

U.S. Department of Agriculture, Forest Service



Bringing People Together

ANNUAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM STATUS REPORT

**Equal Employment Opportunity
Commission**

Management Directive 715

Fiscal Year 2018 Accomplishments

(October 1, 2017 to September 30, 2018)

and

Fiscal Year 2019 Planned Activities

(October 1, 2018 to September 30, 2019)

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MD-715 Parts A Through E

Part A - Department or Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code	Agency Code	FIPS Code
U.S Department of Agriculture	Forest Service	201 14 th Street, SW	Washington	DC	20250	AG11	01779803

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	27,468	8,232	35,700

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

Agency Leadership	Name	Title
Head of Agency	Victoria C. Christiansen	Chief
Head of Agency Designee	J. Lenise Lago	Associate Chief

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

EEO Program Staff	Name	Title	Occ. Series	Pay Plan and Grade	Phone Number	Email Address
Principal EEO Director/Official	Ted H. Gutman	Director, Office of Civil Rights	0260	ES-00	202-205-0827	theodorehgutman@fs.fed.us
Affirmative Employment Program Manager	Rick Balolong	Assistant Director (Acting)	0260	GS-14	707-562-8752	rbalolong@fs.fed.us
Complaint Processing Program Manager	Debra Harrell	Branch Chief	0260	GS-14	404-273-4010	daharrell@fs.fed.us

EEO Program Staff	Name	Title	Occ. Series	Pay Plan and Grade	Phone Number	Email Address
Diversity & Inclusion Officer	Berlinda Baca	Branch Chief	0301	GS-14	505-842-3863	berlindabaca@fs.fed.us
Hispanic Program Manager (SEPM)	Pedro Nieto Jr.	EEO Mgr. (Acting)	0260	GS-13	202-205-0999	pnnieto@fs.fed.us
Federal Women's Program Manager (SEPM)	Danette Ramirez-Montoya	Outreach Specialist	0301	GS-13	303-250-5374	ddramirezmontoya@fs.fed.us
Disability Program Manager (SEPM)	Gerald P. McGaughran	Program Specialist	0301	GS-13	202-205-9928	jmcgaughran@fs.fed.us
Special Placement Program Coordinator PWD	Emily Ortiz	Lead HR Specialist	0201	GS-12	505-563-9336	eortiz@fs.fed.us
Reasonable Accommodation Program Manager	Robin C. Kilgore	Assistant Director	0260	GS-15	202-205-0558	robinckilgore@fs.fed.us
Anti-Harassment Program Manager	Shannon Swaziek	Supervisory HR Specialist (Emp. Relations)	0201	GS-14	414-297-1281	sswaziek@fs.fed.us
ADR Program Manager	Rhonda A. Thomas	Branch Chief	0301	GS-14	202-205-9507	rathomas@fs.fed.us
Compliance Manager	Robert M. Ragos	Branch Chief	0260	GS-14	202-205-0961	rragos@fs.fed.us
Principal MD-715 Preparer	Linda L. Lynch, PhD	Program Analyst	0343	GS-13	816-520-3873	lllynch@fs.fed.us
Other EEO Staff	Craig J. Willis	Program Analyst	0343	GS-13	202-401-4463	cwillis02@fs.fed.us

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

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

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

Subordinate Component	City	State	Agency Code
Northern Region, Missoula, MT	Missoula	MT	AG11
Rocky Mountain Region, Golden, CO	Golden	CO	AG11
Southwestern Region, Albuquerque, NM	Albuquerque	NM	AG11
Intermountain Region, Ogden, UT	Ogden	UT	AG11
Pacific Southwest Region, Vallejo, CA	Vallejo	CA	AG11
Pacific Northwest Region, Portland, OR	Portland	OR	AG11
Southern Region, Atlanta, GA	Atlanta	GA	AG11
Eastern Region, Milwaukee, WI	Milwaukee	WI	AG11
Alaska Region, Juneau, AK	Juneau	AL	AG11
Northern Research Station, Newtown Square, PA	Newtown Square	PA	AG11
Pacific Southwest Research Station, Albany, CA	Portland	OR	AG11
Pacific Northwest Research Station, Portland, OR	Albany	CA	AG11
Rocky Mountain Research Station, Fort Collins, CO	Fort Collins	CO	AG11
Southern Research Station, Asheville, NC	Asheville	NC	AG11
International Institute of Tropical Forestry	San Juan	PR	AG11
Northeastern Area State & Private Forestry	Newtown Square	PA	AG11
Forest Product Laboratory	Madison	WI	AG11

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

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

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

Part E – Executive Summary

Part E.1 - Mission

The mission of the Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Part E.2 - Essential Element A - F

N/A

Part E.3 – Workforce Analyses

N/A

Part E.4 - Accomplishments

N/A

Part E.5 - Planned Activities

N/A

PART F Continuing Equal Employment Opportunity Programs Establishment and Certification

SEE APPENDIX C18

PART G
Agency Self-Assessment Check List Measuring Essential Elements

SEE APPENDIX C11

Part H.1.

Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G - C.2.b.5.	Ninety percent (90%) of accommodation requests are not being processed within the timeframe set forth in the Agency procedures for reasonable accommodation. In September 14, 2015, the EEOC issued a letter reminding the Agency to re-submit Reasonable Accommodations procedures if they are updated and or revised.

Objectives and EEO Plan Dates

Date Initiated	Objective	Target Date	Modified Date	Completion Date
08/01/2014	Educate and train Disability Program Managers, supervisors, managers, and employees on Reasonable Accommodation (RA) competencies to ensure a minimum of 90% of accommodation requests are processed within the time frame set forth in the Agency procedures for RA.	9/30/2020		

Responsible Officials

Title	Name	Performance Standards Address the Plan?
Assistant Civil Rights Director – Field Services	Robin C. Kilgore	Yes

Planned Activities towards Objective Completion

Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
09/30/2018	1. Provide quarterly RA reports of national data and trend analysis to Agency leadership and field CR Directors in the field.	Yes		
09/30/2020	2. Ensure all employees who work on, oversee or supervise the RA process are trained, and skilled regarding RA and PAS administration requirements.	Yes		

Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
09/30/2019	3. Ongoing monitoring to ensure all RA case requests are processed within 30 calendar days at least 90% of the time.	Yes		
06/30/2019	3. Review RA processing time impacts and inform RA processing practitioners	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	<ul style="list-style-type: none"> • The MD-715 Report score for FY18 period (10/1/2017 to 9/30/2018), is 86.20% or 87%, or <- 3.8% below the required 90% of RA requests to be processed within the 30 day timeframe. • However, the FS RA Specialist Team: RA Case Report indicates the FS exceeded the 90% cases processed timely goal, during the 4th quarter FY 2018, with 91%. • To support consistent and continuous access and delivery across CR Service Centers, the FS reviewed all RA training presentations and consolidated them on one internet site. • The FS provided recently developed blended in-person and online supervisor training courses through Ag Learn, promoting professional leadership development and better preparing supervisors for success in their critical role. • All Service Centers provided RLT/SLTs quarterly CR Topic updates which included RA. Optional additional ad hoc training/presentations/updates were available by leadership request as well. • DCSC: Conducted EEO/OCR training to approximately 1,867 FS employees, of which an estimated 453 were supervisors/manager. Topics included: Equal Opportunity, Employment, RA and Anti-Harassment. • DCSC + R3: Served as the OCR Representative and Presenter at the National New Supervisor Quarterly Training Program: 86 new supervisors, which included new supervisor training on Equal Opportunity, Employment, RA, and Anti-Harassment across the Agency/country. • R3: Ten (10) Equal Opportunity, Employment, and RA training sessions provided to over 1700 FS employees in R3 and Albuquerque Service Center (ASC). • R3: Three (3) Equal Opportunity, Employment, and RA training sessions were conducted to 150 Assistant Directors and Law Enforcement employees. • R3: Four (4) New Employee Orientation training sessions were offered including: Equal Opportunity, Employment, RA and Anti-Harassment, 1 regional, and 3 national sessions with 238 employees. • R3: Three (3) New Supervisor Training sessions EO, Employment, RA and Anti-Harassment) to 120 supervisors.

MD-715 – Part H.2.

Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G - A.2.b.3.	Procedures for Reasonable Accommodation are not posted on World Wide Web or Internet. This is covered under 29 CFR §1614.102(b)(5)

EEO Plan Objectives and Dates

Date Initiated	Objective	Target Date	Modified Date	Completion Date
10/01/2017	Ensure written materials are available to all employees and applicants informing them of the variety of EEO equal employment opportunity programs and administrative and judicial remedial procedures available to them and prominently post such written materials in all personnel and EEO offices throughout the workplace.	10/31/2019		

Responsible Officials

Title	Name	Performance Standards Address the Plan?
Assistant Civil Rights Director – Field Services	Robin C. Kilgore	Yes

Planned Activities toward Completion of Objectives

Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
03/30/2019	1. Create and post on the FS WWW RA Procedures: approved by the EEOC	Yes		
03/30/2019	2. Insure approved RA Procedures contain a subsection featuring information to attain Personal Assistance Services (PAS).	Yes		
02/15/2019	3. Provide a response to the US EEOC June 27 2018 Technical Assistance Letter, regarding corrective actions. (Appendix C13)	Yes		
05/30/2019	4. Establish numerical goals for PWD adopting the 12% goal for grade ranges GS-1 to GS-10 and GS-11 to Senior Executive Service (SES).	Yes		

Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
09/30/2019	5. Submit compliant PAS procedures to EEOC for review and approval.	Yes		
09/30/2019	6. Submit compliant RA Procedures to EEOC for review prior to posts on Agency public website.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	<ul style="list-style-type: none"> • The FS adopted the PWD 12% numerical goal. • Compliant RA procedures were submitted to EEOC for approval. • Forest Service RA procedures are posted on the Reasonable Accommodation Procedures website and will change once the USDA finalizes their policy and the FS adopts it.

MD-715 – Part H.3.

Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Part G – B.4.a.8.	Hispanic Employment Program Manager position is vacant. Position is a statutory/regulatory EEO-related Special Emphasis Program covered under Title 5 CFR, Subpart B, 720.204

EEO Plan Objectives and Dates

Date Initiated	Objective	Target Date	Modified Date	Completion Date
10/01/2017	Fill the vacant Hispanic Employment Program Manager position	10/01/2018		

Responsible Official

Title	Name	Performance Standards Address the Plan?
Assistant Civil Rights Director – Outreach and Diversity	Eric Atilano	Yes

Planned Activities towards Completion of Objective

Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
TBD	Request exemption in Hiring Projections Portal	Yes		
TBD	Pre-Consultation with Human Resources Office	Yes		
TBD	Advertise Position	Yes		
TBD	Conduct Interviews, make selection and offer	Yes		
TBD	New employee onboard	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	<ul style="list-style-type: none"> • In response to the USDA Secretary’s, Phase III, One USDA, Civil Rights Reorganization direction, Special Emphasis Program will transition from FS Civil Rights to the new FS Work Environment and Performance Office. A contractor is currently developing a workload analysis that will direct the design of the new organizational structure. The FS Forest Service currently has three (3) fulltime FTE to administer the three EEOC mandated and four USDA mandated special emphasis programs/groups. The workload analysis will determine if additional resources are needed. The analysis will be complete March 2019. • Accomplishments of the Acting National Hispanic Employment Program Manager (HEPM) include: <ul style="list-style-type: none"> • Delivered training SEP training and barrier analysis • Serves as a member of an Interagency Diversity Joint Venture (DJV) with 35 federal and state agencies, universities, non-governmental organizations, foundations, and professional societies working together to increase diversity in the conservation workforce • Delivered a comprehensive series of training workshops targeting key Hispanic Serving Institutions and Historical Black Colleges Universities (UDC, UMD, UMBC) educating students and faculty members on internship programs and application requirements. In addition, he facilitated two Pathways workshops at the USDA-National Institute of Food & Agriculture and USDA-Office Partnership & Public Engagement that were attended by 100 students and 40 key educational administrators. <ul style="list-style-type: none"> ▪ Met with Military Career Counselors and College Career Center Counselors to promote educational and employment opportunities in natural resources disciplines at the University of DC, Montgomery Community College, MD and University of Maryland and military installations Fort Belvoir, Fort Myers, Quantico and Andrews Air Force Base. In addition, provided constructive feedback to over 100 candidates during the job interview sessions. ▪ Serves as the USDA-HACE-Chair during this year lead the programs which showcased federal career mapping sessions that benefited 50 local candidates and held an educational teleconferences on resume writing (knowledge, skills and abilities) and job interview strategies with over 200 participants. • Acting Hispanic Employment Program Manager attended Several Inter-Agency Training Sharing Sessions - provided by the Federal Training Institute by League of United Latin American Citizens, Federal Asian Pacific American Conference, Office Personnel Management and the Interagency Diversity Joint Venture. Inter-Agency sharing sessions where delivered via meetings, conferences, and webinars by several organizations such as; federal agency experts, state agencies, employee groups, Diversity Officers from educational institutions, private organizations and contractors like Deloitte, Society of Human Resources Society, The Partnership for Public Service and others

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

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

Trigger Source	Specific Workforce Data Table	Trigger Narrative Description
Workforce Data Tables	A14	Women and minorities are separating at rates that hinder gains in the diversity of the workforce.

EEO Groups Affected by Trigger

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

Barrier Analysis Process

Data Sources	Source Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	Table A14: The Agency reviewed Table A14 and compared separation rates with onboard participation rates.
Complaint Data (Trends)	Yes	The Office of Civil Rights tracks EEO complaints through the USDA iComplaints system to monitor trends by bases and issues such as Terms and conditions of employment, promotion/non-selection and hostile work environment.
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	N/A	

Barrier Analysis Process Status

Barrier Analysis Process Completed?	Barriers Identified?
Yes	Yes

Statement of Identified Barriers

Policy, Procedure, or Practice Description
The Agency lacks a viable and consistent on-boarding and orientation practice, and lacks the ability to analyze Exit Interview (EI) Survey data.

EEO Plan Objectives and Dates

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Completion Date
To increase the level of retention of diverse highly-qualified employees through increasing cultural competencies	10/01/2009	09/30/2018	Yes		

Responsible Officials

Title	Name	Performance Standards Address the Plan?
Director, Civil Rights	Theodore H. Gutman	Yes
Director, Human Resources Management (Acting)	Mark D. Green	Yes

Planned Activities toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/30/2019	1. The Office of Civil Rights will work with HRM and WEPO to enhance the EI process, the EI Survey form/questions and subsequent RSNOD data collection/analysis.		
09/30/2020	2. The Office of Civil Rights, HRM and WEPO will analyze Federal Employee Viewpoint Survey (FEVS), Climate and EI Survey. Develop tracking metrics based on findings to monitor the action plan results.		
09/30/2020	3. The FS broad implementation of national level Diversity and Inclusion Initiatives included mentoring, coaching, and cultural competency enrichment activities.		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	<p>Exit Interview Process and Data Analysis:</p> <ul style="list-style-type: none"> HRM and CR developed a new employee Exit Interview survey which will be facilitated by the Gartner Agency, who were retained to provide quarterly analyses to the National Leadership Council and Administrative Management Council.

FY 2018 Diversity and Inclusion Initiative Activities:

- **Mentoring:** Mentoring has a long history as an integral part of the FS culture, providing employees with challenging opportunities to form new connections, broaden their experience, accomplish employee development goals, and cultivate new skills. The FS Mentoring Program benefits employees and the Agency by strengthening the workforce to ensure a steady pool of talented, skilled and motivated employees to serve as future leaders. Leadership fully supports employee development and encourages participation in the Mentoring Program. Mentoring is an excellent avenue to transfer institutional knowledge and enhance employee skills to increase retention. The FS actively participated in the USDA Mentoring Program with 24 active mentors and 25 active protégés currently managed through the USDA Mentoring Portal, and over 79 mentors, 64 protégés, and 74 matches outside the portal. All total we had 197 active members throughout the USDA FS.
- **Coaching:** Following the “Leaders Growing Leaders” strategy, the FS provided Learning Coaches in SLP and MLP classes. In FY 2018, 11 senior and executive leaders were formally trained in advanced coaching skills. Seventy-two coaches were trained in-house about “How to Coach Leader Stance and Habits”. SLP and MLP participants later provided valuable feedback supporting their leadership program experiences after applying and using the coaching principles they learned in the field. Resulting from the subsequent increased demand for leadership coaching, the number of leadership training programs with coaching is escalating. The FS plans to continue training and developing new and seasoned coaches to keep pace with the increased demand, providing more trained coaches helps employees at every level achieve their personal and professional best.

Cultural Competency Enriching Activities:

- Forest Service leadership initiated Listening Sessions with all FS employees beginning April 2018. This 30-day initiative was called “Stand Up for Each Other” Action Plan. Within a 30-day period, the Agency took a series of concurrent steps to change the FS culture. Some steps in the series included, (1) holding listening sessions with employees; (2) establishing a victim support structure, (3) establish an Employee Advisory Board; (4) finalize the FS Employee Code of Conduct; (5) holding “Stand Up” sessions to prevent harassment, assault, bullying, and retaliation; (6) contract with a third party to investigate sexual misconduct charges; (7) distribute an agency-wide survey on work environment – to include harassment, assault, bullying, and retaliation in the FS.
- The USDA and FS both chose “Anti-Harassment” as the required FY 2018 Civil Rights mandatory training. For FY18, OASCR approved the FS “Anti-Harassment Stand-Up for Each Other” sessions as an acceptable option to accomplish the mandatory annual training, and as of September 17, 2018, 99% of all FS employees had completed it.
- “The National New Employee Orientation (NNEO) program was developed to anchor new employees into the agency’s culture, values and purpose. The program is for all new permanent employees within their first two years. NNEO provides participants a deeper perspective into agency history, purpose, organizational structure, and strategic goals. The curriculum is a multi-disciplinary effort that enables participants to engage with leadership, gain a well-rounded overview of the Forest Service program areas, and understand how their careers contribute to the success of our agency. The program includes panel sessions led by senior leadership that provide insight to our mission, vision and values. The interactive three-day sessions include discussions on embracing diverse perspectives, building collaborative partnerships, and actively contributing to shaping the future of the agency. In FY 2018, 327 employees attended a NNEO session. RNO data is not tracked for NNEO attendance.”

Employee Retention through Career Development Activities - Examples:

- | | |
|--|---|
| | <ul style="list-style-type: none">• In support of increasing female applicants in Fire Apprentice positions, an outreach was posted on the International Women in Fire & Emergency Services job board for a 30-day period in October and November 2017, and August 2018. A “Tips for Job Seekers” webinar was also shared, resulting in over 40 attendees learning about the Fire Apprentice Program and USAJOBS application process.• In December 2017, the Los Padres National Forest hosted their 4th Annual Women in Wildfire Basic Training Camp. From over 200 outreach responses, 30 females were selected for the 6-day, 5-night Camp hosted in San Luis Obispo: resulting in 23 graduates. Participants learned about FS wildland fire careers, basic firefighting, fire apprentice job opportunities, and leadership development. Concurrently, other fire fighter personnel offerings during the camp were: comprehensive professional Wildland Fire Orientation; formal firefighter and physical agility training; and certification opportunities. All Wildfire Basic Training graduates are now considered highly competitive for wildland fire positions. |
|--|---|

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

Statement of Condition That Was a Trigger for a Potential Barrier

Trigger Source	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A1, A3-1, A4-1 & A8	The hiring rate of Women, Minorities, PWD (See Part J) are not sufficient to increase their representation rates to the CLF at the entry and journeymen levels.

EEO Groups Affected by Trigger

EEO Group
All Females
Hispanic or Latino Females
White Females
Black or African American Males
Black or African American Females
Asian Females
Native Hawaiian or Other Pacific Islander Females

Barrier Analysis Process

Data Sources	Source Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	Table A4-1: Compared workforce participation rates by grade level with overall onboard participation rates. Table A3-1: Compared participation rates of Officials and Managers with overall onboard participation rates. Table A8: Compared with the National CLF rates.
Complaint Data (Trends)	Yes	Continually monitored number of claims filed by promotion/non-selection and Terms/Conditions of Employment
Grievance Data (Trends)	No	
Decision Findings: EEO, Grievance, MSPB, Anti-Harassment Processes)	No	

Data Sources	Source Reviewed?	Identify Information Collected
Climate Assessment Survey: FEVS	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Barrier Analysis Process Status

Barrier Analysis Process Completed?	Barriers Identified?
Yes	Yes

Statement of Identified Barrier

Description of Policy, Procedure, or Practice
Workforce representation of Women and Minorities is below the CLF in entry and journeymen level positions.

EEO Plan Objectives and Dates

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Completion Date
Increase workforce participation for Women and Minorities.	10//01/2014	09/30/2017	Yes	9/30/2018	

Responsible Officials

Title	Name	Performance Standards
Director, Civil Rights	Theodore H. Gutman	Yes
Director, HRM (Acting)	Mark D. Green	Yes

Planned Activities toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/30/2019	1. HRM will work and collaborate with CR managers, and WEPO staff regarding recruitment and hiring initiatives, workforce and succession planning and serving on the FS Human Capital Planning Workforce Group.		
09/30/2019	2. CR, HRM, and WEPO will collaborate to make better use of applicant flow data in developing actionable strategies for improving diversity, outreach and recruitment.		
09/30/2020	3. Office of CR will collaborate with HRM to identify areas for improving diversity and develop tools for hiring managers to utilize a targeted outreach plan.		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	<ul style="list-style-type: none"> • The USDA approved the Agency Hiring Plan, providing a framework for managing the permanent and temporary workforce including critical permanent hiring needs, positioning the Agency to meet immediate mission requirements and priorities. Hiring was paired with long term workforce planning and shaping strategies. In the Hiring Plan the Agency offered a hiring portal where units validated and filled vacant positions and projected hiring needs through FY 2020. • In FY 2018, the Agency coordinated national collective recruitment efforts for four planned hiring events. The overall purpose to streamline FS recruitment efforts while gaining efficiencies, building diverse sustainable candidate pools representing the served communities, filling existing critical skill gaps, and broadening connections with diverse communities to build long-term hiring solutions. Recruitment strategies targeting diverse populations with high probabilities of meeting mission critical skill gaps and affirmative employment goals lead to four hiring events attracting approximately 5,200 applicants. Three hundred thirty eight (328) positions were filled using a variety of hiring authorities: Pathways, Veterans, Schedule A, Resource Assistants Program, Public Land Corps, Land Management Workforce Flexibility Act, and Peace Corps. Positions were offered online and recruited for at the events crossing RSA/Washington Office boundaries. • The Agency participated in diversity-focused events including: 17 Conferences, 24 Career Fairs, 20 Webinar/workshop presentations, and visits to 19 university campuses which permitted the FS to personally engage with students/recent grads and disabled veterans/veterans.

**MD-715 – Part I.3.
Agency EEO Plan to Eliminate Identified Barrier**

Statement of Condition That Was a Trigger for a Potential Barrier

Trigger Source	Specific Workforce Data Table	Trigger Narrative Description
Workforce Data Tables	A1 and A4	The SES participation rate of the following groups was found to be below CLF: Women, Hispanic Males, Asian Males and Females, and PWD (see Part J).

EEO Groups Affected by Trigger

EEO Group
All Females
Hispanic Males
Asian Males
Asian Females
American Indian/Alaska Native Males
American Indian/Alaska Native Females
Native Hawaiian/Other Pacific Islander Males
Native Hawaiian/Other Pacific Islander Females

Barrier Analysis Process

Sources of Data	Source Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	Table A4: The Agency reviewed Table A4 and compared the participation rates of SES and GS-12 thru 15 feeder pools with overall onboard participation rates. Table A1: The Agency reviewed Table A1 to glean snapshots to compare GS-12 thru SES participation rates from Table A4 with the National CLF rates.
Complaint Data (Trends)	Yes	The Office of Civil Rights tracks EEO complaints through the USDA iComplaints system to monitor trends by bases and issues such as Terms and conditions of employment, promotion/non-selection and hostile work environment.
Grievance Data (Trends)	No	
Findings from Decisions: EEO, Grievance, MSPB, Anti-Harassment Processes	No	
Climate Assessment Survey: FEVS	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports: Congress, EEOC, MSPB, GAO, OPM	No	
Other	N/A	

Status of Barrier Analysis Process

Barrier Analysis Process Completed?	Barriers Identified?
Yes	Yes

Statement of Identified Barriers

Policy, Procedure, or Practice Description
The Agency must continually monitor: mid and senior-level workforce EEOC barriers, succession planning, outreach recruitment, and job training details, including GS-12 to GS-15 employee developmental opportunities.

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Completion Date
Increase the diversity representation among skilled, competitive candidates within the “pipeline” for senior management positions through mentoring programs.	09/30/2008	09/30/2020	Yes		

Responsible Officials

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Civil Rights	Theodore H. Gutman	Yes
Director, Human Resources Management (Acting)	Mark D. Green	Yes

Planned Activities toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/30/2019	1. Civil Rights, HRM and WEPO will conduct Hispanic, Women, Asian, and PWD barrier analyses focusing on GS-13, 14, 15-levels and SES feeder pools: seeking recommendations and next steps.		
09/30/2020	2. CR and HRM will analyze data from A4, B4, A7, B7, A9, B9, A11, B11, A12, and B12 tables to monitor workforce representation among these groups. Transition applicant flow data from E-Recruit to USA Staffing: used for year-end data		
09/30/2020	3. Study impacted groups to surface specific factors that result in lower participation.		
11/01/2019	4. Relocating employment outreach, recruitment, conflict management, and ADR program staff to the WEPO, to better		

Target Date	Planned Activities	Modified Date	Completion Date
	support specialized programs addressing workplace sexual and unethical harassment.		

Report of Accomplishments

Fiscal Year	Accomplishments																																							
2018	<p><u>FS Senior Executive Service Workforce Development</u></p> <p>The USDA administers the national SES program and hires all SES employees. The FS continues to maintain leadership diversity in the SES program, particularly with women, minority and PWD. The FS HRM and the Office of Civil Rights continue to strengthen their partnership, and produce regular recurring special reports supporting SES and leadership demographics tracking, monitoring, and analysis. The FY 2018 SES workforce demographic make-up:</p> <table border="1"> <thead> <tr> <th colspan="3">FY 2018 Forest Service SES Workforce</th> </tr> <tr> <th></th> <th>Percentage</th> <th>Noted Change</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>60%</td> <td>No change</td> </tr> <tr> <td>Females</td> <td>40%</td> <td>+6.00% since FY 2014</td> </tr> <tr> <td>Minorities</td> <td>49%</td> <td>Up from FY 2016 44.0%</td> </tr> <tr> <td>PWD</td> <td>7% (3 People)</td> <td>No change</td> </tr> <tr> <td>PWTD</td> <td>4% (2 People)</td> <td>No change</td> </tr> <tr> <td>FY 18 “Exceeded” SES Onboard Rate</td> <td colspan="2">Women, HM, BM, BF, AF, AI/ANM</td> </tr> <tr> <td>FY 18 SES “Below” Onboard Rate</td> <td colspan="2">Men, HF, WM, WF, AM, NH/OPIM, NH/OPIW, AI/ANF, TMRM, TMRF</td> </tr> <tr> <th colspan="3">SES Conversions</th> </tr> <tr> <td>FY 2016</td> <td colspan="2">4 employees converted: 1) BM, 2) WF, 3) BF, 4) AF</td> </tr> <tr> <td>FY 2017</td> <td colspan="2">0 employees converted</td> </tr> <tr> <td>FY 2018</td> <td colspan="2">1 employee converted: WM</td> </tr> </tbody> </table> <p><u>Improving Employee Retention through Leadership Development and Mentoring Programs</u></p> <p>The FS continues efforts to improve workforce-individual employee retention long-term by promoting leadership skill development opportunities and ensuring these are accessible to all employees at all career levels. Likewise, the FS strives to ensure “diversity” participation within career development opportunities, including: individual development planning with specific training; on-the-job training/detail opportunities; complex project team assignment opportunities; competitive selection, hiring, and promotions; the Career Development Program (CDP) and SES leadership career development opportunities; and through mentoring individuals with completed SES Executive Development Plans. The plan to develop employee leadership skills is envisioned to support individual employee’ present job performance and future career assignment capability, ultimately to FS leadership capability.</p> <p>The Agency took affirmative steps to implement each of the component areas illustrated by the Diversity Strategic Plan and ensured that goals and timelines were accomplished accordingly. The Agency implemented specific goals, activities, and timelines organized around each of the six components outlined in USDA’s Diversity Strategic Plan: Leadership Accountability and Commitment; Outreach</p>	FY 2018 Forest Service SES Workforce				Percentage	Noted Change	Males	60%	No change	Females	40%	+6.00% since FY 2014	Minorities	49%	Up from FY 2016 44.0%	PWD	7% (3 People)	No change	PWTD	4% (2 People)	No change	FY 18 “Exceeded” SES Onboard Rate	Women, HM, BM, BF, AF, AI/ANM		FY 18 SES “Below” Onboard Rate	Men, HF, WM, WF, AM, NH/OPIM, NH/OPIW, AI/ANF, TMRM, TMRF		SES Conversions			FY 2016	4 employees converted: 1) BM, 2) WF, 3) BF, 4) AF		FY 2017	0 employees converted		FY 2018	1 employee converted: WM	
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and Partnership; Recruitment and Hiring; Retention and Promotion; Diversity Training and Awareness; and Employee Development and Recognition.

State of FS Administration of SES/Leadership Career Development Opportunities

The FY18 administration of FS SES/Leadership Career Development opportunities were distributed among eligible relevant applicant pool candidates, resulting in the following findings:

- Five (5) or 31% of workforce RSNO groups are participating in available SES/Leadership Career Development opportunities at rates above their relevant applicant pool, including: 1) men; 2) Hispanic females; 3) White males; 4) White females; 5) American Indian males.
- Eleven (11) or 69% of workforce RSNO groups are participating at rates below their relevant applicant pool, including: 1) women; 2) HM; 3) BM; 4) BF; 5) AM; 6) AF; 7) NH/PIM; 8) NH/PIF; 9) AIF; 10) TMRM; 11) TMRF.

Administration of SES/Leadership Career Development opportunities with PWD and PWTD eligible candidates were distributed, resulting in the following findings:

- Participation by PWD/PWTD candidates FY 2018, occurred in only four (4) of the seven (7) Leadership Career Development opportunities, including: 1) Middle Leader Program; 2) National New Leader Program; 3) OPM Leadership for a Democratic Society; 4) Senior Leader Program (SLP).
- FY19, FS Administration of SES/Leadership Career Development opportunities with PWD and PWTD eligible candidates shall broaden participation in all seven programs, the special emphasis in the three (3) others, including: 1) Congressional Briefing; 2) Harvard Senior Executive Fellows; 3) Harvard Senior Managers in Government.

Summary: FY 2018 FS administration of Leadership Career Development Training opportunities, resulted in the participation rates by workforce RSNOD groups not being evenly distributed among eligible/relevant applicant pool candidates. As a result, fewer diverse and eligible leadership candidates may exist within the pipeline, being available FY 2019 to compete for future leadership and possible SES development/assignments. More information and survey of eligible SES/Leadership Development (relevant applicant pool) candidates is needed in FY 2019, in order to recommend effective/efficient mitigation strategies going forward.

FY 2018 Accomplishments

- The new FS Work Environment and Performance Office was established June 2018, and the office resources have been moved as of November 11, 2018.
- Example highlights for FY 2018 Hispanic male workforce participation compared with National CLF levels of FY 2010 include:
 - a. Permanent workforce Hispanic men were fully represented.
 - b. Hispanic New Hires men (8.4%), well above their CLF representation of (5.17%) percent.
 - c. Total New Hires Hispanic men at senior levels GS-11(10.2 %), GS-12 (6.5 %), GS-13 (7.0 %), and GS-14 (18.2 %) exceed CLF participation rates.
 - d. Promotions: Hispanic men and women were promoted at rates exceeding their onboard representation rates.
 - e. FY 2018 SES workforce participation by HM “Exceeded” SES Onboard Rate.
- In FY 2018, 40 individuals completed the SLP which is a blended-learning leadership development program opportunity in support of the Forest Service leadership succession planning. Leaders of

the FS are committed to preparing our successors, nurturing their talent and developing leadership competencies. The program, based on the OPM Leadership Competency/Proficiency Model “Leaders Growing Leaders” framework, includes considerable opportunity to meet and interact with leaders at the highest level. This development opportunity offers a rich diversity of learning experiences in residential, dialogue, distance learning, group and self-directed activities. This session is for high performing, highly motivated individuals who want to accelerate their leadership competencies, learn how to be champions of employee engagement for diversity, inclusion, safety, and to learn and perfect skills that will help address the future challenges of the FS.

- In FY 2018, four individuals attended the Leadership for a Democratic Society, five individuals attended the Harvard Kennedy School Senior Executive Fellows, and 1 individual attended the Harvard Kennedy School Senior Managers in Government. These residential programs are based on the OPM Leadership Competency/Proficiency Model and are designed for upper-level managers and federal executives to build executive skills in policy development, political strategy, performance management, negotiation, and leadership in crisis situations in order to accomplish the FS mission.
- The FS increased leadership training participation from 766 in FY 2016 to 1,001 in FY 2017. This was done by increasing enrollment in existing programs and offering additional training. FY18 down from 1,001 to 885.

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

The grade level cluster for GS-01 to GS-10 is at 7.73% which is below the benchmark.
 The grade level cluster for GS-11 to SES is at 6.99% which is below the benchmark.

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

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

MD-715 B Tables provide total workforce data for PWD, including grade, job series groupings, applicant flow, and selection rates.

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

The numerical goals are displayed on the Workforce Management Dashboards and the Cultural Transformation Accountability Report and discussed during the Workforce Planning Sessions on the USDA Cultural Transformation Metrics.

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 PWD and PWTD, administer the reasonable accommodation program and SEP, and oversee any other disability hiring and advancement program the Agency has in place.

Plan to Provide Sufficient & Competent Staffing for the Disability Program

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

Yes X	No
--------------	----

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	Full Time Employed Staff by Employment Status			Responsible Officials
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	132			Erica Nieto, Asst. Director, HR Field Operations enieto@fs.fed.us

Answering public questions about hiring authorities that take disability into account	132			Erica Nieto, Asst. Director, HR Field Operations enieto@fs.fed.us
Processing reasonable accommodation requests from applicants and employees	6			Robin Kilgore, Asst. Director CR, Field Operations, robinckilgore@fs.fed.us
Section 508 Compliance	1			Mitch Ringer Information Architect, Chief Information Office, Strategic Planning mringer@fs.fed.us
Architectural Barriers Act Compliance (Acting)	1			Tinelle Bustam, PhD National Director Recreation, Heritage, and Volunteer Resources tbustam@fs.fed.us
SEP for PWD and PWTD	1		6	Gerald P. McGaughran Disability Employment Program Manager jmcgaughran@fs.fed.us

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

Yes **X** No

A. Plan to Ensure Sufficient Funding for the Disability Program

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

Yes **X** No

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. Plan to Identify Job Applicants with Disabilities:

1. Describe the programs and resources the Agency uses to identify job applicants with disabilities, including PWTD.

<p>Key Programs, Resources, Strategies:</p> <ul style="list-style-type: none"> • The FY18-19 FS Recruitment Plan(s) - participation with National Talent Acquisition Network (NTAN) and other coordinated national recruitment events focusing on outreach/ recruitment of PWD/PWTD candidates. • Customized Recruitment Plans for specific event are developed, including assignment of members of the national cadre to attend each event. • Recruiter cadre are trained/informed regarding updated guidance, use of Schedule A Authority, and shared key PWD/PWTD recruitment network sources. • FY19 FS Recruitment Plans will utilize recruitment sources including: Resume Mining USAJOBS, Department of Labor’s Workforce Recruitment Program (WRP) of Schedule A eligible college

students and recent graduates, Job Corps Centers, POCs at local schools/colleges serving students with disabilities, American Job Centers (AJCs), Council of State Administrators of Vocational Rehab, National Employment Team (NET), Veteran Recruitment Agencies, Centers for Independent Living (CILs), Disability & Veterans Community Resources Directory, Employment Networks (ENs), and Recruit Ability.

- The FS negotiated Union Agreement supports flexibility of Selecting Officials to fill vacancies noncompetitively via Schedule A at any grade level.

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.

- Agency Union Agreement supports flexibility of Selecting Officials to fill vacancies noncompetitively via Schedule A at any grade level.
- Agency Employment Outreach Database provides eligible external and internal Schedule A candidates the opportunity to respond directly to selecting officials posting Outreach Notices before officials have opted to post their vacancies on USAJobs and thus a chance of convincing officials, in advance, to consider or even select them noncompetitively, rather than proceeding to post their vacancy on USAJobs.

3. When individuals apply for positions under a hiring authority taking 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.

- Agency Union Agreement supports flexibility of Selecting Officials to fill vacancies noncompetitively via Schedule A at any grade level.
- Agency Employment Outreach Database provides eligible external and internal Schedule A candidates the opportunity to respond directly to Selecting Officials posting Outreach Notices before Officials have opted to post their vacancies on USAJobs and thus a chance of convincing Officials, in advance, to consider or even select them noncompetitively, rather than proceeding to post their vacancy on USAJobs.

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 types of training and frequency. If “no”, describe the Agency plan to provide this training.

Yes X No N/A

All new Supervisors complete core training that includes updated modules on recruiting using Schedule A Authority, RA, and resources available through SEPs.

B. Plan to Establish Contacts with Disability Employment Organizations

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

- The FY18-19 FS Recruitment Plans - participation with NTAN and other coordinated national recruitment events focusing on outreach/ recruitment of PWD/PWTD candidates.
- Customized Recruitment Plans for specific event are developed, including assignment of members of the national cadre to attend each event.
- Recruiter cadre are trained/informed regarding updated guidance, use of Schedule A Authority, and shared key PWD/PWTD recruitment network sources.

- FY19 FS Recruitment Plans will utilize recruitment sources including: Resume Mining USAJOBS, Department of Labor’s WRP of Schedule A eligible college students and recent graduates, Job Corps Centers; and POCs at local schools/colleges serving students with disabilities, AJCs, Council of State Administrators of Vocational Rehabilitation, NET, Veteran Recruitment Agencies, Centers for Independent Living (CILs), Disability & Veterans Community Resources Directory, Employment Networks (ENs), and Recruit Ability.
- FS’s negotiated Union Agreement supports flexibility of Selecting Officials to fill vacancies noncompetitively via Schedule A at any grade level.

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?

- | | | |
|---|-------|------|
| a. New Hires for Permanent Workforce PWD | Yes X | No |
| b. New Hires for Permanent Workforce PWTD | Yes | No X |

A trigger among permanent workforce New Hires is PWD are presently at 7.38% which is below the EEOC 12% goal. However, this number has increased from 5.38% in FY 2017.

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 MCOs?

- | | | |
|---------------------------|-------|----|
| a. New Hires for MCO PWD | Yes X | No |
| b. New Hires for MCO PWTD | Yes X | No |

MD-715 Tables do not currently track this information by series. Other means are being developed to monitor this information.

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 MCO?

- | | | |
|--------------------------------------|-------|----|
| a. Qualified Applicants for MCO PWD | Yes X | No |
| b. Qualified Applicants for MCO PWTD | Yes X | No |

MD-715 Table B7 provide overall applicant flow rates for MCO job series, however MD-715 Tables do not currently track this information by series. Other means are being developed to monitor this information.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the MCO?

- | | | |
|----------------------------|-----|------|
| a. Promotions for MCO PWD | Yes | No X |
| b. Promotions for MCO PWTD | Yes | No X |

MD-715 Tables do not currently track this information by series. Other means are being developed to monitor this information.

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

A. Advancement Program Plan

Describe the Agency’s plan to ensure PWD and PWTD have sufficient opportunities for advancement.

The Agency has two Leadership Training Programs: 1) The SLP follows a competitive internal selection process, with final vetting by the Agency’s Executive Leadership Team; 2) The National New Leader Program. Any permanent employee with one full year of Agency service at the time of application submission can apply at the GS 7-11 level. Individuals are nominated for this program 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. The unit will collect applications and establish its review process for prioritizing nominations. Once the applicant has completed their portion of the application package, the applicant will forward the package to their supervisor. The supervisor will then complete the supervisor assessment and endorsement and include with the application package. Employees with disabilities 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. Using Table B12 table to monitor

B. Career Development Opportunities

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

See **Part I.1** – addressing GS-12, GS-15 and SES career ladder strategies enhancing employee developmental opportunities. USDA responsible for all aspects of SES program administration, selections and placements.

2. Please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.
- None due this reporting cycle.
 - Collection begins with the FY 2019 MD-715 report, which is due on February 28, 2019.

Means are being developed to monitor and report this information, which is readily available to line officers and management officials through official request to the WO HRM DMAT.

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs?

- | | | |
|----------------------|-----|-------------|
| a. Applicants (PWTD) | Yes | No X |
| b. Selections (PWTD) | Yes | No X |

Means are being developed to monitor and reporting this information, which is readily available to line officers and management officials through official request to the WO HRM DMAT.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified?

- | | | |
|----------------------|-----|-------------|
| a. Applicants (PWTD) | Yes | No X |
| b. Selections (PWTD) | Yes | No X |

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 time-off awards, bonuses, or other incentives?

- | | | |
|---|--------------|-------------|
| a. Awards, Bonuses, & Incentives (PWD) | Yes | No X |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes X | No |

The PWD inclusion rate was 52.46% compared to PWTD rate which is 69.66%

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?

- | | | |
|----------------------|-----|-------------|
| a. Pay Increases PWD | Yes | No X |
|----------------------|-----|-------------|

b. Pay Increases PWTD Yes No **X**

The PWT D inclusion rate was 1.47%; the PWT D inclusion rate was 3.50%
 The PWD inclusion rate was 2.02%; the PWD inclusion rate was 2.44%

3. If the Agency has other types of employee recognition programs, are PWD and/or PWT D recognized disproportionately less than employees without disabilities? The appropriate benchmark is the inclusion rate.

a. Other Types of Recognition PWD Yes **X** No
 b. Other Types of Recognition PWT D Yes **X** No

Routinely, the Chief, Regional Foresters and Station Directors (National Leadership Council) reward employees through Honor Awards. Likewise, local line officers, managers, supervisors issue performance awards, and staff recommend “Spot Awards” (cash) or time-off awards.

D. Promotions

SES: The USDA is responsible all aspects of SES program administration, selections, conversions and placements. However, the FS monitors conversions from career appointments to SES and career appointments for both PWD and PWT D.

PWD and PWT D were not chosen for advanced positions at their representative rate for GS13 – 15.

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.

a. SES*
 i. Qualified Internal Applicants PWD Yes No **X**
 ii. Internal Selections PWD Yes **X** No
 b. Grade GS-15
 i. Qualified Internal Applicants PWD Yes No **X**
 ii. Internal Selections PWD Yes **X** No
 c. Grade GS-14
 i. Qualified Internal Applicants PWD Yes No **X**
 ii. Internal Selections PWD Yes **X** No
 d. Grade GS-13
 i. Qualified Internal Applicants PWD Yes No **X**
 ii. Internal Selections (PWD) Yes **X** No

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 and career appointments for both PWT D and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

2. Does your Agency have a trigger involving PWT D 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 triggers in the text box.

a. SES*			
i. Qualified Internal Applicants PWTD	Yes		No X
ii. Internal Selections PWTD	Yes		No X
b. Grade GS-15			
iii. Qualified Internal Applicants PWTD	Yes		No X
iv. Internal Selections PWTD	Yes		No X
c. Grade GS-14			
v. Qualified Internal Applicants PWTD	Yes		No X
vi. Internal Selections PWTD	Yes		No X
d. Grade GS-13			
vii. Qualified Internal Applicants PWTD	Yes		No X
viii. Internal Selections PWTD	Yes		No X

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 and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

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.
- | | | | |
|---------------------------|-----|--|-------------|
| a. New Hires to SES* PWD | Yes | | No X |
| b. New Hires to GS-15 PWD | Yes | | No X |
| c. New Hires to GS-14 PWD | Yes | | No X |
| d. New Hires to GS-13 PWD | Yes | | No X |

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 and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

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.
- | | | | |
|----------------------------|--------------|--|----|
| a. New Hires to SES* PWTD | Yes X | | No |
| b. New Hires to GS-15 PWTD | Yes X | | No |
| c. New Hires to GS-14 PWTD | Yes X | | No |
| d. New Hires to GS-13 PWTD | Yes X | | No |

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 and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

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 text box.

Executives:*

- i. Qualified Internal Applicants PWD Yes **No X**
- ii. Internal Selections PWD Yes **No X**

Managers:

- i. Qualified Internal Applicants PWD Yes **No X**
- ii. Internal Selections PWD Yes **No X**

Supervisors

- i. Qualified Internal Applicants PWD Yes **No X**
- ii. Internal Selections PWD Yes **No X**

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 and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do n

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.)

Executives:*

- i. Qualified Internal Applicants PWTD Yes **No X**
- ii. Internal Selections PWTD Yes **No X**

Managers:

- i. Qualified Internal Applicants PWTD Yes **No X**
- ii. Internal Selections PWTD Yes **No X**

Supervisors:

- i. Qualified Internal Applicants PWTD Yes **No X**
- ii. Internal Selections PWTD Yes **No X**

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 and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

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?

- a. New Hires for Executives* PWD Yes **No X**
- b. New Hires for Managers PWD Yes **No X**
- c. New Hires for Supervisors PWD Yes **No X**

The USDA is responsible all aspects of SES selections and placements. USDA, not the FS, hires SES employees. However, FS monitors conversions from career appointments to SES and career appointments for both PWTD and PWD.

The FS is developing reports to track and monitor this information because the present tables do not.

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?

- | | | |
|-----------------------------------|-----|-------------|
| a. New Hires for Executives* PWTD | Yes | No X |
| b. New Hires for Managers PWTD | Yes | No X |
| c. New Hires for Supervisors PWTD | Yes | No X |

*The USDA is responsible for all aspects of SES selections and placements. The USDA not the FS hires SES employees. However, the FS monitors conversions from career appointments to SES and career appointments for both PWTD and PWD.
The FS is developing reports to track and monitor this information because the present tables do not.

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for PWD, 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 PWDs; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the RA program and workplace PAS.

A. Voluntary and Involuntary Separations

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

Yes	No X
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The FS is developing reports to track and monitor this information. FS leaders may noncompetitively convert to the competitive service an employee who has 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. However, there is no requirement to convert the employee whom may remain under a Schedule A appointment.

- Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of PWDs?

a. Voluntary Separations PWD	Yes X	No
b. Involuntary Separations PWD	Yes X	No

Voluntary Separations: The inclusion rate for PWD is 1.03% compared to 0.29% for PWTD
 Involuntary Separation: The inclusion rate for PWD is 10.32% compared to 7.39% for PWTD

- Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of PWTD?

a. Voluntary Separations PWTD	Yes X	No
b. Involuntary Separations PWTD	Yes X	No

Voluntary Separations: PWTD Inclusion: 9.48% compared to 7.56% for PWTD
 Involuntary Separation: PWTD Inclusion: 0.44% compared to 0.34% for PWTD

- 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.

Refer to Part I.2. Current Exit Interview Survey does not collect PWD or PWTD information. FS continues to improve the EI survey form and FY19 plans to do this are presented Part I.2. The FS is developing report to track and monitor this information.

B. Accessibility of Technology and Facilities

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

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

The [Forest Service public website](#) contains a link to the USDA Accessibility Statement addressing rights under Section 508; plus a link to the Nondiscrimination Statement instructions on how to file a complaint. FS FY 2018 Facility Accessibility Survey Results is available in Appendices C17.

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

The [Forest Service Recreation Accessibility website](#) contains a section titled Accessibility Laws, Regulations, Policies and Guidelines. This section contains additional links to rights under ABA, ABAAS, Section 504, 508, and ADA Title V Section 508c; plus a link to the nondiscrimination statement/instructions on how to file a complaint.

3. Describe any programs, policies, or practices that the Agency has undertaken, or plans to undertake over the next fiscal year, designed to improve accessibility of Agency facilities and/or technology.

The FS continues administration of USDA Regulations 7 CFR Parts 15a through 15e, 7CFR Part 15.4 (a)(1), and FS Manuals 1300, 6100, and 6600, and FS Handbooks 1709.11; 2709.11; and 7309.11 to ensure Agency plans and practices implemented and monitored FY18-FY19 improve accessibility of Agency program information, facilities, and/or technology. Example 1: Updates to the USDA FS policy to ensure effective telecommunication system is in place and in use for applicants and beneficiaries. Example 2: Issuance of accessible and effective communications resources to guarantee electronic and information technology compliance in accordance with Section 508 of the Rehabilitation Act of 1973. Example 3: the USDA FS-wide Facility Accessibility Survey and Program Results indicate the Agency’ Recreation Site Maintenance and Capital Improvement Funding Program continues to focus on rehabilitation and/or replacement of facilities which are outdated and not in compliance with current accessibility guidelines. FY18-FY19 projects represent the improvements which are being made to administrative facilities, and recreation sites across the Agency to ensure that opportunities are available to PWDs. FY 2018 Facility Accessibility Survey Results are available in Appendices C17

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 MD-715 report score for FY18 period (10/1/2017 to 9/30/2018), is 86.20% or 87%, or <-3.8% below the required 90% of RA requests to be processed within the 30 day timeframe. However, the FS exceeded the 90% cases processed timely goal, during the 4th quarter FY 2018, with 91%.

2. Describe the effectiveness of the policies, procedures, or practices to implement the Agency RA 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.

- RA procedures/policy posted, with addendum developed regarding provision of PAS.
- The Agency continues to display its [508 Accessibility Information](#) link on its front page (intranet/internet CR and FS), with links included to pages on “Understanding Disabilities”, Awareness, Education and Training, FAQs, Web, Procurement, and Legal.

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

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide 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.

Through periodic training and resources posted on its Intranet website, the FS continues to enhance the quality of its customer service by continually educating employees, managers, and supervisors. Refer to **Part H.2.** – advocates education and training of Disability Employment Program Managers, supervisors, managers, and employees regarding building RA and PAS administration competencies.

Section VI: EEO Complaint and Findings Data

A. EEO Harassment Complaint Data

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

Yes **X** No N/A

The FS is developing reports to track and monitor this information because the present tables do not.

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

Yes **No X** N/A

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

N/A – No finding of discrimination based on disability

B. EEO Reasonable Accommodation Complaint Data

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

Yes **X** No N/A

The FS is developing reports to track and monitor this information because the present tables do not.

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

Yes **No X** N/A

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

N/A - No findings of discrimination based on disability.

Section VII: Identification and Removal of Barriers

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

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

Yes X No

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

Yes X No N/A

3. Identify each trigger and plan to remove the barriers, including the identified barriers, objectives, responsible officials, planned activities, and, where applicable, accomplishments.

Trigger 1	The PWDs grade level representation in GS-01 to GS-10 is 7.73%, and in GS-11 to SES, 6.99%: both below the 12% standard.	
Barriers	Entry and journeymen level positions lack PWD workforce representation when compared to CLF.	
Objectives	Increase workforce participation rates for PWD	
Responsible Officials		Performance Standards Address the Plan?
Forest Service Leadership, CR, and HRM Directors		No
Barrier Analysis Process Completed?		Barriers Identified?
A statistical analysis was conducted for workforce participation of MD-715 tables A1, A3-1, A4, B1, B3-1, B4		Yes
Sources of Data	Sources Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	MD-715 A and B tables, Promotions, Awards, Separations
Complaint Data (Trends)	Yes	462 and No Fear reports
Grievance Data (Trends)		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS and Unit Surveys
EI Data	Yes	

Focus Groups		
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		EEO Compliance Reviews

Target Date	Planned Activities	Sufficient staffing & funding	Modified Date	Completion Date
09/30/2018	Increase the use of alternative hiring authority	Yes		
09/30/2018	HRM and WEPO will work and collaborate with CR managers regarding recruitment and hiring initiatives, workforce and succession planning and serve on the FS Human Capital Planning Workforce Group.	Yes	09/30/2019	
09/30/2018	CR, HRM and WEPO will collaborate to make better use of applicant flow data in developing actionable strategies for improving diversity, outreach and recruitment.	Yes	09/30/2019	
09/30/2018	CR will collaborate with HRM/WEPO to identify areas for improving diversity and develop tools for hiring managers to utilize a targeted outreach plan.	Yes	09/30/2019	
9/30/2018	Further educate and motivate candidates with potential Schedule A eligibility to pursue Certification through the DEPM training tool by which CR Outreach Staff, National Recruitment Team, and Partnership Organizations managing FS-collaborative internship can communicate this information to potential candidates.	Yes	09/30/2019	
9/30/2018	DEPM will develop a training tool supporting voluntary reporting of all disability statuses.	Yes	09/30/2019	
9/30/2018	Continued use of Supplemental Diversity Survey to anonymously obtain more candid, complete snapshots of overall workforce diversity data, including otherwise non-visible or obvious disability statuses (veteran disability ratings, and civilian PWT/D/PWD severe health conditions), other RNO/ERI, LGBT, and gender data. Information used for educational, awareness, and sensitivity purposes, and potential alternative or supplemental EEOC reporting purposes.	Yes	09/30/2019	

Fiscal Year	Accomplishments
2018	DEPM developed a training tool for the CR outreach staff, National Recruitment Team, and Partnership Organizations managing FS-collaborative internship programs. The tool presented and clarified the Schedule A Certification process and the noncompetitive eligibility process as a strategy for alerting recruiters and selecting officials of applicant disability diversity.
2018	The tool helped clarify disability data Agencies ask veterans and non-veterans to voluntarily provide “for statistical reporting purposes”.
2015-2018	Continued use of the Supplemental Diversity Survey as a simple, quick tool to anonymously obtain more candid, complete snapshots of overall workforce diversity data, including otherwise non-visible or obvious disability statuses (veteran disability ratings,

	and civilian PWTD/PWD /severe health conditions), and other RNO/ERI, LGBT, and gender data. Information is used for educational, awareness, and sensitivity purposes, and potential alternative or supplemental EEOC reporting purposes.
2018	CR is developing a reporting template to track Schedule A conversions.

1. Please explain the factors that prevented the Agency from timely completing any of the planned activities.

N/A

2. For the completed planned activities describe the actual activity impact toward eliminating the barriers.

During the first quarter FY 2018, DEPM developed training tools to update on Schedule A Certification. A separate training educated interns, applicants, new hires, and continuing employees (veterans and non-veterans) concerning the value of reporting disability status as employees if their status would changes occur. Both tools were tested during FY 2018.

Supplemental Diversity Survey questions were included in Civil Rights EEO FY 2018 Compliance Reviews. During the first quarter of FY 2018, additional questions were added to establish which reported disability data was new and which was previously unreported. In the past three fiscal years, the SDS questionnaire was presented to five out of 16 reporting units, with a 37% response rate, 10 % PWTD, 20% PWD. Veterans reported “30% or more disabled rating”.

3. If the planned activities did not correct the triggers and/or barriers, please describe how the Agency intends to improve the plan for the next fiscal year.

N/A

Trigger 2	PWD are separating at rates exceeding their permanent workforce participation rates	
Barrier	The Agency lacks the ability to analyze PWD Exit Interview Survey data: Exit Interviews are conducted by supervisors and data are not reported/collected in any national way to identify trends. (Refer to Part I.2. related action FY18-FY19).	
Objective	Retain diverse highly-qualified employees by increasing cultural competencies.	
Responsible Officials		Performance Standards Address the Plan?
FS Leadership, WEPO, CR and HRM Directors		No
Barrier Analysis Process Completed?		Barriers Identified?
No		Yes
Data Sources	Sources Reviewed?	Identify Information Collected
Workforce Data Tables	Yes	MD-715 B Tables, Promotions, Awards, Separations
Complaint Data	Yes	462 and No Fear Reports
Grievance Data	No	
Decisions Findings	No	
Climate Assessment Survey: FEVS	Yes	FEVS and Unit Surveys

EI Survey Data		Yes	Random samplings of online EI surveys completed online		
Focus Groups		No			
Interviews		Yes	Areas for targeted outreach discussed with National DEPM		
Reports		No			
Other		Yes	EEO Compliance Reviews		
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date	
09/30/2019	HRM and CR edit the EI Report to capture PWD and PWTD	Yes	09/30/2018		
09/30/2019	Presents reports highlighting PWD and PWTD trends to agency leadership quarterly. DEPM provided quarterly reports of national data and trend analysis for PWD and PWTD to include reasonable accommodation to Agency leadership and Civil Rights directors in the field.	Yes	09/30/2018		
09/30/2019	Develop and deploy an anonymous supplemental diversity survey seeking employee disability status (confidential) data. Raised awareness, and attitudes toward inclusion, by continued use of Supplemental Diversity to anonymously obtain overall workforce diversity representation, including otherwise non-visible or obvious disability statuses (veteran disability ratings, and civilian PWTD/PWD/severe health conditions).		09/30/2018		
9/30/2019	Develop an employee training tool to clarify rationale and methods to obtain Schedule A Certification - To bring more visibility and embracing of disability diversity in workforce. The DEPM developed a training tool for presenting and clarifying how to obtain Schedule A Certification, if eligible, and emphasizing the option eligibility offers to encourage everyone to report their status.	Yes	09/30/2018		
9/30/2019	Develop a training tool to communicate agency rationale and benefits associated with employees providing their disability status; explaining the reasons the agency asks/requests all employees to voluntarily report their status and the possible impacts on Federal programs: hiring, promotion, and retention of person(s) with these conditions or experiences.	Yes	09/30/2018		
Fiscal Year	Accomplishments				
2018	DEPM plans to develop several CR training tools: 1. To present Schedule A Certification acquisition methods to employees. 2. To present how disability data benefits the organization.				

2018	Two employee training tools promoting the benefits of declaring Schedule A conditions were developed in FY 2018. Both tools will be tested/deployed during FY 2019. The goal of trainings was to reduce the number of unregistered Schedule A employees, which will support a more accurate representation of the FS workforce – PWD/PWTD representation.
2015 - 2018	During the past three fiscal years, the SDS questionnaire was presented to all employees in five of 16 reporting units with a 37% response rate. PWTD Representation rates was approximately 10%. The SDS Data was used to do what?

1. Please explain the factors that prevented the Agency from timely completing any of the planned activities.

No Service-wide SDS was conducted in FY 2018. This project was placed on hold for the following reasons:

- The FS deferred to an EEOC promoted initiative for Agencies to conduct “Resurvey” on record using the same SF-256 approach, despite it was thought that employees had underreported their disability statuses 50-75% for the past 44 years.
- Ultimately, the EEOC initiative was not conducted.
- It was thought an anonymous SDS survey push/initiative would not get the expected response rate.
- Agency’s National Disability SEPM kept reviewing the plan with agency leadership, with no conclusive action plan chosen in FY 2018. Explored options: included in WO/CR EEO Compliance Review Report, promote as a follow-up initiative FY 2019.
- Periodic check-in with field representatives suggested such a “SDS” anonymous survey push, as envisioned, would not likely generate the desired response rate or data, because employees have, of recent, been bombarded by survey requests so pursuing it further was not on indefinite hold.
- Agency’s National Disability Special Emphasis Program Manager continued reviewing the plan with agency leadership with no final decisions in FY 2018.
- DEPM has continued exploring versions of the idea as an option with Agency Region, Station, and the Area State and Private Forestry leadership, as opportunities present themselves. Latest example is including suggestion of this as part of recommendations provided R9 Leadership that were to be included in the FY 2019 Civil Rights’ EEO Compliance Review Report. Suggestion was consider promoting this as a follow up initiative, should Agency follow through in accomplishing proposed activities for accomplishing further Region-wide PWTD/PWD engagement.

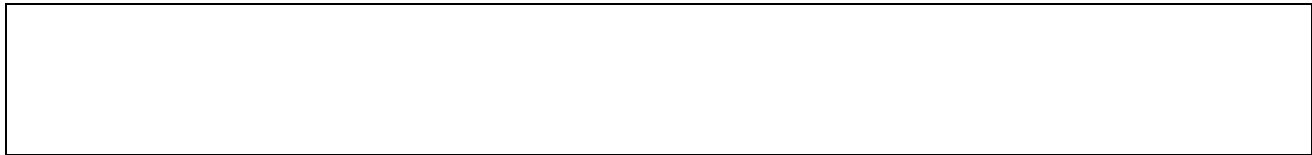
2. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barriers.

Two employee training tools promoting the benefits of declaring Schedule A conditions were developed in FY 2018. Both tools will be tested/deployed during FY 2019.

New Supplemental Diversity Survey items were added, but have not been approved via a Civil Rights EEO Compliance Review, which are scheduled for FY 2019. The purpose of the SDS was to establish the degree that employee Schedule A disability data is recorded accurately and how many “new or not previously reported” Schedule A employees are presently in the work force.

During the past three fiscal years, the SDS questionnaire was presented to all employees in five of 16 reporting units, with a 37% response rate. PWTD representation rates were approximately 10%. The total number of anonymous reports received from five units exceeded the total reported from all 16 units Agency-wide. The total PWD reporting rate averaged nearly 20%, when compared to the 7% actual reports on record. Veteran’s responses indicated a “30% disability rate”, exceeding all present Agency rates on record. The impact of this report is difficult to estimate.

The Survey results suggest the “total Schedule A employed counts” are a more accurate measure for crediting the degree to which the Agency supports employment of eligible Schedule A candidates”, than the traditional “total employees hired under Schedule A” counts.



3. If the planned activities did not correct the triggers and/or barriers, please describe how the Agency intends to improve the plan for the next fiscal year.

Refer to **Part I.1.** - Regarding Civil Rights, HRM and WEPO FY19 action conducting Hispanic, Women, Asian, and PWD barrier analyses focusing on GS-13, 14, 15-levels and SES feeder pools: seeking recommendations and milestones. The FS is considering and implementing actions/activities to eliminate barriers to hiring, advancement, and retention of PWD and PWTD. 1) FS will conduct Barrier Analysis FY19, 2) Encourage 10-year FS employees to update the online form SF-256, to capture present disabilities. 3) The USDA Target Center is routinely consulted and utilized by management officials and employees, including guidance on applicable assistive technology unit which provides technology assessments, assistive technology hardware and software, alternative format products, and adaptive technology. 4) FS plans to implement a series of Diversity Days events where triggers, barriers and success stories regarding PWD are discussed and presented to employees and supervisors. 5) FS Disability Specialist, DEPM and employee participation in the White House Disability teleconferences. 6) Engagement of Agency senior officials, HR, Hiring Officials and DEP members to explore strategies which can promote hiring of PWTD. 7) Job announcements disseminated to disability organizations and groups. 8) FS Disability Specialist and DEPM-Hosting quarterly teleconferences with other National SEPMs in the agency to share ideas, concerns, and best practices. 9) Coordination with other federal agency DEPMs to share information and coordination efforts.

LIST OF APPENDICES

Number	Title	Location
C1:	Organizational Chart	Tab 1
C2:	EEO Policy Statement	Tab 2
C3:	Strategic Plan	Tab 3
C4:	Anti-Harassment Policy and Procedures	Tab 4
C5:	Reasonable Accommodation Procedures	Tab 5
C6:	Personal Assistance Services Procedures	Tab 6
C7:	Alternative Dispute Resolution Procedures	Tab 7
C8:	Federal EO Recruitment Program Report (FEORP)	Tab 8
C9:	Disabled Veterans Affirmative Action Program (DVAAP) Report	Tab 9
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C12:	Hispanic Barrier Analysis	Tab 12
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C14:	FY 2018 Third Quarter MD-715 Report	Tab 14
C15:	FY 2018 FS Civil Rights Compliance Review	Tab 15
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C18:	Continuing EEO Programs Establishment and Certification	Tab 18

ACRONYMS

ADR	Alternative Dispute Resolution	MLP	Middle Leader Program
AI/AN	American Indian/Alaska Native	LGBT	Lesbian, Gay, Bisexual and Transgender
AJC	American Job Center	MWSI	Multicultural Workforce Strategic Initiatives
AMC	Administrative Management Council	NET	National Employment Team
ASC	Albuquerque Service Center	NFC	National Finance Center
CIO	Chief Information Officer	NFFE	National Federation of Federal Employees
CLF	Civilian Labor Force	NLC	National Leadership Council
CMP	Conflict Management and Prevention	NNEO	National New Employee Orientation
CR	Civil Rights	NH/OPI	Native Hawaiian/Other Pacific Islander
CRIA	Civil Rights Impact Analysis	NTAN	National Talent Acquisition Network
CTAR	Cultural Transformation Accountability Report	OAC	Office of Advocacy and Compliance
EEO	Equal Employment Opportunity	OPM	Office of Personnel Management
DEPM	Disability Employment Program Manager	OWF	Operation Warfighter
DPM	Disability Program Manager	PWD	Persons with Disabilities
DVAAP	Disabled Veterans Affirmative Action Program	PWTD	Persons with Targeted Disabilities
E&LR	Employment and Labor Relations	RNO/ERI	Race National Origin/ Ethnicity and Race Indicator
EEOC	Equal Employment Opportunity Commission	ROI	Report of Investigation
EI	Exit Interview	RSA	Regions, Stations, Area
EN	Employment Networks	RSNOD	Race, Sex, National Origin, and Disability
FCIP	Federal Career Intern Program	SDS	Supplemental Diversity Survey
FS	Forest Service	SEP	Special Emphasis Program
HCP	Human Capital Planning	SEPM	Special Emphasis Program Manager
HRM	Human Resources Management	SLP	Senior Leadership Program
IEP	Individual Educational Plans	USDA	United States Department of Agriculture
IITF	International Institute of Tropical Forestry	VR	Vocational Rehabilitation
LGBT	Lesbian, Bisexual, Gay, Transgender	WEPO	Work Environment Performance Office
MCO	Mission-Critical Occupation	WO	Washington Office
MD	Management Directive	WRP	Workforce Recruitment Program