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 No
>
> b. Cluster GS-11 to SES (PWD) Answer Yes

PWD in the GS-11 to SES cluster are below the 12% benchmark at 10%. Analysis revealed that the following has contributed to the underrepresentation of persons with disabilities in FY 18: 1. RD did not have a designated staff member to serve as the Disability Program Manager to focus on the recruitment and hiring of PWDs/PWTDs. 2. Recruitment efforts were not tracked and analyzed for SES candidates. 3. RD was under a hiring freeze during the 1st and 2nd quarters of FY 18. In February 2019, RD designated a staff member to serve as the Acting Disability Program Manager to focus on the hiring of PWDs/PWTDs. HR anticipates a Permanent Disability Program Manager will be hired no later July 31, 2019.

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

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

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

PWTD in the GS-1 to GS-10 cluster are below the 2% benchmark at 1.5%. Analysis revealed that the following has contributed to the underrepresentation of persons with targeted disabilities: 1. RD did not have a designated staff member to serve as the Disability Program Manager to focus on the recruitment and hiring of PWDs/PWTDs. 2. Recruitment efforts were not tracked and analyzed for GS candidates. 3. RD was under a hiring freeze during the 1st and 2nd quarters of FY 18. In February 2019, designated a staff member to serve as the Acting Disability Program Manager to focus on the hiring of PWDs/PWTDs. HR anticipates a Permanent Disability Program Manager will be hired no later than July 31, 2019.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	1683	223	13.25	65	3.86
Grades GS-11 to SES	2707	371	13.71	90	3.32

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

Describe the pre-recruitment consultation phase. To the extent, at a hiring agency, discuss the pre-recruitment hiring consultation for a noncompetitive hire.

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.

<div align="right">Answer   Yes</div>

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	66	0	0	Cheri Gaudinier Employee Services Division Branch Chief Cheri.Gaudinier@usda.gov
Answering questions from the public about hiring authorities that take disability into account	70	0	0	Erika Crawford Chief, Policy & Programs Branch, Erika.Crawford@usda.gov
Processing reasonable accommodation requests from applicants and employees	2	0	0	David Root Director, Employee and Labor Relations David.Root@usda.gov
Section 508 Compliance	3	0	0	Mia Jordan Chief Information Officer Mia.Jordan@usda.gov
Architectural Barriers Act Compliance	20	0	0	Sharese C. Paylor, Ed.D. Civil Rights Director Sharese.Paylor@usda.gov
Special Emphasis Program for PWD and PWTD	4	0	0	Sharese C. Paylor, Ed.D. Civil Rights Director Sharese.Paylor@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.

<div align="right">Answer   No</div>

HR plans to conduct a webinar on "Utilizing Schedule A as a Hiring Authority for PWD/PWTD" for the disability program staff no later than August 31, 2019.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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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

As a follow up to the FY 2017 AAP, RD wishes to clarify the response regarding funding. The Human Resources Office funds recruitment efforts related to our Disabilities program. Funding allocations received within HR are distributed to this program allowing for participation at recruitment and hiring events for filling vacant positions under authorities such as: Schedule A, 30% disabled Veterans, and others for non-competitive hiring. Funding from year to year is fluid as this depends upon Rural Development's HR budget allocations. Reasonable accommodations are funded by the specific office in which the request originates, thus ensuring that approved requests are fulfilled.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
Objective	Rural Development will communicate the Agency's reasonable accommodation procedures to all employees.		
Target Date	Aug 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Aug 30, 2019		Rural Development will disseminate the reasonable accommodation procedures to all Agency employees and will post the reasonable accommodation procedure on its public website.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2017	Rural Development provided a link to the Reasonable Accommodation Procedures on the RD website.	
	2018	Effective September 28, 2018, within each new employee's Welcome Letter RD provides a web link to the Agency's EEO policy statement and USDA's Departmental Manual 4300-002 (Reasonable Accommodation Procedures).	

Brief Description of Program Deficiency	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)]		
Objective	The agency's written and training materials on the anti-harassment policy will include examples of disability-based harassment.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		Rural Development will establish a written policy and training module for the anti-harassment policy, to include examples of disability-based harassment.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Rural Development will ensure its reasonable accommodation policy and procedures specifically identify the processing timeframes to respond to all requests. However, for FY 2018, RD had a timeliness rate of 93% for all requests processed during the year.		
Target Date	Jun 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		Rural Development will ensure its reasonable accommodation policy and procedures specifically identify the processing timeframes to respond to all requests.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.		
Objective	Rural Development will ensure the procedures for processing requests for Personal Assistive Services is posted on its public website.		
Target Date	Aug 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Aug 30, 2019		RD will post its personal assistance services procedures on its public website.
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
Objective	The agency will 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.		
Target Date	Jun 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jun 30, 2019	March 31, 2019	Rural Development will revise its current exit survey to include questions on how Rural Development can improve its efforts to recruit, hire, retain and advance persons with disabilities.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2019	Rural Development revised its current exit survey to include questions on how Rural Development can improve its efforts to recruit, hire, retain and advance persons with disabilities.	

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	Rural Development will ensure the Agency's FY 2018 affirmative action plan is posted on the agency's public website no later than June 30, 2019..		
Target Date	Jun 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jun 30, 2019		Rural Development will post the Agency's FY 2018 affirmative action plan on the agency's public website no later than June 30, 2019..
Accomplishments	*Fiscal Year*	*Accomplishment*	

Brief Description of Program Deficiency	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]		
Objective	Rural Development will take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jun 15, 2019		Rural Development will publish a FAQ for hiring managers on the employment of PWDs and PWTDs.
	Jun 30, 2019		Rural Development will work with senior leadership to define specific RD recruitment strategies and hiring manager outreach efforts in employing PWD/PWDs to meet the 12% PWD goal and 2% for PWTD goal.
	Jul 31, 2019		RD will designate a staff member to serve as the Disability Selective Placement Coordinator to focus on the hiring of PWDs/PWTDs. This individual will: plan and attend job fairs, develop targeted recruitment strategies, educate hiring managers on the Schedule A Hiring Authority, advise managers about candidates available for placement in jobs under the Schedule A Hiring Authority, and will provide PWD/PWTDs with information regarding current job opportunities.
	Aug 30, 2019		Rural Development will continue participation in the Workforce Recruitment Program (WRP) by participating as a WRP Recruiter for FY 2019, participating as a WRP employer by hiring college students with disabilities on a temporary basis for the summer of FY 2019 (participation will be contingent on the availability of funding) and utilizing the WRP database as a recruitment source for managers willing to hire Schedule A applicants.
	Sep 30, 2019		Rural Development will attend at least 2 career events that target PWDs/PWTDs i.e. (National Federation for the Blind, American Sign Language Expo, Academy of Spinal Cord Injury Professionals, Little People of America).
Accomplishments	*Fiscal Year*	*Accomplishment*	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1.

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

In FY 2018, RD's Veterans Employment Advisory Committee Chair attended 21 events designed to bring veterans with disabilities into the USDA workforce. These events included the Scott Air Force Base Transition Assistance Workshops, Networking Events, Hiring Our Heroes events, and Job Fairs to educate the veterans and military members on transitioning to the civilian workforce. These events provided RD the opportunity to help transitioning military members in their job search and introduce the USDA culture and employment opportunities to potential employees. RD HR collaborated with management and the Department's Office of Human Resources to ascertain resumes the agency received for Schedule A applicants. The resumes are reviewed to ensure the applicant meets the minimum qualifications for the position. Should the applicant meet the qualifications, the resume is provided to the manager for the continuation of the resume and interview process. This is performed before management post the positions to other interested applicants. Also, RD attended several events at local St. Louis Universities. These outreach events were part of the St Louis Area Veteran's Week sponsored by Saint Louis University (SLU), Washington University (WASHU), Webster University, University of Missouri St Louis (UMSL), and Lindenwood University. Through these efforts we hope to employ and retain veterans with disabilities in the USDA workforce. The St. Louis VEAC Outreach Program contacted over 1,183 veterans in FY 2018 by utilizing the methods described above. In FY 19, RD HR attended the CSUN Assistive Technology Conference and is tentatively scheduled to attend the following events targeting PWD/PWTDs to market career opportunities: National Federation for the Blind, American Sign Language Expo and Little People of America. In addition, RD HR plans to utilize the Workforce Recruitment Program to connect us with professionals and students with disabilities.

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

Under the Agency's Disabled Veterans Affirmative Action Program, RD utilizes the Veteran Recruitment Act, Veteran Employment Opportunity Act, Schedule A, to recruit veterans with disabilities and other individuals with disabilities.

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.

Candidates must self-identify as having a disability. RD requires medical documentation of the disability as required by OPM and the hiring authority. Applicants eligible for non-competitive authorities that have a disability are considered when being referred to the selecting official on non-competitive certificates under such authorities when qualified.

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

Answer   Yes

During the recruitment consultation with hiring managers, their servicing Human Resources Specialist provides multiple hiring options, to include the option of using Schedule A as a hiring authority. In FY 19, HR plans to conduct a webinar on the use of hiring flexibilities to include employing those with disabilities no later than August 31, 2019.

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.

RD's Human Resources Policy and Programs Branch now has a dedicated person to establish and maintain contacts with organizations that assist with securing and maintaining employment for PWD and PWTD. The Disability Employment Program Manager will establish and sustain relationships with organizations such as Gallaudet University in Washington D.C. and the

Department of Labor's VocRehab. When hiring RD HR provides links in job announcements containing information for PWD or PWTD applicants and contact information allowing applicants to reach out to the agency for assistance during the hiring process In FY 19, the Disability Employment Program Manager will wo with hiring managers to discuss ways to employ PWD and PWTD ensuring all applicable personnel are aware of all potential ways to hire employees. RD also has an extensive outreach program to reach disabled veterans to advertise employment opportunities at the Department of Agriculture. In FY 2018, RD's Veterans Employment Advisory Committee Chair attended 21 events designed to bring veterans and veterans with disabilities into the USDA workforce. These events included the Scott Air Force Base Transition Assistance Workshops, Networking Events, Hiring Our Heroes events and Job Fairs to educate the Veterans and military members on transitioning to the civilian workforce. These events provided RD the opportunity to help transitioning military members in their job search and introduce the USDA culture and employment opportunities to potential employees. Also, RD attended several events at local St Louis Universities. These outreach events were part of the St Louis Area Veteran's Week sponsored by Saint Louis University (SLU), Washington University (WASHU), Webster University, University of Missouri St Louis (UMSL), and Lindenwood University. Through these efforts we hope to employ and retain more veterans and veterans with disabilities in the USDA workforce. The St Louis VEAC Outreach Program contacted over 1,183 veterans in FY 2018.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

Of the FY 2018 permanent hires, 4.72 % were identified as having a disability. There were no hires for persons with targeted disabilities. Most of the permanent recruitment in FY 2018 was accomplished through merit promotion within RD. In efforts to increase hiring of PWD/PWTDs in FY 2019, RD HR plans to develop a recruitment strategy targeting PWD/PWTDs which includes hiring a permanent Disability Employment Program Manager to focus on the hiring of PWDs/PWTDs no later than July 31, 2019. In February 2019, RD has designated an Acting Disability Program Manager until a permanent staff member is hired. This individual will: • Serve as RDs Selective Placement Coordinator. • Plan and attend job fairs. • Develop targeted recruitment strategies. • Educate hiring managers on the Schedule A Hiring Authority. • Advise managers about candidates available for placement in jobs under the Schedule A Hiring Authority. • Provide PWD/PWTDs information regarding current job opportunities. • Collaborate with CR to create actionable strategies for employing PWD/PWTDs. • Monitor and evaluate selective placement program efforts and activities for PWDs/PWTD to determine program effectiveness and needs for improvement. • Work with staffing to revise the pre-recruitment consultation form to include a discussion with hiring managers regarding employing PWD/ PWTDs.

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

         a. New Hires for MCO (PWD)   Answer   Yes

         b. New Hires for MCO (PWTD)   Answer   Yes

In FY 18, RD did not have a recruitment and outreach strategy in place targeting PWD and PWTDs in mission critical occupations. In addition, RD was under a hiring freeze during the 1st and 2nd quarters of FY 18. In FY 19, RD HR will implement a strategic outreach plan to broaden the awareness of RD career opportunities in effort to increase PWD/PWTD new hires in mission critical occupations.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0301MISCELLANEO ADMINISTRATION AND PROGRAM	139	0.00	0.00	0.00	0.00
0318SECRETARY	0	0.00	0.00	0.00	0.00
0399ADMINISTRAT AND OFFICE SUPPORT STUDENT TRAINEE	0	0.00	0.00	0.00	0.00
0599FINANCIAL MANAGEMENT STUDENT TRAINEE	0	0.00	0.00	0.00	0.00
1101GENERAL BUSINESS AND INDUSTRY	1162	0.00	0.00	0.00	0.00
1199BUSINESS & INDUSTRY STUDENT TRAINEE	907	0.00	0.00	0.00	0.00

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

       a. Qualified Applicants for MCO (PWD)   Answer   No

       b. Qualified Applicants for MCO (PWTD)   Answer   No

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   Yes

       b. Promotions for MCO (PWTD)   Answer   Yes

Triggers exist among PWD for the 1101 job series; among PWD and PWTD for the 1165 series; among PWD and PWTD for the 0301 jobs series. In FY 19, RD HR will continue utilization of detail opportunity notices, reassignment opportunity notices, developmental assignments and career ladder position development where internal PWD/PWTD employees have the opportunity to apply, supporting their upward mobility. RD also plans to establish a process to remind supervisors and managers of the Agency's commitment to PWD and PWTDs.

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.

RD advertised numerous career opportunities at the entry level with career ladders where employees would receive training and be developed on the job to grow into the knowledge required for the full performance level. The agency also utilized the VRA which supported training agreement programs to allow for advancement to higher levels upon completion of provided training. Individual Development Plans were used and supported by management to identify training needs and to determine the resources to meet those needs. RD offers career development opportunities during the job announcement process in which new applicants or current employees can apply for jobs allowing for PWD and PWTD an opportunity for career advancement. RD also fully encourages all employees to actively take advantage of the numerous training opportunities offered through the Department's AgLearn continuing education platform. PWD and PWTD employees can use the 508 Compliant system to secure the training on or offsite as a tool and guide that offers easy step by step instructions to help prepare employee for developing resumes and interview techniques for securing positions with career development opportunities. The following training through USDA's web-based AgLearn was encouraged within the agency to hire veterans with disabilities: - Veterans Employment Training - Veterans Hiring for Hiring Managers - Veterans Hiring for Human Resources Specialists USDA AgLearn learning system provides hiring managers with following optional training to aid in the hiring of Schedule A employee: • Perfectly Able: How to Attract and Hire Talented People with Disabilities • Americans With Disabilities Act Video • Hidden Talent: How Leading Companies Hire, Retain, and Benefit from People with Disabilities RD established a Veterans Employment Advisory Council (VEAC) in FY 2017. The VEAC's mission is, "To provide the best services possible to all veterans employed or seeking employment in Rural Development so they may have a very successful and rewarding career with the agency." The goals of the organization are to obtain or sustain the 25% Veterans workforce hiring goal and reduce the Veterans attrition rate."

B. CAREER DEVELOPMENT OPPORTUNITES

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

All employees are required to complete an Individual Development Plan which identifies specific training and other developmental opportunities for the employee based on where they are in their career and skills needed to successfully perform the duties of their position. Employees are also afforded the opportunity to participate in the Emerging Leaders Program or the USDA Leadership Essentials Certificate Program hosted on AgLearn. When available, RD advertised career opportunities at the entry level with career ladders where employees would receive training and be developed on the job to grow into the knowledge required for the full performance level. The agency also utilized the VRA which supported training agreement programs to allow for advancement to higher levels upon completion of provided training. In FY 19, RD will continue utilization of detail opportunity notices, reassignment opportunity notices, developmental assignments and career ladder position development where PWD/PWTD employees have the opportunity to apply, supporting their upward mobility. RD also plans to establish a process to remind supervisors and managers of the Agency's commitment to PWD and PWTDs.

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	NA	NA	NA	NA	NA	NA
Fellowship Programs	NA	NA	NA	NA	NA	NA
Mentoring Programs	80	50	0	0	0	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	6	5	NA	NA	NA	NA
Training Programs	511	511	1	1	NA	NA
Detail Programs	NA	144	NA	12	NA	1
Other Career Development Programs	7	5	0	0	0	0

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

> a. Applicants (PWD)   Answer   Yes
>
> b. Selections (PWD)   Answer   Yes

In FY 19, RD will benchmark best practices of other agencies with PWD career development programs in an effort to create such opportunities within this agency. In FY 19, RD HR will develop a method to capture the disability status of applicant/selectees participating in career development opportunities. This will allow us to identify if triggers exist.

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   Yes

In FY 19, RD will benchmark best practices of other agencies with PWTD career development programs in an effort to create such opportunities within this agency. In FY 19, RD HR will develop a method to capture the disability status of applicant/selectees participating in career development opportunities. This will allow us to identify if triggers exist.

C. AWARDS

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	350	14.00	81.71	3.71	10.29
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	1033	14.33	81.41	3.19	11.13

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $100 - $500: Total Cash Awards Given	1105	12.67	87.33	3.44	9.23
Cash Awards: $501+: Total Cash Awards Given	2131	12.95	87.05	3.00	9.95

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

      a. Pay Increases (PWD)   Answer   No

      b. Pay Increases (PWTD)   Answer   Yes

PWTD receiving quality step increases during FY 2018 were below the 2% benchmark. In FY 19, RD HR implemented a new process requiring managers and supervisors to have formal performance discussions with their direct reports at least once each quarter, and cover things such as progress toward goals, potential concerns about meeting expectations, unforeseen obstacles to meeting expectations, and adjustments that need to be made to the performance plans to accommodate new projects and/or clarify existing expectations. This new process will provide employees with a greater opportunity to receive feedback from their supervisor and understand the level of performance required to receive a QSI or performance award.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	110	12.73	87.27	1.82	10.91
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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

      a. Other Types of Recognition (PWD)   Answer   No

      b. Other Types of Recognition (PWTD)   Answer   No

D. PROMOTIONS

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

      a. SES

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

          ii. Internal Selections (PWD)   Answer   N/A

      b. Grade GS-15

          i. Qualified Internal Applicants (PWD)   Answer   No

          ii. Internal Selections (PWD)   Answer   Yes

      c. Grade GS-14

          i. Qualified Internal Applicants (PWD)   Answer   No

      ii. Internal Selections (PWD)   Answer   No

    d. Grade GS-13

      i. Qualified Internal Applicants (PWD)   Answer   No

      ii. Internal Selections (PWD)   Answer   Yes

Triggers exist among PWD for internal selections among the GS-13 and GS-15 grade levels. Selection rates were below the 12% benchmark. In FY 19, RD will continue utilization of detail opportunity notices, reassignment opportunity notices, developmental assignments and career ladder position development where PWD/PWTD employees have the opportunity to apply, supporting their upward mobility.

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

      a. SES

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

        ii. Internal Selections (PWTD)   Answer   N/A

    b. Grade GS-15

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   No

    c. Grade GS-14

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   Yes

    d. Grade GS-13

      i. Qualified Internal Applicants (PWTD)   Answer   No

      ii. Internal Selections (PWTD)   Answer   Yes

Triggers exist among PWTD for internal selections for the GS-13 and GS-14 grade levels. Selection rates were below the 12% benchmark. In FY 19, RD will continue utilization of detail opportunity notices, reassignment opportunity notices, developmental assignments and career ladder position development where PWD/PWTD employees have the opportunity to apply, supporting their upward mobility.

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

      a. New Hires to SES (PWD)   Answer   N/A

      b. New Hires to GS-15 (PWD)   Answer   N/A

      c. New Hires to GS-14 (PWD)   Answer   N/A

        d. New Hires to GS-13 (PWD)   Answer   N/A

Currently, RD does not collect applicant flow data for new hires where the number of qualified applicants is identified. Only the total number of applications received, and the total number of hires are recorded/collected.

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

        a. New Hires to SES (PWTD)   Answer   N/A

        b. New Hires to GS-15 (PWTD)   Answer   N/A

        c. New Hires to GS-14 (PWTD)   Answer   N/A

        d. New Hires to GS-13 (PWTD)   Answer   N/A

Currently, RD does not collect applicant flow data for new hires where the number of qualified applicants is identified. Only the total number of applications received and the total number of hires are recorded/collected.

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

        a. Executives

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

                ii. Internal Selections (PWD)   Answer   N/A

        b. Managers

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

                ii. Internal Selections (PWD)   Answer   N/A

        c. Supervisors

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

                ii. Internal Selections (PWD)   Answer   N/A

Further analysis is required to determine if a trigger existed.

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

        a. Executives

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

                ii. Internal Selections (PWTD)   Answer   N/A

b. Managers

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

    ii. Internal Selections (PWTD)   Answer   N/A

c. Supervisors

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

    ii. Internal Selections (PWTD)   Answer   N/A

Further analysis is required to determine if a trigger existed.

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

    a. New Hires for Executives (PWD)   Answer   N/A

    b. New Hires for Managers (PWD)   Answer   N/A

    c. New Hires for Supervisors (PWD)   Answer   N/A

Currently, RD does not collect applicant flow data for new hires where the number of qualified applicants is identified. Only the total number of applications received and the total number of hires are recorded/collected.

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

    a. New Hires for Executives (PWTD)   Answer   N/A

    b. New Hires for Managers (PWTD)   Answer   N/A

    c. New Hires for Supervisors (PWTD)   Answer   N/A

Currently, RD does not collect applicant flow data for new hires where the number of qualified applicants is identified. Only the total number of applications received and the total number of hires are recorded/collected.

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   N/A

No employees had conversion dates that occurred during the reporting cycle. RD can monitor the process of converting Schedule A

and VRA employees and can provide a quarterly report to RD's decision-makers. The agency has also established a nationwide, electronic, and anonymous Exit Survey for departing employees. The survey data can be monitored to evaluate for barriers and triggers that may need to be addressed.

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

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permenant Workforce	4395	13.54	86.46
Total Separations	459	15.47	84.53
Voluntary Separations	447	15.66	84.34
Involuntary Separations	12	8.33	91.67

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

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permenant Workforce	4395	3.55	96.45
Total Separations	459	3.49	96.51
Voluntary Separations	447	3.58	96.42
Involuntary Separations	12	0.00	100.00

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.

Not applicable

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.

https://www.rd.usda.gov/related-links/accessibility-statement

2.

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

https://www.rd.usda.gov/ The direct link (Architectural Barriers Act) is located in the footer of RD's public website.

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.

Public Access Assistive Technology is available to USDA agencies and offices to ensure that members of the public, customers, and USDA employees with disabilities have access to direct onsite services from USDA.

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.)

Average processing time for new (initial) requests for reasonable accommodations for FY 2018 was 15 days.

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

Effectiveness: • Expeditiously processed reasonable accommodation requests; the FY 2018 actual average processing time of 22 days for all request types is considered exceptional based on the 30-day guideline contained in USDA Department Manual 4300-002, Reasonable Accommodation Procedures. • Monitoring of accommodation requests for trends occurred and revealed an increase in the number of accommodation requests seeking (1) telework beyond the parameters contained in agency policy and (2) equipment to include space heaters. • The Employee Relations Branch incorporated EEOC recommendations into RD's draft Reasonable Accommodation Standard Operating Procedure that will include mandates from MD-715 (i.e., personal assistance services). Final review and distribution is pending revision to Departmental Regulation and subsequent incorporation into current draft. • RD's Human resources did extensive training on Reasonable Accommodation procedures for applicable personnel such as supervisors and hiring managers in FY 2017. Those training sessions were noted in the FY 2017 MD 715 Part J Report. There was no Reasonable Accommodation training formally conducted in FY 2018 due to the large effort the prior year. In FY 2018, RD HR focused on creating the Reasonable Accommodation draft SOP that is currently being reviewed by EEOC. Pending approval of that document, RD Human Resources plans on conducting more Reasonable Accommodation training utilizing the SOP in the future.

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.

RD's PAS procedures are currently in draft form awaiting approval of USDA's RA/PAS Departmental Regulation. We anticipate having our PAS procedures posted on our public website by August 30, 2019.

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   No

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

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.

> The Agency posted notice of the violation within the work unit where the harm occurred. Additionally, notice was sent electronically to all employees within the unit. The Agency provided eight hours of in-person equal employment opportunity (EEO) training to the management officials involved in the complaint, as well as to the those individuals responsible for processing reasonable accommodations requests within the state where the violation occurred. The Agency was required to consider disciplinary action against the primary management official involved in the complaint. However, such action was not considered because the management official had left the Agency prior to the issuance of the finding. The Complainant was entitled to compensatory damages and the restoration of leave. A determination/final decision is still pending on the compensatory damages and leave restoration amount.

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   Yes

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

   Answer   Yes

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

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?	PWD new hires for mission critical occupations are below the 12% benchmark and PWTDs new hires for mission critical occupations are below the 2% benchmark.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

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?	Unable to determine if triggers exist for PWD/PWTDs in any of the career development program due to lack of data.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

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?	PWTD for quality step increases or performance-based pay increases are below the 12% benchmark.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Targeted Disabilities

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?	Triggers exist among PWD for internal selections among the GS-13 and GS-15 grade levels. Selection rates were below the 12% benchmark. Triggers exist among PWTD for internal selections for the GS-13 and GS-14 grade levels. Selection rates were below the 2% benchmark.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

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?	PWD in the GS-11 to SES cluster are below the 12% benchmark at 10% in the permanent workforce. PWTD in the GS-1 to GS-10 cluster are below the 2% benchmark at 1.5% in the permanent workforce.

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

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Analysis revealed that the following has contributed to the underrepresentation of persons with targeted disabilities: 1. RD did not have a designated staff member to serve as the Disability Program Manager to focus on the recruitment and hiring of PWDs/PWTDs. 2. Recruitment efforts were not tracked and analyzed throughout RD. 3. RD was under a hiring freeze during the 1st and 2nd quarters of FY 18.

Objective	In February 2019, RD designated a staff member to serve as the Acting Disability Program Manager to focus on the hiring of PWDs/PWTDs. We anticipate a Permanent Disability Program Manager will be hired no later July 31, 2019. Obtain applicant flow data for SES positions in order to investigate the root causes of an apparent glass ceiling and blocked pipeline for PWD employee groups to the SES. Determine whether a glass ceiling barrier exist for PWTD employees in the GS1 – GS -10 cluster.
Date Objective Initiated	Oct 1, 2017
Target Date For Completion Of Objective	Sep 30, 2019

Responsible Officials	Eric Dilworth Director, Office of Human Resources

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
07/31/2019	Hire Permanent Disability Program Manager will be hired no later July 31, 2019.	Yes		
09/30/2019	Collaborate with Executive Resources at the Department to develop a method for collecting SES data.	Yes		

Fiscal Year	Accomplishments

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?	PWD new hires for the permanent workforce are below the 12% benchmark at 4.72%. .
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Most of the permanent recruitment in FY 2018 was accomplished through merit promotion within RD

Objective	Increase the applicant pool for PWD and PWTDs applying to job opportunities in our permanent workforce.
Date Objective Initiated	Oct 1, 2017
Target Date For Completion Of Objective	Sep 30, 2019
Responsible Officials	Eric Dilworth Director, Office of Human Resources

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	In FY 19, RD HR will implement a strategic outreach plan to broaden the awareness of RD career opportunities in effort to increase PWD/PWTD new hires.	Yes		
Fiscal Year	**Accomplishments**			

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

In FY 19, there was lack of staff and no formal plan developed to complete planned activities targeting PWD/PWTDs.

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

Not applicable

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

Not applicable