IV, Region 10 Civil Rights Staff organized and led a Region 10 employee team to revive the Exit Interview Survey. Participants included the Regional, Tongass, and Chugach Civil Rights Advisory Group (CRAGs), plus employees from HRM, WEPO, Labor Relations, Employee Advisory Group. and the RIO Recruitment and Retention Specialist. The survey was approved by the Deputy Regional Forester. Deployment is planned for August 2022.
2022	HRM Exit Interview Survey POC and National Disability Employment Program Manager met with the HRM LR POC to discuss union involvement in updating the Exit Interview Survey. There is an exit interview in place that the union does not need to be involved; however, HR will provide specific data. CR and HRM are clear to update survey questions in the best interest of the Agency.
2022	Met with HRM, WEPO and Gartner to discuss new direction for the administration of the exit interview survey. and to submit final survey items.
2022	Met with Senior Leadership: CR National Director, HRM Acting Director, WEPO Director. HRM Exit Interview Survey POC and DMA T Branch Chief to discuss approval of EEOC exit survey. All has been approved and will be placed on the LT Agenda as a recommendation. LT date to be determined.
2021	Met with collaborative staff to discuss action developing an action plan to address deficiency

Brief Description of Program Deficiency: D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.

Objective: Post the current affirmative action plan for FY22 on the agency's public-facing website, https://www.fs.usda.gov/about-agency/civil-rights .

Target Date: Sep 30, 2023
Completion Date: Sep 12, 2023

Planned Activities

Target Date	Completion Date	Planned Activity
Sep 30, 2023	Sep 12, 2023	Worked w/Civil Rights OPS team and Office of Communication to post current FY22 AAP on public-facing (https://www.fs.usda.gov/about-agency/civil-rights) and internal Civil Rights resources (https://usdagcc.sharepoint.com/sites/fs-oc-cr/SitePages/Affirmative-Action-Plans.aspx).

Accomplishments

Fiscal Year	Accomplishments
2022	N/A

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(l)(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 PWDandPWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

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 Special Emphasis Program Managers. 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 identify PWD job applicants: 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.

3. 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. In FY 2022, there were 1252 permanent Schedule A employees onboard. There were 500 Schedule A new hires, and 40 Schedule A separations (see Table Bl).

4. 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.

USA Job Applicants: 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. Selective Placement Program Coordinator Applicants: 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.

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

Answer   Yes

The Schedule A hiring authority and RA training are 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. This course is currently not identified by name. However, it is included as part of an AgLearn course that's continuously available with no automatic assignment.• RA-EMP: The program was Initially assigned by the Dept to "All" employees in March 2021, with a due date of June 2, 2021. However, this program now assigned to employees once they onboard. • RA-MGR: The program was Initially assigned by the Dept to "All" supervisors in March 2021, with a due date of May 31, 2021. However, this program is now assigned to employees once they onboard. • Special Emphasis Program Manager Support Resources Review. HRM established a Veterans and Persons with Disabilities Team. They also serve as SPPC for the Agency. In addition, Staffers, Recruiters, employees, employee resource groups, and Hiring Managers all have the ability to respond to Schedule A questions up to their level of knowledge.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The Selective Placement Program Coordinator works in partnership with the Office of Civil Rights Disability Employment 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)

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

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

        b. New Hires for Permanent Workforce (PWTD)   Answer   No

PWD New Hires were 7.86% which is below the EEOC's 12% benchmark. PWTD New Hires were 2.03% which is above the EEOC's 2% benchmark.

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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)? Tf"yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

        a. New Hires for MCO (PWD)   Answer   *NIA*

        b. New Hires for MCO (PWTD)   Answer   *NIA*

Data not available. See Part H-14.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal		12%	2%

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

        a. Qualified Applicants for MCO (PWD)   Answer   *NIA*

        b. Qualified Applicants for MCO (PWTD)   Answer   *NIA*

Data not available. See Part H-14.

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

        a. Promotions for MCO (PWD)   Answer   *NIA*

        b. Promotions for MCO (PWTD)   Answer   *NIA*

Data not available. See Part H-14.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

At the direction of EEOC November 16, 2021, the Forest Service was directed to work on a plan to ensure PWD and PWTD have sufficient advancement opportunities. This plan includes: l) 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. In terms of accomplishments, HRM established a Veterans and Persons with Disabilities Team, who also serve as SPPCs for the Agency. In addition, Staffers, Recruiters, employees, employee resources groups, and Hiring Managers all have the ability to respond to Schedule A questions up to their level of knowledge.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Agency has three 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 and 3) the Middle Leader Program are for any permanent employee with one full year of Agency service at the time of application submission and they can apply at the GS 7 - 11 for New Leader or for GS **11** - 12 level for Middle Leader. 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. Appointment is by management approval. Under the "Leaders Growing Leaders" strategy, coaching is offered to Forest Service employees. The coaching is designed to inspire leadership program participants/clients and to maximize participant's personal and professional potential. The Training and Development branch offers mentoring opportunities. Applications are accepted (with supervisor approval) in January (Q2) of each year. Mentors serve as role models, providing direction and support to employees.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants(#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training Programs	554	339	7.76	8.26	2.53	1.77
Internship Programs						
Detail Programs						
Fellowship Programs	4	4	0.00	0.00	0.00	0.00
Mentoring Programs	108	108	7.41	7.41	3.70	3.70
Coaching Programs	37	30	8.11	6.67	5.41	6.67
Other Career Development Programs	457	457	6.35	6.35	1.31	1.31

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

     a. Applicants (PWD)   Answer   Yes

     b. Selections (PWD)   Answer   Yes

> For Coaching Programs, PWDs had a selection rate of 6.67 percent compared to an application rate of 8.11 percent. PWTD had a selection rate of 1.77 percent compared to an application rate of 2.53 percent. Additionally, there were no applicants for Fellowship programs identified as PWD or PWTD.

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

     a. Applicants (PWTD)   Answer   Yes

     b. Selections (PWTD)   Answer   Ye

> 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)   Answer   Yes

     b. Awards, Bonuses, & Incentives (PWTD)   Answer   Yes

> PWDs received cash awards overall at a rate of82.76% while Persons without Disabilities received awards at a rate of90.45%. PWTDs received cash awards overall at a rate of 82.38% while Persons without Targeted Disabilities received awards at a rate of 90.03%.

Time-Off Awards	Total(#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	2384	8.62	8.22	9.59	8.21
Time-Off Awards 1 - 10 Hours: Total Hours	16692	59.47	57.44	65.34	57.01
Time-Off Awards 1 - 10 Hours: Average Hours	7	0.30	0.03	1.01	0.00
Time-Off Awards 11 - 20 hours: Awards Given	1159	6.31	3.73	5.31	6.73
Time-Off Awards 11 - 20 Hours: Total Hours	19486	102.39	63.08	86.58	!09.02
Time-Off Awards 11 - 20 Hours: Average Hours	16.81	0.71	0.07	2.41	-0.01
Time-Off Awards 21 - 30 hours: Awards Given	145	0.65	0.50	0.44	0.74
Time-Off Awards 21 - 30 Hours: Total Hours	3601	16.76	12.33	11.65	18.90

Time-Off Awards	Total(#)	Reportable Disability %	Without Reportable Disability%	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 21 - 30 Hours: Average Hours	24.83	1.12	0.10	3.88	-0.04
Time-Off Awards 31 - 40 hours: Awards Given	69	0.44	0.22	0.59	0.37
Time-Off Awards 31 - 40 Hours: Total Hours	2696	17.41	8.67	23.60	14.82
Time-Off Awards 31 - 40 Hours: Average Hours	39.07	1.74	0.16	5.90	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total(#)	Reportable Disability%	Without Reportable Disability%	Targeted Disability %	Without Targeted Disability%
Cash Awards: $501 - $999: Awards Given	3789	13.89	12.96	14.31	13.71
Cash Awards: $501 - $999: Total Amount	2820250	10365.48	9645.99	10766.37	10197.59
Cash Awards: $50I - $999: Average Amount	744.33	32.49	3.12	110.99	-0.38
Cash Awards: $1000 - $1999: Awards Given	8959	23.64	30.87	21.83	24.40
Cash Awards: $1000 - $1999: Total Amount	12543792	30191.21	43163.29	28041.00	31091.66
Cash Awards: $1000 - $1999: Average Amount	1400.13	55.60	5.85	189.47	-0.46
Cash Awards: $2000 - $2999: Awards Given	7179	13.06	25.52	12.24	13.40
Cash Awards: $2000 - $2999: Total Amount	15829925	28353.98	56302.10	26747.35	29026.81
Cash Awards: $2000 - $2999: Average Amount	2205.03	94.51	9.23	322.26	-0.86
Cash Awards: $3000 - $3999: Awards Given	648	1.35	2.04	1.77	1.17
Cash Awards: $3000 - $3999: Total Amount	2214051	4399.74	6931.61	5735.25	3840.46
Cash Awards: $3000 - $3999: Average Amount	3416.75	141.93	14.23	477.94	1.21
Cash Awards: $4000 - $4999: Awards Given	556	0.52	1.82	0.44	0.56
Cash Awards: $4000 - $4999: Total Amount	2436767	2236.74	7969.05	1922.42	2368.38
Cash Awards: $4000 - $4999: Average Amount	4382.67	186.40	18.32	640.81	-3.90
Cash Awards: $5000 or more: Awards Given	12548	15.67	46.17	14.45	16.18
Cash Awards: $5000 or more: Total Amount	80273352	100551.02	295360.78	93554.28	103481.10
Cash Awards: $5000 or more: Average Amount	6397.3	279.31	26.77	954.64	-3.50

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

a. Pay Increases (PWD)   Answer   Yes

b. Pay Increases (PWTD)   Answer   Yes

PWDs received other awards overall at a rate of 0.44% while Persons without Disabilities received awards at a rate of 0.72%. PWTDs received other awards overall at a rate of 0.44% while Persons without Targeted Disabilities received awards at a rate of 0.73%.

Other Awards	Total(#)	Reportable Disability%	Without Reportable Disability%	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	58	0.26	0.21	0.15	0.31

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

   a. Other Types of Recognition (PWD)   Answer   *NIA*

   b. Other Types of Recognition (PWTD)   Answer   *NIA*

Data not available. See Part H-14.

D. PROMOTIONS

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

   a. SES

      i. Qualified Internal Applicants (PWD)   Answer   *NIA*

      ii. Internal Selections (PWD)   Answer   *NIA*

   b. Grade GS-15

      i. Qualified Internal Applicants (PWD)   Answer   *NIA*

      ii. Internal Selections (PWD)   Answer   *NIA*

   c. Grade GS-14

      i. Qualified Internal Applicants (PWD)   Answer   *NIA*

      ii. Internal Selections (PWD)   Answer   *NIA*

   d. Grade GS-13

      i. Qualified Internal Applicants (PWD)   Answer   *NIA*

      ii. Internal Selections (PWD)   Answer   *NIA*

The USDA is responsible for all aspects of SES selections and placements. USDA, not the FS, hires SES employees. However, FS monitors conversions from career appointments to SES career appointments including those for both PWTD and PWD. FS also monitors promotions to 'ST-00' and 'SL-00' which are SES equivalents. The FS is currently developing supplemental data reports to track and monitor this information to enable us to fully populate MD-715 Tables B6 (MCOs), B7 (Senior Grades), and BS (Management Profiles). Our Agency goal is to complete this project by or before March 31, 2023.

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

  a. SES

    i. Qualified Internal Applicants (PWTD)   Answer   *NIA*

    ii. Internal Selections (PWTD)   Answer   *NIA*

  b. Grade GS-15

    i. Qualified Internal Applicants (PWTD)   Answer   *NIA*

    ii. Internal Selections (PWTD)   Answer   *NIA*

  c. Grade GS-14

    i. Qualified Internal Applicants (PWTD)   Answer   *NIA*

    ii. Internal Selections (PWTD)   Answer   *NIA*

  d. Grade GS-13

    i. Qualified Internal Applicants (PWTD)   Answer   *NIA*

    ii. Internal Selections (PWTD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

    a. New Hires to SES (PWD)   Answer   *NIA*

    b. New Hires to GS-15 (PWD)   Answer   *NIA*

    c. New Hires to GS-14 (PWD)   Answer   *NIA*

    d. New Hires to GS-13 (PWD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

    a. New Hires to SES (PWTD)   Answer   *NIA*

    b. New Hires to GS-15 (PWTD)   Answer   *NIA*

c. New Hires to GS-14 (PWTD)   Answer   *NIA*

d. New Hires to GS-13 (PWTD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

a. Executives

i. Qualified Internal Applicants (PWD)   Answer   *NIA*

ii. Internal Selections (PWD)   Answer   *NIA*

b. Managers

i. Qualified Internal Applicants (PWD)   Answer   *NIA*

ii. Internal Selections (PWD)   Answer   N/A

c. Supervisors

i. Qualified Internal Applicants (PWD)   Answer   *NIA*

ii. Internal Selections (PWD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

a. Executives

i. Qualified Internal Applicants (PWTD)   Answer   N/A

ii. Internal Selections (PWTD)   Answer   N/A

b. Managers

i. Qualified Internal Applicants (PWTD)   Answer   *NIA*

ii. Internal Selections (PWTD)   Answer   *NIA*

c. Supervisors

i. Qualified Internal Applicants (PWTD)   Answer   N/A

ii. Internal Selections (PWTD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

d. New Hires for Executives (PWD)   Answer   *NIA*

e. New Hires for Managers (PWD)   Answer   *NIA*

f. New Hires for Supervisors (PWD)   Answer   *NIA*

Refer to Part H-14 deficiency.

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

a. New Hires for Executives (PWTD)   Answer   *NIA*

b. New Hires for Managers (PWTD)   Answer   *NIA*

c. New Hires for Supervisors (PWTD)   Answer   *NIA*

Refer to Part H-14 deficiency.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer   No

In FY 2022, the Forest Service increased the Schedule A employees by nine (9) for PWDs and one (1) for PWTDs, for a total of 303 PWD and 82 PWTD. During this time period:• There were 500 new hires. Of these, 303 were PWDs and 82 were PWTDs. • There were 40 separations. Of these, nine were PWDS; four were PWTDs. • There were 28 conversions to Excepted Appointments. Of these, six (6) were PWDs (21.43%) and six (6) were PWTDs (21.43%). Agency leaders may noncompetitively convert employees to the competitive service who have completed two or more years of satisfactory service on a non-temporary Schedule A appointment. FS encourages leaders/managers/supervisors to convert Schedule A employees. The conversion must be at the same grade level and a separate action processed for a career ladder promotion, if applicable.

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

a. Voluntary Separations (PWD)   Answer   No

b. Involuntary Separations (PWD)   Answer   Yes

Involuntary Separation: The inclusion rate for PWD is 0.39% compared to 0.17% for PWOD.

Seperations	Total#	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5979	9.37	16.88
Pennanent Workforce: Resignation	1283	2.01	3.62
Pennanent Workforce: Retirement		0.00	0.00
Pennanent Workforce: Other Separations	340	0.80	0.94
Permanent Workforce: Total Separations	7603	12.18	21.44

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

        a. Voluntary Separations (PWTD)   Answer   No

        b. Involuntary Separations (PWTD)   Answer   N

Seperations	Total#	Targeted Disabilities %	Without Targeted Disabilities %
Pennanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5979	9.39	16.48
Permanent Workforce: Resignation	1283	1.43	3.55
Permanent Workforce: Retirement		0.00	0.00
Permanent Workforce: Other Separations	340	0.52	0.94
Permanent Workforce: Total Separations	7603	11.34	20.97

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 does not collect Exit Survey information from terminated or involuntarily separated employees. It is developing Exit Survey items specifically designed to extract information regarding the recruitment, hiring, inclusion, retention, and advancement of PWDs and PWTDs. See Part H-4.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The 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.

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 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 PWD. 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. The Chief Information Office hosts a 508 Accessibility intranet website to support PWD who are challenged with workplace electronic information and communications related situations. At this site employees can learn, purchase, get help creating accessibility and get help.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The DR 4300-008 stipulates that 90% of RA requests should be processed within 30 business days excluding extenuating circumstances. In FY 2022, extenuating circumstances negatively impacted RA processing timeliness. An excessive number of employees submitted "additional remote workday" and religious exemption requests. Processing was delayed waiting for the Office of General Council's approval, guidance, and new templates. FY 2022 closed with 79.27% RAs processed within timeframe.

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.

• DR 4300-008 containing RA procedures was distributed to staff in FY 2022. • Employee and supervisor RA training was provided.• There were 349 RA information inquiries this year.• There were 3351 RA requests processed by HRM Employee Relations this year. • The final FY 2022 RA request completion rate was 79.27% • In the final 30 days, the RA processing rates recovered and exceeded the benchmark.

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

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

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

•The Departmental Regulation, DR 4300-008 states PAS procedures are distributed to staff. • The DR stipulates PAS will be provided to assist PWD to carry out activities of daily living, such as removing and putting on clothing, retrieving materials out of reach, providing travel assistance for an employee with a mobility impairment; helping an employee with a cognitive disability in decision-making, reading printed materials to an employee who is visually impaired. • PAS RA requests should be processed within 30 business days (excluding extenuating circumstances) • In FY 2022, there were 2 PAS requests, and neither was processed within the 30-day timeframe.

Section VII: 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 governmentwide average?

Answer   Yes

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

Answer   Yes

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 21 of 59 formal complaints filed (35.59%) based on disability alleging harassment, as compared to the government-wide average of 21.98%. Of these, there were two (2) findings of discrimination alleging harassment based on disability.• Corrective measures taken for the two (2) findings of discrimination cited above were the following: Lump sum payment, reimbursement, lost wages; attorney fees; compensatory damages; postings on findings; EEO training for managers, supervisors, and employees of Region Five on EEO law and the right to an RA and no retaliatory action against employee. • In FY 2022, out of 21 formal complaints filed, 14 formal complaints were closed due to a Settlement Agreement.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

   Answer   Yes

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

   Answer   Yes

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 nine (9) of 59 formal complaints filed (15.25%) based on disability alleging failure to provide a reasonable accommodation, as compared to the government-wide average of 14.03%. Of these, there were no findings of discrimination alleging failure to provide a reasonable accommodation. • In FY 2022, out of nine (9) formal complaints filed, seven (7) formal complaints were closed due to a Settlement Agreement.

Section VIII: Identification and Removal of Barriers

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

1.

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

Answer   No

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

Answer   No

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

Source of the Trigger:	Workforce Data (ifso identify the table)
Specific Workforce Data Table:	Workforce Data Table - B4
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	(See below) Note Triggers in this section are from FY 2021. 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 often MCOs (FY 2021). 3. PWD awards rate 7.30% compared to WF 7.61% experience. 4. PWD new hires 6.89%: 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% WF. PWTD 13. Note - PWTD workforce representation is above EEOC 2% benchmark. 14. PWTDs were below EEOC 2% benchmark in eight often MCOs (FY21). 15. PWTD awards rate 2.21%% compared to WF 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% WF. 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% WF. Anecdotal Data: Chosen for each BA.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier ofthe undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Barrier has not yet been identified.	A statistical analysis was conducted of Tables Bl, B4, B6, and B9 as described above.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding/ Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**

09/30/2021	09/30/2022	Yes	09/30/2023		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.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Assistant Human Resources Director, Field Operations	Deedra Fogel	Yes
Regional Human Resources Directors	Various	Yes
Special Assistant to Human Resources Director	Jennifer Baumgartner	Yes
Zone Civil Rights Directors	Various	Yes
Disability Employment Program Manager	Jessica Torres	Yes
Branch Chief, Diversity, Equity, and Inclusion	Berlinda Baca	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
06/30/2022	Barrier Discussion: Develop a Barrier Removal Action Plan with: • target PWD group • target group anecdotal evidence description and summary • defined steps/actions with dated milestones • responsible officials • chosen trigger data used to evidence barrier removal success	Yes	09/30/2023	
06/30/2022	Barrier Discussion: Develop a Barrier Removal Action Plan with: • target PWD group • target group anecdotal evidence description and summary • defined steps/actions with dated milestones • responsible officials • chosen trigger data used to evidence barrier removal success	Yes	09/30/2023	
06/30/2022	Zones develop a Barrier statement/definition including: • policy, procedure, or practice barrier • description of impacted PWD group • triggers indicating a barrier existed • summarize anecdotal data used to define this barrier	Yes	09/30/2023	
06/30/2022	Zones pinpoint barriers and determine causes from anecdotal evidence	Yes	06/30/2023	
07/30/2022	Launch Barrier Removal Action Plan. Record all actions and accomplishments in Part J VII 3. BA form.	Yes	09/30/2023	
09/30/2022	Report Action Plan quarterly accomplishments updates/ changes in the form under appropriate headings. Mention the "trigger data indicator"- used to show barrier removal progress. Use this Part J VII 3. BA form.	Yes	04/28/2023	
09/30/2022	Monthly Zone Barrier Analysis progress meeting.	Yes	08/30/2023	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2022	Zones developed FY 2023 Part J BA project milestones and summarized within the Part J Fonn VII.3.
2022	At the direction of the OCR, Zones each developed and shared PWD workforce summarizations and local PWD separation-related triggers.

Report of Accomplishments	
Fiscal Year	**Accomplishment**
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
2022	Zones developed FY 2023 plans to collect local PWD anecdotal separation evidence via focus groups or surveys.

Source of the Trigger:	Workforce Data (ifso identify the table)
Specific Workforce Data Table:	Workforce Data Table - Bl
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	PWTDs are separating at a rate (3.18%) exceeding their permanent workforce participation rate of 2.32%

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier ofthe undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Barrier has not yet been identified	Barrier impacting PWD and PWTD separation rates is currently unknown

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding/ Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
09/30/2019	09/30/2021	Yes			Identify a policy, procedure or practice impacting PWTD separation rates

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
National Civil Rights Director	Michael G. Watts	Yes
Acting National HRM Director	Erica Nieto	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2020	Amend Complaint data collection parameters to include more definitive demographics: PWD status, GS Level	Yes	09/30/2022	
07/30/2020	Review PWD GS-11 to SES complaints data to inform this barrier analysis	Yes	07/30/2022	

| 07/30/2020 | Collect and review PWD GS-11 to SES exit surveys and comments about why they are leaving | Yes | 07/30/2022 | |

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2020	Develop and deploy a PWD GS-11 to SES Survey to learn why numbers are low	Yes	07/30/2022	
07/30/2020	Develop and conduct a PWD GS-11 to SES hiring manager Focus group experience or survey	Yes	08/30/2022	
08/30/2020	Review data and define the barrier	Yes	09/30/2022	
09/30/2020	Develop barrier action plan and communicate to USDA FS Zone CR Directors	Yes	09/30/2022	
09/30/2020	Present end of FY results	Yes	09/30/2022	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2019	Collected trigger data demonstrating a PWD barrier exists over multiple years			
2019	Determined continuous PWD GS-11 to SES below expected numbers over multiple years indicating a barrier exists.			
2019	Selected PWD groups to focus barrier analysis upon: PWD GS-11 to SES			
2021	Collected and presented the summarized FY 2021 PWD trigger data using the Part **J** Vll 3. BA form			
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			
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 2022, FS revised their PWD BA efforts by developing new objectives, setting new goals, and launching monthly meetings beginning in Q3. Even though Civil Rights Zones each separately reviewed their PWD employee workforce, PWD separation and other local PWD triggers to launch their own individual PWD barrier search, the projects didn't progress as planned. Zones successfully summarized their unique PWD workforce and their PWD workforce triggers, getting ready for next steps. New plans to collect PWD anecdotal evidence as an important next step to reveal Zone-level PWD EEO barriers in 2023 are underway. We have set an FY 2023 goal to continue monthly meetings and Zone level PWD barrier analysis by revealing and defining specific Zone-level EEO barriers after speaking to or surveying Zone PWDs, their managers, and supervisors which should produce several barriers in FY 2023. Zones will select trigger data sets to monitor the revealed barriers showing they were corrected or removed when the trigger data sets improve or totally subside.

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

The Part J Barrier identification and removal process was improved in 2022 even though the process was not yet completed, and no barriers were defined. Improvements included: • Listing new responsible officials • Monthly meetings with all Zones as a cohort beginning in June. • Each Zone defined their own PWD populations and unique triggers. • Requested Zones focus on local PWD triggers to define local barriers among their own PWD population. • Emphasized anecdotal evidence as "the" most important step to defining an EEO barrier. • Emphasized choosing the key trigger data "indicators" expected to improve once the defined PWD EEO barrier is removed. • Revised the Part J VII 3. BA form to condense FS Part J agency-level PWD trigger data into a more usable report. (see report (see here in Part J Section VII).

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.

In August 2022 this Barrier Analysis project was placed on hold **until** FY 2023 Q2.