

EEO Program Status
Report FY 2014
Management Directive
715-01



Civil Rights Program
1400 Independence Ave., S.W.
Room 1095-S
Washington, D.C. 20250-0206

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EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2013 to September 30, 2014.					
PART A Department or Agency Identifying Information	1. Agency		1. United States Department of Agriculture		
	1.a. 2 nd level reporting component		1.a. Agricultural Marketing Service (AMS)		
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 1400 Independence Avenue, S.W.		
	3. City, State, Zip Code		3. Washington, DC 20250		
	4. CPDF Code	5. FIPS code(s)	4. AG02	5. 11001	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 1957	
	2. Enter total number of temporary employees			2. 1929	
	3. Enter total number employees paid from non-appropriated funds			3. 0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 3886	
PART C Agency Official(s) Responsible for Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Thomas J. Vilsack Secretary, USDA		
	2. Agency Head Designee		2. Anne Alonzo Administrator		
	3. Principal EEO Director/Official Official Title/series/grade		3. Clifton J. Gilchrist Civil Rights Program, Director 0260/GS-15		
	4. Title VII Affirmative EEO Program Official		4. Teri Cor Civil Rights Program Affirmative Employment Program Manager		
	5. Section 501 Affirmative Action Program Official		5. Todd Birkenruth Civil Rights Program Disability Employment Program Manager		
	6. Complaint Processing Program Manager		6. [Position Vacant] Civil Rights Program Formal Complaints Program Manager		
	7. Other Responsible EEO Staff		7. Rose Satterfield Civil Rights Program Deputy Director		

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
<p style="text-align: center;">PART D List of Subordinate Components Covered in This Report</p> <p>*We do not have Subordinate Components with more than 1,000 employees in permanent FT/PT appointments. All of our components operate simply as regional offices of the parent agency.</p>	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	N/A*		
EEOC FORMS and Documents Included With This Report			
Executive Summary [FORM 715-01 PART E], that includes:	Yes	Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	Yes
Brief paragraph describing the agency's mission and mission-related functions	Yes	EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	Yes
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	Yes	EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	Yes
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	Yes	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	Yes
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	Yes	Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	Yes*
Summary of EEO Plan action items implemented or accomplished	Yes	Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	No**
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	Yes	Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	N/A
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	Yes	Organizational Chart	Yes

Notes:

* Data Tables A & B 7, 9, 11, and 12 were not available in the NFC; therefore these tables are not included. Partial data for Tables A7, A9 and A11 have been pulled by APHIS and the tables are appended to this report (See Part H).

** All 462 reports this year will be moved electronically to the MD-715 report folder for our agency; therefore, a copy of the 462 is not included with this submission.

EXECUTIVE SUMMARY

INTRODUCTION

This report summarizes the Agricultural Marketing Service's (AMS) implementation of the Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). AMS has taken appropriate steps and made efforts to remove barriers to ensure that all employment decisions and the workplace are free from discrimination.

AMS MISSION STATEMENT

AMS administers programs that facilitate the efficient, fair marketing of U.S. agricultural products, including food, fiber, and specialty crops. AMS programs promote a strategic marketing perspective that adapts products, marketing practices and technologies to the issues of today and the challenges of tomorrow.

HIGHLIGHTS FOR FY 2014

- AMS continued to decrease significantly the number of informal complaints that progress to the formal complaint stage. In both FY 2013 and 2014, 21 pre-complaints were filed. In FY 2013, 13 formal complaints were filed and in FY 2014, nine formal complaints were filed – a decrease of over 30%.
- AMS continued to increase its utilization of ADR and other facilitation techniques to resolve its complaints at the earliest possible stage. Twenty-one informal complainants were offered ADR in FY 2014. Fourteen informal complainants (66.66%) accepted ADR, and six (42.85% of those who accepted) informal complainants had their cases settled in ADR. Fifteen formal complainants were offered ADR in FY 2014 and six (40%) accepted ADR. One hundred percent of the formal complainants who participated in ADR in FY 2014 achieved resolution. In addition, among non-EEO complainants, the Agency's Administrative Staff had five employees use their ADR services during FY 2014. One hundred percent of these cases were resolved with signed agreements via mediation.
- During FY 2014, 26 training sessions were conducted with 958 managers, supervisors, and employees attending. This is a significant improvement over the 156 members of the Agency's permanent workforce that were trained in FY 2013.
- Three employees with targeted disabilities hold GS-14 positions at AMS, and one employee with a targeted disability holds a GS-15 position. One SES position is held by an individual with a disability.
- Out of the 12 SES positions at AMS, two (or 16.67%) are now held by Hispanic females; two (or 16.67%) are held by White females; one (or 8.33%) is held by an Asian female; and one (or 8.33%) is held by an African-American male.
- Representation of African-American males and females remains above the CLF in both the permanent and total workforces.
- Representation of Hispanic males and females remains above the CLF in the total workforce.
- Representation of Asian males, American Indian or Alaska Native males, and White males remains above the CLF in the permanent workforce.

MODEL EEO PROGRAM

MD-715 establishes the essential elements of a Model Equal Employment Opportunity (EEO) Program for all agencies. AMS took affirmative steps to ensure that it addressed EEO objectives to: increase representation of minorities and women in the workforce, particularly in the higher grades (GS-13, -14, -15, and SES positions); improve retention of minorities; increase advancement opportunities for minorities and women; establish and meet hiring and retention goals for employees with targeted disabilities; maintain timeliness in complaint processing; and promote a workplace free of reprisal or harassment.

Specifically, during FY 2014, the AMS Civil Rights Program (CRP) evaluated its strengths and weaknesses against the essential elements of the Model EEO Program; and AMS identified significant strengths that it will continue to draw upon and developed action plans to remove deficiencies and potential barriers. A summary of actions taken for each element follows.

Element A. Demonstrated Commitment From Agency Leadership

(This element examines the Administrator's demonstrated commitment to EEO and to ensuring a workplace free of discrimination.)

One of the key areas in the Agency's Strategic Plan (Performance Action, Management Strategy A) is to ensure an efficient, high-performing, diverse workforce, aligned with mission priorities and working cooperatively with Agency partners. In so doing, the goal is to value and invest in employees, to have a diverse workforce free of discriminatory practices, a positive work environment, and to deliver AMS programs and services in a fair and equitable manner to all customers. In alignment with this management strategy, AMS continues to implement the Civil Rights Strategic Plan for FY 2012-2015.

The Agency has written civil rights policy statements strictly prohibiting discrimination, including harassment, in all phases of employment and the delivery of AMS's services. The AMS Administrator issued Civil Rights and Anti-Harassment Policy Statements on February 19, 2014. As in previous years, these statements were distributed via email and the AMS Voice e-newsletter to all managers, supervisors, and employees and are posted on the Agency's website at: AMS Civil Rights Information. The statements are also prominently displayed on bulletin boards throughout the Agency as a reminder that discrimination of any kind is strictly prohibited in all aspects of employment. This policy reinforces the Agency's commitment to promoting nondiscrimination and equal access in all Agency programs and services, and ensures all managers and supervisors are held accountable for immediately addressing employment issues and concerns.

Element B. Integration of EEO into AMS' Strategic Mission

(EEO is included in all major decisions affecting AMS.)

In line with USDA's goal of providing a model EEO program, civil rights-related goals and objectives are included in the AMS Strategic and Annual Performance plans, which are regularly reviewed to ensure workforce diversity. The Administrator and Civil Rights Director emphasize the Secretary's vision and civil rights initiatives and goals during weekly staff meetings and through frequent updates in the AMS Voice newsletter. The Civil Rights Director briefs the senior managers on the Agency Head Assessment Report during regularly scheduled meetings. Agency managers and supervisors are held accountable for workforce diversification, measured by established goals. Agency leadership collects employee engagement and civil rights activities and outcomes through weekly reporting in the Agency's Weekly Activity Reports.

In December of 2013, the Administrator brought together the Agency senior leaders to discuss and develop an Agency-wide strategic plan: a four-year roadmap to establish the strategic direction of the Agency. The strategic planning session was dynamic and engaging, and AMS leadership left the meeting with a renewed sense of commitment. The efforts of AMS's senior leadership team resulted in a new AMS Strategic Plan that links strongly to the Secretary's direction for the Department.

The AMS Strategic Plan has two key areas that align with the Civil Rights and Cultural Transformation efforts: "Enhance Communication between Stakeholders and AMS Programs" (Goal 1) and "Sustain and Enrich a Diverse, Progressive, and Dynamic Organizational Environment" (Goal 6). Goal 1 includes the objective to encourage diversity and Goal 6 includes an objective to implement an Agency-wide Human Capital plan to diversify, recruit, train, and develop the Agency workforce. This new Plan captures the Department's commitment to USDA's civil rights goals and obligations through the inclusion of a specific appendix (Appendix A) which clearly outlines and aligns the AMS goals and objectives related to civil rights and cultural transformation work to the Civil Rights Performance Plan.

The Administrator has taken a vested interest in facilitating and encouraging communication of management's direction to AMS employees. For example, AMS conducted a town hall meeting and used its internal newsletter, AMS Voice, to disseminate the new strategic roadmap.

The AMS Civil Rights Program (CRP) continues to serve as the resource for Agency programs to develop and concur with Civil Rights Impact Analyses (CRIAs) for rules, regulations, advisory boards/committees, and office closures implemented by AMS programs and services. In FY 2014, AMS completed a total of ten CRIAs, which includes one renewal of the National Organic Standard Board (NOSB), one merger, two reassignments of employees, one proposed rule, one board renewal charter, one office closure, and three internal actions. The Agency instituted mitigating actions and plans to minimize any adverse impacts in all CRIAs before they were processed for Departmental clearance. AMS's CRP consistently communicated with the Office of the Assistant

Secretary for Civil Rights (OASCR) on all CRIA issues, and requests for additional documentation from OASCR were submitted within the specified timeframes.

Element C. Management and Program Accountability

(This element requires that AMS's Administrator holds all managers, supervisors, and EEO Officials responsible for the effective implementation of AMS's EEO Program and Plan.)

In accordance with DR-4300-010 and AMS Directive 4430.5 (*Incorporating the Equal Opportunity Civil Rights/EEO CR Goals into Performance Standards*), performance plans for SES, managers, supervisors, and employees include civil rights performance elements and standards. All employees are held accountable to adhere to the Agency's civil rights policy through their annual performance ratings. All managers and supervisors have a stand-alone critical civil rights element in their performance plans. Signed performance plans demonstrate how accomplishments are aligned with civil rights elements.

AMS continues to demonstrate its commitment to holding its employees and managers accountable for engaging in any type of discriminatory conduct or retaliation. Whenever AMS identifies any unprofessional, inappropriate, or potentially discriminatory behavior, AMS senior leadership works quickly to end the behavior and suitably discipline responsible parties. In the majority of situations involving disciplinary actions, the Agency took timely and appropriate actions. The Agency continues to work closely with Human Resources (HR), managers, supervisors, and other employees to ensure accountability and compliance with respect to USDA civil rights policy, legal requirements, EEO settlement agreements, and EEO decisions. The Agency has clear standards and procedures in place requiring prompt disciplinary action against any employee found guilty of discrimination or reprisal. Employees and managers receive civil rights training that includes guidance on discrimination, retaliation, and harassment, and the means to avoid these actions.

AMS also monitored its settlement agreements to ensure the terms of the agreements were met. AMS also strictly adheres to an initiative issued in a memo dated May 5, 2010, from USDA's Office of Human Resources Management (OHRM). Per the memo, agencies are required to conduct a thorough review of all settlement agreements, findings of discrimination, and internal investigations involving EEO matters. The Agency's Civil Rights Program (CRP) and Employee Relations staffs collaborate and thoroughly review these documents and provide recommendations to the Administrator and the OHRM for the appropriate course of action. In addition, the OHRM reviews the Reports of Investigations (ROIs) and all other relevant documents and provides feedback on the appropriate action to hold employees accountable.

Element D. Proactive Prevention

(This element requires the Administrator to make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.)

In accordance with 29 CFR 1614, MD-110, and DR 4701-001, AMS proactively supports Federal, Departmental and Agency Alternative Dispute Resolution (ADR) initiatives. The Agency's Administrator strongly encourages all managers, supervisors, and staff to consider participation in ADR before filing a formal grievance, complaint, or adverse personnel action. AMS is committed to the use of ADR and seeks to resolve all employee and management issues, conflicts, and complaints at the earliest stage possible. AMS offered 100% of Title VII informal and formal complainants and external customers (who participate in the Perishable Agricultural Commodities Act [PACA] grievance process) the option to use mediation to resolve disputes. Resolving and management officials participated in 100% of the mediations requested and worked in good faith to resolve complaints. Managers are trained on mediation procedures and expectations and are encouraged to prepare negotiation offers, enabling them to enter mediation sessions with potential terms for resolution.

The Agency sponsors, markets and funds the use of ADR for employees, applicants and external customers. Each complainant is provided with a written guide and a brochure on the mediation process. The ADR brochure outlines the process, expectations and time limits. AMS ensures that complainants are knowledgeable of their rights and recognize that their participation is voluntary and does not obviate their rights under other processes.

Early Intervention Program, Non-EEO:

The Agency also has an Early Intervention Program (EIP) for non-EEO matters. AMS has been proactive about making sure the information is distributed to both Headquarters and field employees and office locations. Employees are also able to access and print information on the ADR Program through the Agency's Intranet site called Agricultural News and Information Service (AGNIS).

The Agency's Administrative Staff is responsible to manage the EIP. They distribute information about ADR through a variety of resources such as public announcements in the AMS Voice e-newsletter and AGNIS. Many times the ADR initial contact request is made by an Associate Deputy Administrator, manager, or supervisor to the Agency's Chief of Administrative Staff because of the conflict within an office. The ADR services with which the Administrative Staff has assisted the Agency's various programs has been 100% face-to-face. Although mediation can be done via teleconference, no requests have been received to conduct mediations in that manner. The Administrative Staff had five employees use their ADR services during FY 2014. One hundred percent of these cases were resolved with signed agreements via mediation.

National Organic Program (NOP): AMS has continued to emphasize the use of mediation and ADR techniques to resolve appeal cases submitted under NOP. In FY 2014, NOP increased its own use of ADR and settlement agreements, and also taught its third-party organic certifying agents how to apply these techniques as well. Additionally,

in February of 2014, NOP held an external training session with NOP's certifiers to teach them the essentials of mediation and settlement agreements, thereby facilitating the more timely resolution of adverse actions at the certifier level before cases from certified farms and businesses become appeals at the NOP level. This training has also been posted on the NOP website as a tool for certifiers and operators.

Perishable Agricultural Commodities Act (PACA): AMS has a fully functioning mediation program under the Fruit and Vegetable, PACA Division for the produce industry. PACA was enacted at the request of the fruit and vegetable industry to promote fair trade in the industry. The PACA Division safeguards businesses dealing in fresh and frozen fruits and vegetables by establishing and enforcing a code of fair business practices and by aiding companies in resolving business disputes. The Division has eight employees as part of its mediation staff, who receive continued training.

The Division markets their services via their public website, brochures, trade show attendance and during periodic webinars, and other means. Once contacted, disputing parties (in reparation complaints) are issued an initial letter and are counseled on the types of mediation services provided.

The Division also works to eliminate any barriers to the use of their ADR Program. PACA has several Spanish and Korean speakers on staff, and utilizes an outside firm for interpretation services for other languages. PACA partners with community based organizations, cooperative extension agents, small farmer organizations, and USDA outreach and civil rights offices, among others, to ensure information reaches their diverse stakeholders. Although no statistics are kept on whether there has been an increase in ADR participation for disadvantaged groups, PACA mediation brochures are available in English, Korean, and Spanish versions (both in print and on line).

AMS offered 100% of Title VII informal and formal complainants, and external customers who participate in the PACA grievance process, the option to use mediation to resolve disputes. Resolving and management officials participated in 100% of the mediations requested and worked in good faith to resolve complaints. To increase the ADR resolution rate, managers are trained on mediation procedures prior to arriving at the mediation session. Managers are made aware of the expectations and are encouraged to prepare negotiation offers, enabling them to enter mediation sessions with potential terms for resolution. Formal complainants were offered the option of participating in ADR when the Report of Investigation was distributed. All complainants were advised in writing of their choice between participating in traditional informal counseling and ADR.

The Agency sponsors, markets, and funds the use of ADR for employees, applicants and external customers. Each complainant is provided with a written guide and a brochure on the mediation process. The brochure outlines the ADR process expectations and the time limits for processing. The Agency ensures that complainants are knowledgeable of their rights, and recognizes that their participation is voluntary and does not obviate their rights under other processes. To meet its goals and the needs of complainants and AMS employees, the Agency collaborated with USDA's Early Resolution and Conciliation

Division, Health and Human Services Shared Neutrals Program, and the Federal Mediation Conciliation Service. AMS offers voluntary mediation services for non-EEO workplace complaints and Title VI outreach complaints.

All ADR Reports submitted to OASCR's Early Resolution Conciliation Division (ERCD) for FY 2014 were accurate and submitted the month following the end of the quarter. ADR information for informal and formal complainants was appropriately entered into the ADR database. In addition, the non-EEO complaint data was provided to OASCR and entered into the ADR database. Five non-EEO cases achieved resolution through mediation.

The CRP completes and submits the USDA Quarterly Spreadsheet with data for the CRP – Early Resolution, EEO-Informal and Formal, and ADR Program Administration sections. Additionally, the FY 2014 ADR reports for all four quarters included success stories to highlight the efforts to enhance resolution rates for EEO complaints.

The Agency continues to increase its employees' ADR awareness and to educate its employees on the many forms of ADR (e.g., conciliation, facilitative discussions, and conflict coaching). AMS fully supports the Department's ADR initiative. AMS employees attend OASCR meetings, workshops, and the Agency actively promotes ADR during its training sessions. The AMS CRP and Program ADR professionals continue to promote management participation and cooperation during all stages of the complaint process.

The CRP has ensured that all AMS employees are aware of ADR and the availability of ADR is publicized throughout the Agency. AMS started posting the "Brief Introduction to Alternative Dispute Resolution" session offered by the ERCD on September 25, 2013 via the AMS Voice to advise its employees of a series of forty-five minute, small group training sessions on ADR. The recurring sessions were posted in the AMS Voice for July, August, and September of 2014. This was a great source for AMS employees to obtain a brief overview of ADR including key aspects and commonly used ADR techniques.

In its October 2013 edition of CRP's semi-annual newsletter, "Bridging the Gap," information about ADR and AMS resolving officials was included as one of the articles in the newsletter. In November 2013, CRP developed an ADR flyer titled "Did You Know" to increase awareness and participation in ADR. An abbreviated version of the flyer was posted in the AMS Voice e-newsletter on November 27, 2013. The flyer in its entirety was also printed and distributed to AMS employees in December, 2013. In addition, an ADR brochure for the ADR EEO Program was revised in October, 2013. This brochure is distributed to all employees when they contact the CRP with conflict management issues.

When the CRP conducts civil rights training for AMS employees, the facilitator always incorporates the ADR EEO Program and the advantages of participating in ADR. During FY 2014, 26 training sessions were conducted with 958 managers, supervisors, and

employees attending. This is a significant improvement over the 156 members of the Agency's permanent workforce that were trained in FY 2013. Elements of the training included disseminating the Civil Rights Policy and Anti-Harassment Policy Statements to the attendees, enhancing their understanding of the EEO process, discussing new/pending EEO case law, and answering any questions they may have had concerning EEO and/or diversity. CRP's EEO Counselor uses ADR and conflict management in his civil rights training sessions. In addition, the EEO Counselor uses other ADR techniques such as facilitation to resolve informal complaints.

Educating the AMS workforce on the advantages of ADR has decreased the number of complaints filed from the informal-formal stage of the EEO process, increased the percentage of complaints processed through ADR, and promoted a positive workplace environment.

The Agency regularly met with the former ADR Director and met with the new ADR Director and his Staff to discuss his vision and to share information about AMS. In addition, the ADR Director met with the AMS Administrator and AMS Chief of Staff. Strategies were discussed about partnering with each other and incorporating the ADR Director's vision to assist us in reaching our goals.

The CRP staff continues to adhere to the USDA ADR regulatory policies, and to evolve to meet the needs of Agency employees by providing a variety of different effective communication training opportunities beyond conflict management training. During this fiscal year, CRP has offered training on global leadership skills and career enhancement as well as EEO civil rights training.

As noted above, AMS collaborates with the USDA's Early Resolution and Conciliation Division, Health and Human Services Shared Neutrals Program, and the Federal Mediation Conciliation Service (FMCS) when obtaining qualified neutrals for ADR services. The Agency offers voluntary mediation services for non-EEO workplace complaints and Title VI outreach complaints.

During the last quarter of FY 2013, the Office of the General Counsel conducted training for selected Resolving Officials. This initiative increased ADR awareness and enhanced the effectiveness of AMS's ADR programs. AMS now has a cadre of Resolving Officials to represent the Agency in settlement discussions with employees when ADR is elected in the EEO informal and formal complaint processes. The Resolving Officials are not limited to their program area, but assists other programs as well. The positive outcome from this initiative is that AMS increased both participation in ADR and resolution of informal and formal complaints during FY 2014.

The Agency offered mediation to 100% of complainants and actively encouraged their participation. The CRP's goal is to resolve the majority of EEO contacts at the earliest stage using the ADR conciliation technique.

As documented in its ADR quarterly reports to the OASCR, 21 informal complainants were offered ADR in FY 2014. Fourteen informal complainants (66.66%) accepted ADR, and six (42.85% of those who accepted) informal complainants had their cases settled in ADR. Fifteen formal complainants were offered ADR in FY 2014 and six (40%) accepted ADR. One hundred percent of the formal complainants who participated in ADR in FY 2014 achieved resolution. AMS successfully monitored the compliance of the terms of all agreements and took action to ensure that the terms were fulfilled within the noted time frame.

AMS employees attend OASCR meetings and workshops. The Agency's CRP and Program ADR representatives continue to promote the usage of management's active participation and cooperation during all stages of the complaint process.

The CRP routinely checks the Agency's percentages of completion for the Comprehensive and Refresher No FEAR Act training and the Disability Legislation and Reasonable Accommodation training in AgLearn and provides lists to Program managers of employees who have not completed the training. Paper copies of the courses are available to field or other individuals without access to computers/AgLearn training. AMS continues to strive towards 100% completion on all the mandated training within the required timeframes.

AMS conducts compliance reviews and analyzes exit interview data to identify and resolve issues proactively, and focuses on active facilitation and problem solving at the informal stage. AMS completed ten Civil Rights Impact Analyses (CRIAs) as set forth above. AMS included mitigating actions and plans to minimize any adverse impacts on women and minorities in all CRIAs before they were processed for Departmental clearance. The CRP consistently communicated with OASCR on all issues relating to CRIAs and submitted 100% of clearance packages within established timeframes.

In addition, AMS fully participated in USDA's cultural transformation (CT) initiative. To realize the Secretary's Commitment, AMS successfully completed 30 different action strategies and initiatives identified in its Cultural Transformation Action Plan. The Agency initiated over 25 process improvement initiatives (including a dozen major Agency-wide initiatives), increased outreach efforts resulting in diversity hires, increased training for employees and supervisors, improved hiring reform communications, increased telework participation, and supported the mentoring program.

In support of the USDA and AMS Cultural Transformation Initiative and based on the results of an employee survey, AMS established six project teams comprised of six senior managers and 43 employees to address priority areas of training; communication; customer service; technology; standardized guidance, operating procedures and processes; and employee morale, performance, and recognition.

Element E. Efficiency

(This element requires the Administrator to ensure that there are effective systems in place for evaluating the impact and effectiveness of AMS' EEO Program as well as an efficient and fair dispute resolution process.)

During FY 2014, AMS hosted events identified in this report to address agency goals and needs. AMS also engaged in active targeted recruitment throughout the year at various universities to address areas in which there were low employment rates.

In regards to the complaint process, AMS offered ADR to 100% of the counselees during FY 2014. AMS timely completed and submitted 100% of its EEO Counselor's Reports to USDA's Employment Complaints Division (ECD) within 15 days after the Notice of Right to File a formal complaint had been issued. In addition, AMS carefully monitors each step of the complaints process to ensure compliance with all rules and deadlines. AMS identifies any barriers and delays that arise throughout the stages of the complaints process and diligently works to eliminate them. This continuous oversight and guidance by AMS includes regular communications with complainants and their representatives, AMS management officials, contracted investigation companies, and departmental officials to ensure that each step of the process is running smoothly and in accordance with the applicable time frames.

AMS continued to significantly decrease the number of informal complaints that progress to the formal complaint stage. In both FY 2013 and 2014, 21 pre-complaints were filed. In FY 2013, 13 formal complaints were filed and in FY 2014, nine formal complaints were filed – a decrease of over 30% from the previous year.

Some AMS cases continue to experience delays at the Final Agency Decision (FAD) stage, which are handled by the Office of Adjudication and Compliance. AMS worked diligently with OASCR to expedite the processing of cases at these stages.

AMS continued to use iComplaints to efficiently create, track, manage, and report on EEO complaint cases. This system was instrumental in ensuring the timely submission of the Annual Federal EEO Statistical Report of Discrimination Complaints (462 Report) provided to EEOC.

AMS also continued inputting information into the ADR database to report on EEO formal and informal complaint cases in which mediation is elected by the complainant. This information tracks the effectiveness of AMS's ADR efforts.

Element F. Responsiveness and Legal Compliance

(This element requires that federal agencies are in full compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions.)

AMS timely submitted all its reports and accomplishments to the EEOC and responded to EEOC directives and orders in accordance with instructions, time frames and deadlines.

These include timely submission of the Annual 462 Report and compliance with settlement agreements and findings of discrimination.

BARRIER IDENTIFICATION AND ELIMINATION

(Barrier identification and elimination is the process by which agencies uncover, examine and remove barriers to equal opportunity and participation at all levels of the workforce.)

Assessment of Workforce

AMS conducted an assessment of its workforce in the FY 2013 EEO Program Status Report (EEOC Form 715-01), which identified areas needing improvement. Areas identified included under-representation of several groups in the total work force. Based on the Civilian Labor Force (CLF) data, at the time of AMS's annual FY 2013 MD 715 Report, AMS was under-represented in the following groups in its permanent workforce: White females, Hispanic males and females, Asian females, Native Hawaiian or Other Pacific Islander males and females, and American Indian or Alaska Native females.

Determination of Objectives

Based on the workforce assessment and barrier analysis contained in the FY 2013 EEO Program Status Report (EEOC Form 715-01), AMS identified the following objectives: 1) close the gaps in underrepresentation in the populations listed above; and 2) increase the representation of individuals with targeted disabilities. In addition, AMS has goals of veterans comprising 17% of its new hires and achieving a total workforce composed of 4% of individuals with targeted disabilities. The Agency took the following actions to implement these objectives.

AMS has developed relationships with numerous organizations focused on serving diverse communities, such as student, military, and minority groups, and maintains ongoing recruiting and relationship-building activities. To attract a diverse candidate base to full-time and internship positions, representatives of the Agency attend career fairs, post job announcements on websites, conduct targeted mass mailings, and otherwise partner with these organizations. AMS has hiring checklists in place for both interns and permanent hires to ensure all avenues for diverse recruitment are explored for any position that becomes available. In addition, AMS has established and cultivated partnerships with local colleges and high schools with a high percentage of underutilized/underrepresented populations to: 1) increase the diversity of candidate pools for summer internships and part- and full-time positions, and 2) recruit and hire highly qualified, diverse candidates in areas in which AMS is under the CLF or other established targets.

Although AMS has limited job vacancies, the Agency continues to sustain ongoing recruitment and relationship-building activities. Examples of recruitment efforts to increase the representation of veterans, minorities, persons with disabilities, and other focus groups are provided below.

I. ACTIVE RECRUITMENT EFFORTS

The following is a summary of recruitment efforts, planned and/or accomplished, as of the fourth quarter of FY 2014. These measures were taken in an effort to eliminate barriers and under-representation of groups identified in AMS's FY 2013 MD 715 Annual Report.

AMS conducts ongoing recruiting and relationship-building activities. For example, the Agency undertook the following efforts to increase the representation of veterans, minorities, persons with disabilities, and other targeted groups during the FY 2014.

Veterans/Disability Recruitment/Hiring:

The Agency's Disabled Veterans Affirmative Action Program (DVAAP) plan strives to increase the representation of disabled veterans, especially those who are 30% or more disabled. The Agency's goal is to hire 17% veterans and 4% disabled veterans. The Agency continues to make progress in its representation of veterans and disabled veterans in the workforce population. As of the end of FY 2014, 7.72% of AMS's total work force were veterans, 73 of whom were disabled veterans. This is an increase of 14.06% over the end of FY 2013, when 64 of AMS's total workforce were disabled veterans.

Because of its commitment to hiring veterans, the Agency participates in a number of career fairs and events designed to connect employers with veterans. These fairs give the Agency the opportunity to talk about job opportunities with interested veterans. The Agency also regularly attends career fairs and seminars held by Operation Warfighter (OW), a program run by the Department of Defense to help wounded service members gain valuable work experience. OW is a temporary assignment or internship program for Service members who are undergoing therapy at military treatment facilities in the United States. It is designed to provide recuperating Service members with meaningful activities outside of the hospital environment that assists in their wellness and offers a formal means of transition back to the military or civilian workforce.

In February of 2012, the Secretary and American Legion National Commander Fang Wong signed a Memorandum of Understanding to help veterans and transitioning military service members find positions that promote agriculture, animal and plant health, food safety, nutrition, conservation and rural communities. Examples of AMS efforts to actively support this initiative among its various Programs include the following:

- AMS made four offers of employment in May and June of 2014 to veterans, three of whom are from the Air Force and one of whom is from the Coast Guard. One of the veterans is an African-American female. All four offers were accepted. The AMS Outreach lead and its Civil Rights Program worked closely with the APHIS lead for diversity recruitment to reach a broad and diverse audience with the job announcements that led to these hires. AMS also developed a one-page flyer to distribute to a variety of groups to publicize upcoming recruitment efforts

with the goal of reaching a diverse and well-qualified pool of possible future applicants.

- AMS partnered with the Department of Veterans Affairs by participating in the Veterans Non-Paid Work Experience Program in an effort to place disabled veterans into internships which might provide an opportunity to convert them to full-time employment. Two veterans received 90-day details which enabled the individuals to gain valuable career skills. AMS representatives worked with the detailed veterans, empowering them to find open positions and methods for applying for positions along with instructing them in the day-to-day operations of an office environment. As a result, AMS was able to place one individual in a full-time position within the Department. The second individual is still on detail with AMS.
- AMS participated in a veterans job and resource fair sponsored by the Naval Air Station (NAS) in Lemoore, California on May 1, 2014. The veterans participating were separating from the service and expressed strong interest in USDA and AMS. The AMS representative attending the event discussed the Agency and its open positions with the veterans, along with methods for applying for the positions. The event was attended by approximately 130 individuals, 100 of whom were veterans. It is AMS's goal to have these military veterans apply for AMS positions.

The Agency has also participated in the following OW career fairs and events during FY 2014 to help wounded service members gain valuable work experience:

- An Agency representative initiated and managed the Agency's attendance at an Operation Warfighter event held in Fort Knox, Kentucky on October 24, 2013. The representative received twenty resumes which were referred for possible placement.
- An Agency representative provided information on Agency opportunities and collected resumes at an Operation Warfighter event held in Fort Gordon, Georgia on November 14, 2013.
- AMS representatives attended three veterans outreach events and constructed a PowerPoint presentation and detailed hand-outs for soldiers in the 1072nd Transportation Company. The events included: 1) the NAS Lemoore Job Fair on May 1, 2014 (referenced above); the Central Valley Veterans Hire a Vet & Resource Fair on May 19, 2014; and the Veterans Employment Committee (VEC) and California veterans (CALVET): USAR 1072 Transportation Company on May 20, 2014.
- In April of 2014, the Veterans Employment Program Manager represented the Agency at a veterans employment career fair held at Henderson Hall in Arlington, Virginia, where he collected resumes and shared information on Agency opportunities.

- On June 17, 2014, a representative of AMS attended OSDBU's Service-Disabled Veterans-Owned Small Business (SDVOSB) Connection Event. Representatives from many USDA agencies were present to assist SDVOSBs in future procurement opportunities.
- On June 18, 2014, a representative of AMS attended OSDBU's AbilityOne Expo. Speakers from Source America and National Industries for the Blind spoke about the AbilityOne programs and benefits of employing individuals with disabilities.
- AMS participated in four Iowa Farmers' Veteran Coalition workshops. These workshops included "Accessing Capital and Farm Business Development," "Transitioning from the Military to Agricultural Careers," "Getting Ahead of Legal and Tax issues," and a session on fully utilizing USDA programs to develop whole farm plans. AMS provided information on career opportunities at USDA to approximately 25 active duty and recently returned veterans. The workshops also focused on connecting veterans with local and state service providers.
- During FY 2014, AMS worked with Pentagon officials to build a Veterans Recruitment Initiative focused on assisting separating and recently separated soldiers to find civilian positions. Ten veterans were hired as a result of this effort.
- The Agency's Administrator's Office offered positions to two veterans, but both of them declined to accept. One position was a GS-7 Administrative Assistant and the other was a GS-10 Lead Secretary. In addition, AMS interviewed numerous candidates for a FOIA Officer position. The first job offering was made to a veteran candidate on approximately February 11, 2014. On February 14, 2014, the candidate declined the position as she had accepted another position. The second job offering was made to another veteran candidate who, on February 18, 2014, also declined the job as he had accepted another position.
- During FY 2014, a senior Agency Compliance Officer located in California joined the Veterans Employee Organization (VEO) for federal employees. In addition, one of the Agency's division directors became an AMS representative to the Department of Agriculture's Veterans Employee Advisory Council (VEAC). The VEAC is a non-profit, employee organization whose purpose is to provide advice to the Secretary of Agriculture on all issues related to the employment, retention, development, and advancement of veteran employees.
- In its continuing efforts to recruit and hire military veterans, AMS representatives met with the U.S. Army Transition Strategic Outreach (TSO) office and established a protocol to recruit soldiers who are leaving military service. TSO is the primary conduit for employers to access the "Army Talent Pipeline." TSO's website, "Hero 2 Hired" (H2H) (www.H2H.jobs), is the centerpiece of the organization's effort to place separating military personnel into civilian positions. (The H2H program is discussed further below.) The site provides the

Agency with direct access to candidates who already have background checks and security clearances. AMS's involvement with H2H is an ongoing effort and is expected to result in a steady pipeline of candidates for open positions. As a result, AMS has hired five veterans through this program to date and is actively recruiting for additional open positions. One of the veterans recently hired is an Air Force veteran of Korean descent who speaks Korean, Spanish, and English fluently.

- As noted above, AMS participated in the Operation Warfighter (OW) Internship program FY 2014. In an effort to assist the nation's wounded veterans with transitioning to the federal government work force, AMS hired a wounded veteran (White male, First Lieutenant in the U.S. Army decorated with Bronze Star and Purple Heart) to work in the Agency's Farmer's Market Promotion Program (FMPP) from February 2014 through early May 2014. OW interns continue to receive their active duty salary and gain valuable work experience within the federal work force to assist them in transitioning out of the military. The Lieutenant drafted a communications plan for the 2014 FMPP and Local Foods Promotion Program grants announcements. He resigned from AMS to become a staffer for Representative Kevin McCarthy (23rd District California and House Majority Whip).

Student Programs/Partnerships:

- Building on previous networking with organizations in California, AMS developed an arrangement to proactively share open position announcements with the California State Veterans Coordinator, the Fresno Employment Development Department and the Regional Director of the USDA Hispanic-Serving Institutions national program managed at Cal State, Fresno. This is a new effort, with results pending.
- AMS has sponsored a volunteer for the Girls on the Run program since 2009. Girls on the Run (<http://www.gotrdc.org/>) is a transformational learning program for 8- to 13-year-old girls, and the program teaches life skills through dynamic, conversation-based lessons and running games. This type of outreach was reported last fiscal year to The White House Council on Woman and Girls. This fiscal year, an AMS representative worked with girls at Davis Elementary School, located in a low-income area in Southeast D.C. The school has a total of 294 students, with the ethnic breakdown as follows: African-American: 92%; Hispanic: 7%; and multiple races: 1%. Through presentations, training, and other assistance, AMS representatives helped to further empower the girls in the program to avoid participation in at-risk activities, such as substance/alcohol use, eating disorders, the early onset of sexual activity, sedentary lifestyles, depression, suicide attempts, and confrontations with the juvenile justice system. The AMS representative was able to discuss setting career goals and the potential to consider a career with the federal government. In

addition, the representative was able to share their story of becoming a USDA/AMS employee and share information on the type of work performed by the Agency and the importance of the Agency's mission in the United States.

- AMS sponsored a volunteer to serve as a mentor for the Latinas' Leading Tomorrow (LLT) Science, Technology, Engineering and Mathematics (STEM) program for middle school students. Since AMS's involvement with LLT beginning in 2008, this was the first year LLT piloted the STEM program for middle-school students. LLT (<http://www.latinasleadingtomorrow.org/>) is a leadership and mentoring national organization that helps first-generation college-bound Latinas graduate high school and attend college. LLT provides leadership skills, cultural identity activities, career exploration, college preparation, and mentoring in a supportive and nurturing environment that encourages its members to strive for personal excellence. LLT's model addresses issues through pregnancy and drug abuse prevention programs, social media awareness, financial literacy, adolescent mental health seminars, violence prevention, and a leadership-building skills curriculum. The program strives to raise the self-confidence of Latina adolescents, raise expectations for their future, and help them excel academically so they can realize their full potential. LLT promotes civic engagement, community service and team work among its members with the ultimate goal of Latina empowerment. The AMS representative who participated was able as a mentor to promote the work of USDA and encourage careers with the federal government.
- In July of 2014, the Agency's Hispanic Employment Program Manager (HEPM) worked with LLT Director and AMS's Administrator's Office to bring a female high school student from the LLT mentoring program to shadow the Agency's Administrator. The "mentoring week" occurred from July 28-August 1, 2014. One of LLT's missions is to develop programs and provide experiences that produce strong, successful young women who are empowered with the freedom and aspirations to be the "Latina Leaders of Tomorrow."
- AMS extended two student trainee economics agreements through September 30, 2014 with an Asian-American female and a White female, both non-Hispanic, under the Pathways Internship Program to Federal Careers. The Asian-American trainee was invited to return to AMS for the summer. The White trainee has been fully integrated into Program activities and is contributing in a substantive way to the Program mission.
- AMS extended a six-month assignment, originally planned from October 2013 through March 2014, of a White female economist to the U.S. Department of Treasury Office of Management under the President's Management Council Interagency Rotation Program that enables emerging federal leaders at the GS 13-15 levels to expand their management skills, broaden their organization experience, and foster networks they can leverage in the future. The appointment was extended by mutual agreement from March 30, 2014 until May 15, 2014 so

that the economist could complete several important strategic planning activities for the U.S. Department of Treasury.

- In order to recruit interns for the Agency's Hunts Point Terminal Market Inspection Services, AMS participated in the John Bowne High School career day in New York City, New York on March 6, 2014. The John Bowne High School is the only agriculturally focused high school in New York City and has an ethnically diverse student body. An AMS representative participated in the career day to introduce students to the work of the Agency and internship opportunities with the AMS office in the Hunts Point produce terminal market located in the Bronx, New York. AMS's ultimate goal is to identify a hiring source for recent high school graduates in New York City with an interest in agriculture for the Agency's inspection positions. The March 6, 2014 event was the Agency's first interaction with the high school, and the AMS representative interacted with dozens of interested students. AMS hired two student interns from JBHS for the Hunts Point Fruit and Vegetable Market in the Bronx, New York.
- In order to introduce students to AMS and possible careers with the Agency, AMS representatives participated in the Delaware Valley College of Science and Agriculture in Doylestown, Pennsylvania on March 18, 2014. The Delaware Valley College of Science and Agriculture is a leading agriculture school on the East Coast. AMS representatives appeared on a panel discussing opportunities with the Agency, delivering a short presentation and answering questions from students. AMS's ultimate goal is to identify a hiring source for recent college graduates for open AMS positions. The AMS representatives spoke to approximately 30 students in attendance, providing information and collecting resumes.
- AMS has an ongoing outreach endeavor and partnership with Columbia Heights Educational Campus (CHEC) in Washington, DC, that has a 54% Hispanic/Latino student population. AMS employees participated in CHEC's senior portfolio reviews in January and May of 2014. Senior portfolios are a graduation requirement and an exciting way to have students celebrate and exhibit their content knowledge and progress on the learning standards. It is also an opportunity to provide guidance to deserving students and share information about prospective careers in AMS.
- AMS sponsored a Hispanic-speaking Executive Master Gardener (EMG) to participate with the "Green Team" at the AMS partnership school, CHEC, where 90% of the team speaks only Spanish. The EMG shared information on careers in agriculture while translating and helping to prepare a spring garden.
- AMS continues to work with the Cesar Chavez Public Charter Schools for Public Policy. Several AMS representatives attended different sections of the Caesar Chavez Charter School for Public Policy's annual "We the People" event in FY 2014. For example, the Agency's EEO Counselor attended one of the student events and continues to receive notifications of upcoming events. Also, an AMS

representative volunteered to be a panelist and judge in the Constitution portion of this event, which held on January 23, 2014 in Jefferson City, Missouri. The AMS representative participated with other governmental and non-profit volunteer judges to evaluate approximately 180 students' knowledge of the Constitution and students' ability to answer follow-up questions, as well as providing valuable feedback to help the students improve chances in the next level of competition. Students participated in teams of two to four students. Winning teams move on to the local, regional, and national finals.

AMS FY 2014 Student Interns

- During the second quarter of FY 2014, AMS began recruitment for summer interns from various sources. AMS selected eight students from the University of Puerto Rico, Mayagüez campus (UPR) for positions in Washington, D.C. and Gastonia, North Carolina. The students major in agricultural engineering, agricultural science, chemistry, and other fields of study. The students participate in the Center for Education and Training in Agriculture and Related Sciences (CETARS) Program which receives annual funding from the USDA, National Institute of Food and Agriculture, Hispanic-Serving Institutions (HSI) program. During the third quarter of FY 2014, AMS hosted a mechanical student (Hispanic male) who worked with the AMS Staff Architect to design an efficient cooling exchange system. The student visited registered engineers, went on site visits with the Architect, and presented his research in a poster session for AMS.
- In August of 2014, the Agency's HEPM worked with the Agency's Civil Rights Program and Agency Supervisory Resource Management Officer to create a "Cooperative Agreement" to reimburse the University of Puerto Rico in Mayaguez UPRM-CETARS programs for housing expenses. This Cooperative Agreement will facilitate housing for future UPRM interns coming to AMS field offices.
- AMS arranged for a tour of the Bannecker-Douglas museum in Annapolis, Maryland for nine AMS summer interns. The AMS Director of Civil Rights and AMS Administrator both participated to assist the interns in learning about the history of civil rights in Maryland. The Bannecker-Douglas museum serves to document, interpret, and promote the history and culture of African-American Marylanders in order to improve the understanding and appreciating of America's rich cultural diversity.
- In addition, AMS has recruited six students through the Pathways Program and eight students through the Hispanic Association of Colleges and Universities (HACU). The HACU internship program encourages USDA agencies to provide opportunities for students studying in member schools of HACU. Among the eight HACU interns, two worked for the People's Garden Initiative and the USDA Farmers Market producing publicity materials and assisting with

communications plans. One of the female interns worked as a program assistant with the AMS Local Foods Promotion Program, a grant program operating for the first time this year to award \$30 million to eligible applicants. The intern provided customer service support, assisted in application processing, and managed review packages for the grant program. AMS requested permission from the HACU coordinator to extend her internship through the fall of 2014.

- AMS established a formal commitment with the University of Puerto Rico (UPR) to host student interns every summer. As noted above, AMS hosted eight UPR interns in the summer 2014. AMS currently employs two 1890 Scholars Program interns along with students in three other internships in several of its programs. AMS converted one of the 1890s Scholars, a food technology student from Alabama A&M University, into a full-time Agricultural Commodity Grader position following his completion of the 1890 Scholars Program and subsequent graduation in early May of 2014. All of the students worked with AMS between May and August 2014.

Career Fairs:

The Agency attended the following job/career fairs in order to increase hiring of diverse employment candidates.

- On October 3, 2013, Agency representatives attended the California State University “Agriculture, Engineering and Science Job” fall career fair in Fresno, California in order to promote career and internship opportunities in AMS and in support of the formal Memorandum of Understanding between the Agency and the University. This is an annual, targeted event to educate students and alumni about opportunities that enhance their ability to achieve their professional goals while providing employer’s access to qualified candidates to meet their recruitment needs. Student/job seeker attendance was approximately 400.
- On February 10, 2014, AMS employees represented the Agency at the Spring Career Fair at California State University-Fresno. The annual event attracted about 300 students and successfully allowed AMS to maintain contact with the University and career services staff, and to reach targeted groups at Fresno State, a Hispanic-Serving Institution (HSI) and a member of the Hispanic Association of Colleges and Universities (HACU).
- On March 20, 2014, AMS representatives attended “Ag Day” at Alcorn State University for recruitment activities. Alcorn State University is a historically Black land-grant institution located in Lorman, Mississippi. The purpose of the event was to share information about career opportunities within AMS and the importance of education to participants overall. There were approximately 320 high school students in attendance at the event. AMS was successful in generating interest and educating students about future careers with AMS. From

June 28, 2014 to August 8, 2014, the Agency hosted an 1890s Scholars student intern from Alcorn State on a temporary detail assignment.

In addition, AMS recruitment representatives spoke with numerous potential applicants while participating in the following events:

- The World Agriculture Expo 2014 in Tulare, California (the world's largest annual agricultural exposition), held from February 11-13, 2014;
- State Future Farmers of America (FFA) in Fresno, California, held from April 12-15, 2014;
- Penn College Information Technology Advisory Committee;
- The USDA Hispanic-Serving Institutions National Program's Kika De La Garza Fellowship Program, as a member of the selection committee; and
- The Congressional Hispanic Caucus Institute, as a reviewer for the 2014 scholarship awards, in July of 2014.

Individuals with Disabilities and Targeted Disabilities Employment Initiatives:

- AMS continues to improve its representation of individuals with disabilities. Individuals with disabilities comprise 8.07% of AMS's permanent workforce, an increase from FY 2013, when 7.6% of AMS's permanent workforce was comprised of disabled individuals. Individuals with disabilities now comprise 6.12% of the Agency's total workforce, an improvement over FY 2013, when 6% of the Agency's total workforce was comprised of disabled individuals.
- In an effort to meet its diversity goals for hiring persons with disabilities, AMS continued to work with Bender Associates, a firm that develops the OPM Database of People with Disabilities. The Agency provides its needs and eligibility data for positions in the Agency. AMS has agreed to hire candidates if they can meet its selection criteria.
- An AMS senior manager with a disability actively uses the OMB list of disabled candidates and monitors information from the Center for Independent Living based in Orlando, Florida. The manager accesses the OMB list of disabled candidates when seeking to fill open positions within AMS. When he finds a suitable candidate, the candidate is contacted to discuss an interest in the position. The manager also communicates with the Center for Independent Living to announce job openings and to solicit candidates.
- To attract student interns with disabilities, AMS continues to partner with the American Association of People with Disabilities (AAPD).
- During this fiscal year, AMS completed two special recruiting actions to bring onboard two Schedule A employees. The first is a Hispanic male employee with a targeted disability under the Schedule A designation; the second is a deaf male

who also has a Schedule A designation. The first employee is a Program Analyst; the other is a Program Specialist.

II. ACTIVE OUTREACH EFFORTS

During FY 2014, the Agency continued to strategically and actively implement its outreach goals and actions outlined in its Outreach Plan for FY 2013-2014. AMS outreach goals are to identify and reach out to the underserved populations and markets that would benefit from AMS services; identify existing barriers and eliminate any barriers or challenges to AMS services that are currently underutilized; identify and conduct outreach activities that engage target audiences and new stakeholders to learn about their needs and identify services that will meet those needs; establish collaborative partnerships with key stakeholder groups that mutually benefit both AMS and target underserved populations; and develop AMS staff and transform the Agency's culture through outreach activities. The Agency also has Outreach Coordinators in all of its programs who assist with implementing the outreach action items in its Outreach Plan for FY 2013-2014.

AMS developed and implemented an Outreach Strategy to communicate new emphasis to employees, stakeholders, and customers and to target specific audiences to learn about their needs and identify services to meet those needs. The strategy also seeks to promote diversity within AMS programs, boards, and committees.

Websites and Technical Assistance:

- AMS provided information for several new focused USDA websites, one for new and beginning farmers and another for Strike-Force. Both websites were provided with information about AMS programs and services, including grants, the organic cost-share program, and diversity on research and promotion boards. The newly unveiled new and beginning farmer website can be found at www.usda.gov/newfarmers. AMS also provided input for USDA's New and Beginning Farmer and Rancher Development Program and the pending USDA website for American Indians and Alaska Natives on how AMS can assist through its programs, services, and grants.
- On March 24, 2014, an architect with AMS meet with the staff of the Crossroads Community Food Network in Takoma Park, Maryland, to provide technical assistance about a layout for a new farmer's market site for the 2014 market season. The location was challenging, but more visible and accessible for this low-income neighborhood. AMS prepared a site layout, which was presented to the city of Takoma Park officials for approval and implementation. The market will offer a friendly environment for people to apply for food stamps and women's nutrition programs on site.

Hispanic Outreach -- AMS conducted the following outreach activities specific to Hispanics:

- In order to increase the number of Hispanic applicants, multiple AMS job announcements were posted to six Hispanic networks, along with useful “how to apply” information. Network sites included the University of Puerto Rico under the Center for Education and Training in Agriculture and Related Sciences (CETARS), as well as HACU. AMS is a strong supporter of HACU and throughout the year the Agency has demonstrated its commitment to host HACU students. As a result, AMS ranks in the top five agencies for hosting HACU students. This summer the Agency hosted eight HACU interns. An additional major accomplishment is the establishment of a formal commitment with the University of Puerto Rico to host student interns every summer. AMS hosted eight UPR interns during the summer of 2014.
- AMS has an ongoing outreach endeavor and partnership with CHEC, which has a 54% Hispanic/Latino student population. AMS employees participated in CHEC’s senior portfolio reviews in January and May of 2014. Senior portfolios are a graduation requirement and an exciting way to have students celebrate and exhibit their content knowledge and progress on the learning standards. It is also an opportunity to provide guidance to a deserving student and share information about prospective careers in AMS.
- AMS sponsored a Hispanic-speaking Executive Master Gardener (EMG) to participate with the “Green Team” at the AMS partnership school, CHEC, where 90% of the team speaks only Spanish. The EMG shared information on careers in agriculture while translating and helping to prepare a spring garden.
- AMS continues to work with the Cesar Chavez Public Charter Schools for Public Policy. On January 23, 2014, an AMS representative volunteered to be a panelist and judge in the Caesar Chavez Charter School for Public Policy’s annual “We the People” event. The Constitution portion of this event was held that day in Jefferson City, Missouri. The AMS representative participated with other governmental and non-profit volunteer judges to evaluate approximately 180 students’ knowledge of the Constitution and their ability to answer follow-up questions, as well as providing valuable feedback to help the students improve chances in the next level of competition. Students participated in teams of two-to-four students. Winning teams move on to the local, regional, and national finals. Additional information about this national competition can be found at <http://new.civiced.org/national-finals-2014>.
- On November 18, 2013, an AMS representative met with Mr. Eduardo Pereira from the U.S. Hispanic Chamber of Commerce to talk with any potential food vendors interested in federal contract opportunities with the USDA.
- On March 26, 2014, representatives from AMS’s Office of the Administrator, the Office of Small and Disadvantaged Business Utilization (OSDBU), and the

Promotion and Economic Division met with Mr. Allen Gutierrez with the Latino Coalition to talk to any potential food vendors interested in federal contracting opportunities with the USDA.

- On July 8-12, 2014, the Agency HEPM attended the 2014 League of United Latin American Citizens (LULAC) conference in New York City, New York. LULAC is a non-profit employee advocacy, training and education professional development organization that hosts an annual Federal Training Institute (FTI). The HEPM participated in the Career Fair and Expo and talked to attendees about useful USDA resources for students and recent graduates to facilitate the application process to USDA internships and jobs while promoting USDA as the Number One employer of choice. An estimated 500 people visited and took information from the USDA table. The HEPM worked with AMS's Civil Right Program to increase attendance of AMS employees to LULAC conference -- particularly employees in the field who could attend for free if living within 50 miles of New York City.
- On July 24, 2014, the Agency's HEPM spoke at a networking session of the Congressional Hispanic Leadership Institute's (CHLI's) Future Leaders Conference at the Cannon House Office Building in Washington, D.C. The conference emphasized STEM careers and Leadership. The AMS HEPM talked to attendees about USDA internship programs and STEM fields. An estimated 200 students attended the event.

Native Americans/Alaska Natives Outreach – AMS conducted the following outreach activities specific to Native Americans/Alaska Natives:

- On November 12, 2013, an AMS representative attended a training session entitled “Working Effectively with American Indians” at the National museum of American Indians. The training emphasized an awareness of the Native American culture and heritage, and it reviewed ways in which the federal government can build partnerships with Native Americans.
- On November 14, 2013, AMS participated in the USDA Native American Heritage Month celebration. The AMS American Indian/Alaska Native Special Emphasis Program Manager (SEPM) volunteered to provide agency outreach information during a cultural exchange event held at USDA Headquarters. Immediately following the main program in the Jefferson Auditorium, AMS joined other USDA agencies on the Whitten Patio to interact with Native American participants and USDA employees. The AMS exhibit focused on the following messages: possible 1994 scholar position(s) and jobs; commodity procurement; upcoming AMS tribal consultations; and AMS programs/services for small farmers and cultural diversity.
- On December 9-13, 2013, an AMS representative participated in the Intertribal Agriculture Council (IAC) meeting in Las Vegas, Nevada. The IAC was founded

in 1987 to pursue and promote the conservation, development and use of agricultural resources to improve the lives of Native Americans. The AMS representative provided information on upcoming board announcements as well as information about farmers markets, food hubs, and the Agency's National Organic Program and the Fruit and Vegetable Program. The Council for Native American Farmers and Ranchers (CNAFR) held their quarterly meeting at the same location. This council was developed as a direct result of the Keepseagle vs. USDA settlement. The AMS representative participated by helping with the pre-planning as well as the actual three day meeting.

- On March 17-19, 2014, an AMS representative attended the 28th National Reservation Economic Summit in Las Vegas, Nevada. The event was hosted by the National Center for American Indian Enterprise Development in assisting American Indian Tribes and their enterprises with business and economic development. The final attendance numbers showed that 2,376 Native American businesses were represented. There were eight viable and qualified Small Businesses, which all were either 8(a) firms and/or HubZone Small Businesses or acquiring their status as an 8(a) and/or HubZone Small Business.
- On March 10, 2014; on June 11, 2014; and again on September 10, 2014, AMS held Tribal Consultation Teleconferences. These events provided an opportunity to highlight AMS programs and services as well as discuss changes and updates to the Agency's programs. They also provided the Agency representatives an opportunity to hear directly from tribal leaders about how AMS can better serve Native Americans and Alaska Natives. In addition, Kiva-Sun Foods, a Native American owned business that is also a certified Minority Business Enterprise by the National Minority Supplier Development Council, was notified that its production plan to produce ground bison had been approved. Once a successful onsite capability assessment audit was conducted, the company was an approved supplier/contractor and placed on the AMS Approved Bison/Buffalo Supplier/Contractor Listing.
- On June 24-26, 2014, AMS collaborated with the USDA Office of Tribal Relations at the RES D.C. Conference, sponsored by the National Center for American Indian Enterprise Development held in Washington, D.C. The National Center features unparalleled access to respected tribal leaders, members of congress, federal agency representatives, state and local elected officials and top CEOs, on a national platform. Attendees benefited from high-caliber networking, teaming opportunities, business development sessions, RES Tradeshow, Business Expo, American Indian Artisan Market, RES Procurement, RES Buy Native Matchmaking Expo, and Tribal Business Leaders Forum. This event served as an example of how the National Center is building bridges of opportunity for today's American Indian enterprises.
- To ensure that American Indians and Alaska Natives have full access to the programs and services offered by AMS, the Agency established a quarterly formal

consultation process during which upcoming regulations and Agency changes that could have an impact on the Tribes are discussed.

Asian Outreach – AMS conducted the following outreach activities specific to Asians:

- On February 3, 2014, an AMS representative gave a presentation on the Agency's programs and services at a USDA-hosted meeting with Asian American and Pacific Islander community leaders. The meeting was an opportunity for stakeholders to learn more about USDA programs. Under-Secretary for Marketing and Regulatory Programs Ed Avalos provided a welcome to the group and expressed his commitment toward diversity at USDA.
- During the week of May 5, 2014, AMS representatives attended the Federal Asian Pacific American Council (FAPAC) Conference (<http://www.fapac.org/>) held in Charlotte, North Carolina. USDA held a pre-conference from 2:00 p.m. to 5:00 p.m. The pre-conference included session on the White House Asian Pacific Islander Initiative, the state of USDA's AA/Pis, civil rights, the importance of affinity groups, and an analysis of the Federal Employee Viewpoint Survey. The Agency's Under Secretary, Ed Avalos, was invited to participate in the program. One of the objectives of FAPAC is to assist the Federal and District of Columbia governments in promoting, establishing, and maintaining an effective and equitable participation of Asian Americans and Pacific Islanders (AA/PI) in the workforce.
- On August 14, 2014, as a result of meetings with the USDA Hmong Poultry Farmers Working Group, AMS hosted a face-to-face meeting with agricultural leaders who work with Hmong farmers and ranchers. AMS spearheaded this meeting in order to introduce these individuals to the Agency's program leaders, and to gather more input about the needs of Hmong poultry growers. Some of the groups that were invited to the meeting were: Hmong National Development; Rural Advancement Foundation International; National Latino Farmers and Ranchers Trade Association; National Sustainable Agriculture Coalition; Farm Aid; and National Coalition for Asian Pacific American Community Development.
- AMS developed a draft plan of action in response to USDA agency recommendations from the White House Poultry Working Group and Hmong National Development (HND), to collaborate and implement strategic goals that will break down barriers to Hmong poultry farmers' economic security. In addressing issues as complex as those facing Hmong poultry farmers, relevant USDA agencies have come together to work collaboratively and ensure consistency throughout the Department. The recommendations in the document are detailed by individual USDA agencies, but the long-term goal is that the shared discussion will lead to more comprehensive solutions. Founded in 1993, HND is the leading national policy advocacy organization for the Hmong American community.

Addressed Limited English Proficiency (LEP) Concerns: AMS conducted significant outreach efforts to provide information to its non-English speaking customer base and underserved communities. For example, the Agency conducted the following activities and events to ensure equal access to the information and services provided by AMS for the agricultural industry via its various Programs, as set forth below:

Fruit and Vegetable Program (F&V):

- Delivered webinars in Spanish and Korean discussing PACA and Market News services offered by AMS. The target audience is Spanish- and Korean-speaking members of the U.S. and international produce industry.
- Translated a number of brochures into Spanish, Korean and Vietnamese; posted them to the AMS website and printed hard copies for distribution at conferences and meetings.
- Collaborated with the North American Meat Association (NAMA) to develop a Spanish language version of the Institutional Meat Purchase Specifications (IMPS). AMS maintains the industry standards used by buyers and sellers in the U.S. and Mexico to trade meat products. Upon completion, the Spanish version will be available online for easy access and use.

National Organic Program (NOP):

- Posted 17 training modules on organic operations in Spanish to support the needs of Spanish-speaking audiences to the AMS website. The training modules, available for free download, cover essential elements of organic accreditation and certification, including an overview of the organic certification process, information on residue testing and technical assistance, and other information to support certifiers, inspectors, and operations.
- The NOP is in the process of translating the USDA organic regulations and the NOP Handbook into Spanish; these translations will also be available for free download from the AMS website.

Transportation and Marketing Program:

- Made available Spanish language translations of two of its most popular food hub reports, the *Regional Food Hub Resource Guide* and *Moving Food Along the Value Chain*. Hispanic farmers are a growing segment of the producer community, with a 21% increase in the number of operators since 2007.

Livestock, Poultry and Seed Program (LPS):

- LPS is collaborating with the North American Meat Association (NAMA) to develop a Spanish-language version of the Institutional Meat Purchase Specifications (IMPS). AMS maintains these industry standards that are used by buyers and sellers in the United States and Mexico to trade meat products. AMS will partner with NAMA to share the cost of translating the IMPS from

English to Spanish. Upon completion, the Spanish version will be available online for easy access and use.

Policy, training, and information dissemination as to the provisions of auxiliary aids and services: The AMS website contains an Accessibility Statement which indicates the Agency's commitment to making its website and information accessible to everyone. It also directs users to the USDA Target Center for additional assistance. The AMS Accessibility statement can be found here: [AMS Website Accessibility](#).

Complied with Section 504 and Section 508 while meeting these obligations: The Agency's Farmers Market Promotion Program (FMPP) was not authorized or funded to operate in FY 2013, and program funds for FY 2014 were not received until March 2014. Therefore, FMPP did not collect or distribute any information regarding Section 504 to applicants or recipients. However, the Agency's Farmers Market and Local Food Promotion Program (FMLFPP) developed a questionnaire and is working to implement it with FY 2014 recipients. The Agency's Federal State Marketing Improvement Program (FSMIP) and Specialty Crop Block Grant Program (SCBGP) grants are not awarded to individuals, but entities such as State Departments of Agriculture and universities. In the grant agreements, the recipients are held responsible to ensure that they are complying with Section 504 obligations.

AMS is committed to making its websites accessible to all USDA customers and employees. AMS established a Section 508 Subcommittee of the Information Technology Functional Committee to address Section 508 compliance issues across the agency. A Section 508 Coordinator for the agency was named and monthly meetings were held. In response to the direction provided in OMB's Section 508 Strategic Plan, AMS updated the Accessibility link on all public facing web pages and established an Accessibility link on primary intranet web pages. The new links provide a means for citizens and employees to contact the Agency's 508 Coordinator regarding any 508 compliance issues. No compliance issues have been submitted to date. Additionally, AMS began development of a Section 508 Strategic Plan to be completed in FY 2014.

III. CULTURAL TRANSFORMATION AND OUTREACH INITIATIVES

To realize the Secretary's Commitment, AMS successfully completed 30 different action strategies and initiatives identified in its Cultural Transformation Action Plan. The Agency initiated over 25 process improvement initiatives (including a dozen major Agency-wide initiatives), increased training for employees and supervisors, improved hiring reform communications, increased telework participation, and supported the mentoring program.

AMS is proud of its strong civil rights program and continuously works to ensure that its employees receive appropriate and timely civil rights and EEO training. AMS conducted numerous training sessions to educate its workforce on essential issues. AMS administers a streamlined and effective complaints program, providing employees with

resources and guidance through all stages of the informal and formal complaints processes. AMS is committed to the use of ADR and seeks to resolve all employee and management issues, conflicts, and complaints at the earliest stage possible. AMS's commitment to an efficient complaint process and comprehensive training resources promotes equity of opportunity for all employees and helps provide a work environment free from discrimination, examples of which include:

- 100% of SES performance plans contain USDA-wide cultural transformation performance language and AMS-specific cultural transformation-related performance measures in the Mission Results element. 100% of managerial and supervisory performance plans include cultural transformation language.

100% of SES performance plans have a mandatory critical civil rights element to evaluate progress toward USDA civil rights strategic goals. Each performance plan includes measures to ensure that executives are successful in the enforcement of civil rights laws, rules, regulations and meeting agency and USDA civil rights goals and objectives. Executives are held accountable to ensure that subordinate managers and supervisors are compliant and successful in meeting these goals and objectives

- A representative of the Agency's Livestock, Poultry and Seed Program coordinated with the Farmer Veteran Coalition (FVC) of Iowa to hold a series of four workshops in February and March of 2014. The mission of the FVC is to empower veterans to thrive in Iowa agriculture. The FVC provides educational workshops, networking, facilitates mentorships, and connects veterans with other farm and veteran service providers. This collaboration will allow participants to learn more about AMS programs and services as well as learn about possible jobs.
- On November 25, 2013, AMS invited Assistant Secretary for Civil Rights to its Agency Senior Staff meeting. The Assistant Secretary shared with AMS's senior leadership the issues of importance to the Secretary in the area of civil rights, and to provide insight on how AMS can continue to improve its focus on advancing the principles of civil rights internally and externally.
- On December 4, 2013, AMS held a one-day Senior Management Offsite, where the AMS Administrator, the Agency Deputy Administrators, and Staff Directors met to discuss the Agency's strategic direction for Fiscal Years 2014-2017. AMS leadership spent the first part of the day discussing the goals and objectives for a new AMS Strategic Plan. The second half of the day focused on strategic communication, where the Team identified the Agency's key audiences, discussed what messages to convey, and identified some potential barriers.
- The Administrator's Civil Rights/Diversity Award was re-instituted and presented during the AMS Town Hall meeting to one individual and one group that made significant achievements in furthering diversity and EEO initiatives that support both Equal Employment Opportunity Commission and USDA Departmental goals, as follows:

- During the closure of AMS's Livestock, Poultry, and Seed's Lakewood, Colorado office, one manager worked diligently to protect the jobs of his 15 employees, 10 are women, minorities, or persons with a disability. Because of his leadership, vision, and commitment, 13 staff members were gainfully reemployed in the Denver area. In particular, he made sure that the administrative and technical staff were given as many options and opportunities as those with more technical experience. His actions upheld the civil rights laws and requirements of federal managers, and demonstrated an unwavering commitment to treating employees with integrity, equality and compassion.
- The Agency's Specialty Crops Inspection Division (SCI) initiated outreach efforts to recruit and hire veterans, and built a relationship with an urban agricultural high school serving underrepresented students. SCI collaborated with the U.S. Army's Transition Strategic Outreach (TSO) office's Hero-2-Hired (H2H) program which helps service members find jobs with military-friendly companies. In addition, SCI provides job postings to more than 50 military recruiters across the United States, developed relationships with local military commands, and attended Ag Warriors' recruitment fairs, a program that helps military men and women find careers in the agriculture and food industries. During the last two fiscal years, SCI hired nine military veterans, two through the H2H program. SCI built a relationship with John Bowne High School (JBHS), the only New York City high school to offers a curriculum in agriculture. It also is part of the U.S. Department of Agriculture's Hispanic-Serving Institutions National Program, which promotes the continued growth of Hispanic enrollment in higher education. SCI hired two JBHS students as interns in its Bronx office. The interns serve as aids, working with seasoned inspectors to learn how to inspect fresh produce.

AMS continually strives to empower its managers, supervisors, and employees and to enable them to achieve their levels of performance. AMS accomplished this through a variety of career-building methods, including but not limited to the following:

Telework: AMS actively promotes the use of telework. In the Agency, 48.56% of eligible employees regularly telework, which exceeds AMS's target goal of 45.00%. 51.44% of eligible employees Ad Hoc telework, which exceeds AMS's target goal of 50.00%. This includes managers, supervisors, and employees in headquarters and field locations.

IDPs: 100% of Agency employees have Individual Development Plans (IDP) in place. 100% of SES management performance standards include cultural transformation language.

Employee Meetings:

- AMS held its annual Town Hall Meeting and Annual Administrator's Awards Ceremony. At the Town Hall, AMS unveiled its new Strategic Plan for FY 2014-

2018. Field offices in California, Iowa, Illinois, North Carolina, and Wisconsin attended via live webcast. Shortly after, a survey was sent to employees soliciting their feedback on ways to improve the both the Town Hall Meeting and the Annual Administrator's Award Ceremony.

- AMS's Administrator continues to hold brown bag lunches with field employees to talk informally about important issues going on in the Agency and the Department, and to get feedback on what they need to continue to effectively perform their jobs. Among such meetings were the following: On August 6, 2014, the AMS Administrator held a brown bag lunch with the members of the Agency's Civil Rights Program located in Washington, D.C.; in October of 2014, the Administrator held a brown bag lunch with the Cotton and Tobacco Program Headquarters employees located in Memphis, Tennessee; and in December of 2014, the Administrator held a brown bag lunch in with both Dairy Program and Fruit and Vegetable Program employees located in the Lisle, Illinois area.
- AMS hosted a welcome program for the AMS Summer Interns: the Administrator welcomed the interns, the AMS Chief of Staff gave an overview of AMS, and a representative from HR provided helpful updates. During the welcome program, interns shared information about their backgrounds.
- The AMS Administrator met with the Agency's Livestock, Poultry & Seed and Science & Technology Program (S&T) employees located in Gastonia, NC.
- AMS worked to develop its new on-boarding program and policy for new employees.
- AMS's S&T Program held its annual spring All-Employee Meeting, which included S&T field offices and laboratories. The meeting focused on professional development and training as a cornerstone for employee engagement. Guest speakers from APHIS and ARS provided insight into agency and program activities that will increase employee communication, engagement, and professional development. S&T's first employee-nominated PRAISE award winner was recognized.
- In addition, the Administrator conducts "Walk and Talk" sessions for employees on the third Wednesday of every month.

Focus Groups: The Agency expanded on the number and scope of its focus groups held during the previous year by conducting the following:

- On December 3, 2013, the AMS Administrator held a focus group meeting with all Associate Deputy Administrators to discuss the Agency's 2013 Federal Employee Viewpoint Surveys, their perspective on what is working well in the Agency, challenges, their personal development, and the development of the Agency's employees.

- All Programs held all-employee meetings or focus group sessions with their employees.
- Three focus group sessions were held for women in Grades GS-14 and GS-15 using the Employee Viewpoint Survey on February 12, 25, and 27, 2014.
- A Hispanic focus group was conducted on April 17, 2014.
- An Asian focus group was conducted on June 17, 2014.
- A focus group for African-Americans was conducted on August 28, 2014.

Supervisory Performance Plans Update: All 2014 Supervisory Performance Plans were updated with the following employee engagement language to emphasize the importance of a collaborative environment: “Actively creates an environment that promotes staff engagement, integration and collaboration. Based on employee feedback and the data collected with the most recent FEVS, identifies both strengths and challenges related to employee engagement, development and satisfaction. Works proactively and inclusively with staff members to develop and implement strategies to maintain areas of strength and improve engagement and satisfaction in the organizational unit. Promotes open, candid and ongoing dialogue with and among the staff to develop more comprehensive and innovative insights to manage obstacles to engagement.”

Outreach Initiatives:

- AMS Outreach participated in the Minority Landowner Conference in Greenville, South Carolina from February 27-March 1, 2014. The conference was sponsored by Minority Landowner magazine. This was the third year that AMS had joined forces with the conference organizers to assist small and disadvantaged farmers in North Carolina and surrounding states. An AMS field employee from Raleigh, North Carolina, participated once again on the “Farm Turnaround Team,” which was developed during the first Minority Landowner Conference.
- AMS Outreach assisted the USDA Office of Advocacy and Outreach in selecting a diverse pool of nominees for the Secretary’s Advisory Committee on Minority Farmers. The Committee is comprised of 15 members, representing the following groups: socially disadvantaged farmers and ranchers; nonprofit organization representatives; civil rights representatives; institutions of higher learning representatives; and other persons the Secretary deems appropriate. More than 300 applicants were received. The new committee members will advise the Secretary on steps the Department can continue building upon for stronger targeted outreach and assistance to minority and socially disadvantaged farmers and ranchers.
- On November 8-9, 2013, AMS participated in the National Black Farmers Association (NBFA) conference in Columbia, South Carolina. NBFA is a non-

profit organization that advocates for Black and Socially Disadvantaged Farmers. The NBFA hosted their 23rd annual conference and youth track for students during this event. The two-day program provided knowledge and techniques to enhance skills, networking, and financial resource capabilities for small, limited-resource, and socially disadvantaged farmers, rangers, and landowners. Farmers had an opportunity to share ideas and connect with government agencies as well as other resources from around the country. Educational material was provided which detailed programs and services offered specifically for a small and beginning farmer or rancher.

- On February 19, AMS hosted diversity training during the 2014 Ag Outlook Forum in Arlington, Virginia. Deputy Secretary Krysta Harden and AMS Administrator Anne Alonzo hosted the event. About 40 producer representatives from 20 research and promotion boards attended the training.
- On February 5, 2014, AMS hosted an informational session for Mr. Roger Campos, President and CEO of Minority Business Round Table (MBRT) and two affiliated companies. The MBRT serves as a unified voice for minority CEOs in the United States, creating advance opportunities for minority entrepreneurs in the public and private sectors. Mr. Campos arranged for two of his members to discuss federal contracting opportunities with USDA: Argent Associates, a Hispanic woman-owned small business dealing with warehousing and logistics; and Rush Trucking, a Native American, woman-owned small business which is the largest women-owned trucking company in the U.S. On the call were representatives from the Farm Service Agency who explained trucking and warehousing opportunities within their agency. A representative from AMS's Transportation and Marketing Program explained the transportation information and reports available to all companies. AMS provided the names of all approved vendors (since all are required to deliver product on USDA contracts) and the names of two vendors that have expressed an interest in obtaining assistance with logistics and trucking services.
- AMS hosted a webinar series for the fruit and vegetable industry on food safety and some of the requirements that growers should be aware of in order to meet buyer requirements. For this series, AMS reached out to USDA's Strikeforce areas which aim to increase investment in rural communities for technical assistance and other resources in priority, poverty-stricken communities. AMS Outreach disseminated this information to groups that could benefit from quality assurance and food safety audit services.
- AMS representatives attended three veterans outreach events and developed a PowerPoint presentation and detailed hand-outs for Soldiers in the 1072nd Transportation Company. During 2014, a senior C&A Compliance Officer located in California joined the Veterans Employee Organization (VEO) for Federal employees. CALVET wrote an article relating to Fresno's USDA Veterans Outreach participation with the 1072 Transportation Company that recently returned from Afghanistan.

- The AMS Administrator also attended the following meetings with organizations that represent the wide diversity of our current and future stakeholders:
 - Nuestro Futuro;
 - Latino Coalition and AMS Commodity Procurement Staff meeting;
 - 31 students from the Hispanic-Serving Institutions Grant Program welcoming event;
 - Introductory meeting with Mexican Embassy Officials;
 - Presentation ceremony of the Medal of Grand Cross of Isabel La Catolica of the Honorable Robert Menedez;
 - Welcome of Jorge Neri to the White House;
 - League of United Latin American Citizens (LULAC) Legislative Awards Gala;
 - National Council of La Raza (NCLR) Capital Awards ceremony;
 - Heyman Associates DC – Communicators Networking Breakfast;
 - General Service Administration (GSA) National Women’s History Month Interagency Roundtable;
 - White House Women’s History Month Event (as an appointee);
 - National 4H Student Leaders Briefing for USDA;
 - Latino Appointee Brown Bag Leadership Speaker Series;
 - Arizona Future Rural Leaders Briefing;
 - White House, Women in STEM (*Science, Technology, Engineering, and Mathematics*);
 - National Association of Hispanic Federal Executives Networking Breakfast;
 - Latino Armchair Discussion at the White House (as an appointee);
 - 10th Annual Congressional Hispanic Leadership Institute (CHLI) Gala & Awards Dinner;
 - Green Latinos conference call;
 - Mexican Institute Advisory Board for the Woodrow Wilson Center & Reception Dinner;
 - Women Connect Event in WDC;
 - 2014 Class of USDA E. Kika De La Garza Fellows; and
 - USDA – HACU Leadership Group Recognition Ceremony.

AMS continuously seeks ways to improve its management, supervisory, and employee diversity and is striving to ensure that it sustains an effective and diverse senior management team to lead the Agency.

Succession Planning: AMS developed and implemented a 2013-2015 succession plan to assure that the Agency continues to retain a diverse group of high-performing, well-prepared individuals with a vision of the Agency’s future and a broad understanding of mission-critical activities. The succession plan encompasses SES through GS-14 senior

management positions in the 301, 1980, 1147, 1146, and 1102 mission-critical occupational series.

- To focus on the Agency's succession and workforce strategy, AMS put together a team of both senior administrative and program officials to analyze the Agency's current situation and where the Agency needed to be in the future. This team engaged supervisors from across the Agency in completing questionnaires and met with Senior Executives to ensure they had captured the vision for the Agency. By starting earlier in the year, AMS was able to meet the March 28, 2014 deadline for the Secretary's Signature Process Improvement Project to Establishing and/or Enhance Human Resources Strategic Alignment (Succession and Workforce Plan).
- The Department specifically commended the AMS team for the extra effort and support given to them in testing and debugging the system prior to its use by the rest of USDA. Without the Agency's assistance and input, this project would not have been successful. Additionally, it was also noted by the Department that "AMS demonstrated that leaders can engage and own human capital planning; all agencies could gain some insight about leader engagement in human capital planning from the AMS team."
- Departmental feedback in mid-June of 2014 showed that AMS did exceptionally well in the development of the initial Plan through the new portal with 73% of the criteria being met or met with exception. AMS scored among the highest agencies in the Department at this initial phase. This is an evolving, ongoing activity as OPM released additional guidance to the Department in July of 2014 concerning additional components that will be captured in final plans which will be consistent across the Department once official scores are determined.
- AMS has developed a timeline and is working closely with Departmental Management Staff to ensure that the Agency meets all of OPM and the Department's criteria for Succession and Workforce Planning and Analysis.

University Partnerships: AMS SEPMs continued to partner with local colleges and universities to increase the Agency representation of their respective groups. The Agency continues its previously established partnerships with Towson University in Towson, Maryland, and the University of Maryland in College Park, Maryland. One new partnership with Howard University was also initiated this fiscal year.

Veterans Hiring: AMS worked diligently to increase its veterans employment and collaborated with the Department of Defense to support the OW program, as set forth above.

IV. EMPLOYEE DEVELOPMENT AND RECOGNITION

AMS places a strong emphasis on employee development and training and seeks ways to ensure that its employees are empowered to reach their fullest potential. 100% of AMS employees have IDPs in place. Also, 94.7% supervisors have discussed these plans at least once within the course of this year to ensure that employees are moving forward with development, and to determine if any adjustments are needed to the plans as a result of changing needs or position requirements. AMS encourages its employees to broaden their skills and to diversity their talents.

AMS assessed and improved its training and development support as well as reduced overhead costs. AMS developed an OPM Core Competencies' Training Guide for use throughout the Agency that identifies training, reading materials, networking opportunities and self-improvement activities for employees to consider when focusing on specific areas for their positions.

Where appropriate, AMS works to secure executive coaches and leadership trainings for new supervisors to enhance their leadership skills and continuously looks at ways to realign staff in order to maximize job fit with employee strengths and provide the best possible services to customers.

Training:

- The Agency's National Organic Program (NOP) held a brown bag lunch with its employees to cover the basics of American Sign Language (ASL). This training was led by an NOP ASL-certified employee, and was held primarily to facilitate team communication with a new NOP hearing-impaired employee.
- The Agency held two ADR training sessions for employees and supervisors.
- The Agency sponsored diversity training for managers to increase awareness of the importance of hiring and effectively managing a diverse workforce.
- The Agency sponsored representatives to attend the Blacks in Government, Federally Employed Women, and Federal Asian Pacific-American Council (FAPAC) National Leadership Training Programs. One individual led a communications session during one of the meetings.
- On September 10, 2014, AMS employees participated in the USDA-sponsored training commemorating the 50th Anniversary of the Civil Rights Act in the Ronald Reagan Building in Washington, D.C. The theme of the all-day event was "Yesterday's Dream, Today's Reality, and Tomorrow's Hope."

AMS Administrators' Award Recognition Program: The Committee that reviewed and selected the recipients of this year's award was comprised primarily of Associate Deputy Administrators from each AMS Program. There were a total of 24 nominations of which five were selected for recognition of going beyond the call of duty in carrying out the Agency's mission.

Financial Assistance: AMS offers financial assistance for employees to obtain advanced degrees in fields directly related to the Agency's mission. This serves to increase competency skill sets and to expand career development opportunities.

IDPs: 100% of Agency employees have Individual Development Plans (IDP) in place. 94.7% supervisors have discussed these plans at least once within the course of this year to ensure that employees are moving forward with development, and to determine if any adjustments are needed to the plans as a result of changing needs or position requirements.

V. MENTORING

AMS created an Agency-wide mentoring committee in June of 2012 to further stimulate employee development. The aim of the mentoring program is for the mentors to share their ideas, expertise, and knowledge with protégé pairs so that the pairs will become more proficient, confident professionals benefitting from the opportunity to be guided, taught, helped, encouraged, and supported by their more experienced colleagues. The mentoring program is administered through a committee comprised of a representative from each AMS Program.

AMS once again offered this Mentoring Program, and 53 mentors and 59 protégées participated in the program during FY 2014. To support the program, the AMS Mentoring Committee updated the communications plan to strategically promote and communicate about the AMS Mentoring Program. The program offered participants webinars, 360 degree assessments, e-Update for the pairs, a graduation luncheon with the Administrator as a guest speaker, and a kick-off webinar for new protégées and mentors. AMS developed a Mentor/Protégé Training Guide for the program.

On August 26, 2014, one of the Agency's Deputy Administrators participated in the Women's Equality Day and Flash Mentoring Event; and a representative from CRP volunteered with planning and setting up the event. The Flash Mentoring Event enabled individuals to seek guidance from seasoned staff and meet and list to GS-15 and Senior Executive Service (SES) mentors. Participants also met prospective mentees and mentors in an effort to develop a formal relationship to further assist with career progress and achievement of organizational goals.

NOTEWORTHY ACTIVITIES

In addition to the above-mentioned accomplishments, AMS made progress in other areas not specifically identified as a barrier/deficiency. These activities are significant and play an important role in the Agency's goal to have a model EEO program.

Strategic Plan Development: This has been a big focus for AMS during 2014. The Agency developed a new Agency-wide Strategic Plan that supports the Department's new Plan and direction. In addition, several programs within AMS, including the Civil Rights Program, Cotton & Tobacco, and Science & Technology Programs, created their own strategic plans. This process enabled the Agency to highlight the connections with the work that AMS does throughout the Department.

Continued Dissemination of Civil Rights Newsletter -- To increase the awareness of Civil Rights/Diversity, a biannual newsletter ("Bridging the Gap") is continuing to provide updated information regarding changes to EEO statutes, the EEO complaint process, status of EEO-related bills and laws, the current status of AMS's diversity initiatives, and helpful information regarding upcoming observances, etc. that are beneficial to both managers and employees throughout AMS.

Increased Accessibility/Section 508: AMS is committed to making its websites accessible to all USDA customers and employees. All Agency websites have undergone review and redesign as necessary to ensure that they meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973. AMS, with the assistance of the USDA Target Center, has resources to convert documents to Braille and other accessible formats. With respect to individuals with visual impairment, the Agency works with Target Center to provide magnification equipment and voice-activated computer software to employees who seek these accommodations. American Sign Language interpreters are provided upon request for meetings and events.

Sign Language Classes: AMS developed and sponsored an American Sign Language class to enhance communication throughout the Agency with hearing-impaired employees and industry stakeholders.

SUMMARY OF TOTAL WORKFORCE PROFILE

- In FY 2014, the Total Workforce population was 3,886 and in FY 2013 it was 3,590. This was an **increase** of 296 (8.25%) employees.
- In FY 2014, the Women’s population was 2,220 and in FY 2013 it was 2,082. This was an **increase** of 138 (6.63%) employees.
- In FY 2014, the Minorities’ population was 1,966 and in FY 2013 it was 1,893. This was an **increase** of 73 (3.85%) employees.
- In FY 2014, the White Men’s population was 979 and in FY 2013 it was 846. This was an **increase** of 133 (15.72%) employees.
- In FY 2014, the White Women’s population was 894 and in FY 2013 it was 810. This was an **increase** of 84 (10.37%) employees.
- In FY 2014, the Black Men’s population was 356 and in FY 2013 it was 364. This was a **decrease** of 8 (-2.20%) employees.
- In FY 2014, the Black Women’s population was 864 and in FY 2013 it was 845. This was an **increase** of 19 (2.25%) employees.
- In FY 2014, the Hispanic Men’s population was 217 and in FY 2013 it was 198. This was an **increase** of 19 (9.60%) employees.
- In FY 2014, the Hispanic Women’s Population was 359 and in FY 2013 it was 333. This was an **increase** of 26 (7.81%) employees.
- In FY 2014, the Asian Men’s population was 76 and in FY 2013 it was 68. This was an **increase** of 8 (11.76%) employees.
- In FY 2014, the Asian Women’s population was 53 and in FY 2013 it was 46. This was an **increase** of 7 (15.22%) employees.
- In FY 2014, the Native Hawaiian/Other Pacific Islander Men’s population was zero and in FY 2013 it was zero. There was no change in the number of employees.
- In FY 2014, the Native Hawaiian/Other Pacific Islander Women’s population was two and in FY 2013 it was two. There was no change in the number of employees.
- In FY 2014, the American Indian/Alaskan Native Men’s population was 20 and in FY 2013 it was 18. This was an **increase** of two (11.11%) employees.
- In FY 2014, the American Indian/Alaskan Native Women’s population was 19 and in FY 2013 it was 19. There was no change in the number of employees.
- In FY 2014, the total workforce population for Reportable Disabled employees was 238, and in FY 2013 it was 215. This was an **increase** of 23 (10.70%) employees.
- In FY 2014, the total workforce population for Targeted Disabled employees was 31, and in FY 2013 it was 26. This was an **increase** of 5 (19.23%) employees.

*Source: Table A1 – Total Workforce – Distribution by Race/Ethnicity and Sex;
Table B1 – Total Workforce – Distribution by Disability
(Based on NFC Data)*

Based on the Civilian Labor Force (CLF), under representation exists in AMS' total workforce as follows:

Underrepresented Groups	AMS Total Workforce	Civilian Labor Force	Difference
White Men	25.19%	38.33%	-13.14%
White Women	23.01%	34.03%	-11.02%
Asian Men	1.96%	1.97%	-0.01%
Asian Women	1.36%	1.93%	-0.57%
American Indian or Alaska Native Men	0.51%	0.55%	-0.04
American Indian or Alaska Native Women	0.49%	0.53%	-0.04
Native Hawaiian Or Other Pacific Islander Men	0.00%	0.07%	-0.07%
Native Hawaiian Or Other Pacific Islander Women	0.05%	0.07%	-0.02%

Source: Table A1 – Total Workforce – Distribution by Race/Ethnicity and Sex (Based on NFC Data)

FY 2015 PLAN TO ELIMINATE BARRIERS/DEFICIENCIES

In FY 2015, AMS will continue to strive towards its goal to have a Model EEO Program. The following actions will be taken to overcome deficiencies and to eliminate barriers:

1. Conduct Compliance Reviews:

AMS will increase its compliance reviews conducted and completed in FY 2015 both internally and with its external customers.

2. Collaborate with Human Resources (HR) on Workforce Diversification:

AMS will participate in regular meetings with HR to discuss applicant flow data, hiring, exit interviews, recruitment efforts, and other related issues.

3. Alternative Dispute Resolution (ADR):

AMS will conduct refresher training for its Resolving Officials and for employees to encourage participation in the process.

4. Focus Groups

AMS will follow-up with its focus group sessions during FY 2015.

5. Special Emphasis Program Managers (SEPMs):

AMS will identify new individuals to serve as Special Emphasis Program Managers (SEPMs).

6. Diversity and Inclusion

AMS will establish a Diversity Advisory Committee to address recruiting, hiring, and retaining and diverse workforce.

ACTION ITEMS FROM FY 2013 MD-715 REPORT:

The following action items were noted in the FY 2013 EEO Program Status Report to overcome deficiencies and to eliminate barriers:

1. Collaborate with Human Resources (HR)

AMS Civil Rights Program (CRP) will continue to work with HR to increase representation of minorities and women; to track applicant flow data; and to analyze and address strategies to identify and eliminate barriers involving all personnel matters.

2. Increase Diversity and Representation of Protected Groups

CRP will continue to encourage AMS managers to hire a diverse group of students under HACU, WINS, WRP, USDA/1890 and USDA/1994 National Scholars Programs, and the Disabled Veterans Programs. CRP will continue to work to identify and eliminate barriers and increase the participation rates of groups with low participation rates in the AMS workforce.

3. Use Strategic Hiring Initiatives for Veterans and People with Disabilities

AMS managers will continue to use Schedule A Hiring Authority for people with disabilities and Veteran Hiring Authorities to recruit and retain a diverse workforce.

4. Participate in Recruitment Opportunities

Contingent upon available funding, AMS will continue to participate in targeted recruitment, outreach activities and events.

5. Promote Diversity and Inclusion in Leadership Development

AMS will enhance the Agency's formal mentoring program to increase participation for employees at all levels.

6. Conduct Focus Groups

CRP will conduct two focus group sessions during the fiscal year to discern strategies for employee development.

ACCOMPLISHMENTS

The Agency achieved the following outcomes as a result of these actions:

- 1. Collaborate with Human Resources (HR):** In its continuing efforts to track applicant flow data, HR began transitioning to its new Staffing system in July of 2014 and expects to be fully transitional by the end of the year. USAJobs is now collecting disability information which is flowing to APHIS's (HR's) back-end system. The HR Director attends senior management meetings and provides updates on goals and strategies for diversifying the workforce.
- 2. Increase Diversity and Representation of Protected Groups:** AMS has made significant strides with its student interns, particularly with regarding to HACU and Hispanic students from the University of Puerto Rico. Achievements for Disabled Veterans are noted below. As previously recorded, two of AMS's SES positions are now held by Hispanic females; two are held by White females; one is held by an Asian female; and one is held by an African-American male.
- 3. Use Strategic Hiring Initiatives for Veterans and People with Disabilities:** AMS managers have utilized successfully the Schedule A Hiring Authority to bring onboard this fiscal year two employees with a Schedule A designation. One of the employees has a targeted disability. AMS hired 35 veterans this fiscal year, 13 of whom are disabled. AMS almost reached its goal of nine percent of its new hires comprised of disabled individuals, having hired 44 (or 8.29% of its hires) individuals with disabilities into its workforce during FY 2014. One person with a targeted disability has been hired into its temporary workforce. Three individuals with targeted disabilities hold GS-14 positions; one individual with a targeted disability holds a GS-15 position; and one individual with a disability holds an SES position at AMS. AMS invited representatives from Gallaudet University and Allison Levi, DEPM to brief the Administrator and senior managers on USDA goals and strategies for hiring persons with disabilities. One immediate result of this meeting was the hiring of a Gallaudet student into the Agency's NOP Program.
- 4. Participate in Recruitment Opportunities:** Significant recruitment efforts are described above. The Agency continues its previously established partnerships with Towson University in Towson, Maryland, and the University of Maryland in College Park, Maryland. One new partnership with Howard University was also initiated this fiscal year.
- 5. Promote Diversity and Inclusion in Leadership Development:** AMS described in the Agency Plan contained in its Annual FEORP its strategic activity designed to enhance the Agency's formal mentoring program to increase participation for employees at all levels, with its benchmark being the participation rates in the formal mentoring program by RSNOD. The FEORP Progress Tracker contains demographic information and detailed race, sex, national origin, and disability data for the Agency's mentors and mentees.

AMS offered its Mentoring Program once again this year. All protégées were matched with a mentor; 53 mentors and 59 protégées participated in the program this year. The AMS Mentoring Committee updated the communications plan to strategically promote and communicate about the AMS Mentoring Program. Accomplishments include webinars, 360 degree assessments, e-Update for the pairs, a graduation luncheon with the Administrator as a guest speaker scheduled for July 15, 2014, and a kick-off webinar for new protégées and mentors in September of 2014.

6. **Conduct Focus Groups:** The Agency far surpassed its goal to conduct two focus groups during FY 2014. CRP conducted six focus groups in FY 2014. Three focus group sessions were held for women in Grades GS-14 and GS-15 using the Employee Viewpoint Survey on February 12, 25, and 27, 2014. A Hispanic focus group was held on April 17, 2014; an Asian focus group was conducted on June 17, 2014; and a focus group for African-Americans was conducted on August 28, 2014. The focus sessions provided valuable insights to career development and areas needing improvements in the AMS work environment. One initiative from these sessions is that the Agency's Administrator started monthly "Walk and Talk" sessions for employees on the third Wednesday of every month.

In addition, AMS continues to implement its Civil Rights Strategic Plan goals, which are aligned with the AMS FY 2014-2018 Strategic Plan. The Strategic Plan was highlighted at the AMS Town Hall Meeting held on May 12, 2014, and was distributed to all Agency employees via the AMS Voice e-newsletter on May 14, 2014. The Civil Rights Strategic Plan for FY 2012-2015 contains a work plan which outlines the specific objectives for the Civil Rights Program to implement during this fiscal year to achieve the goals, objectives, strategies, and performance measures outlined in the Strategic Plan.

CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Clifton J. Gilchrist, Civil Rights Director / 0260 / GS-15 am the

(Insert name above)

(Insert official
title/series/grade above)

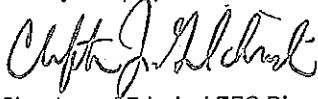
Principal EEO Director/Official for Agricultural Marketing Service

(Insert Agency/Component Name above)

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

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

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




Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

12/3/14

Date



Signature of Agency Head or Agency Head Designee

12/5/14

Date



JAN 23 2014

AGRICULTURAL MARKETING SERVICE
CIVIL RIGHTS POLICY STATEMENT

As Federal employees, we are sworn to maintain high standards of ethics and conduct while upholding the Constitution and the laws of the Nation. This obligation includes abiding by all laws concerning equal employment opportunity (EEO) and civil rights (CR).

As your Administrator, I am firmly committed to ensuring the Agricultural Marketing Service's (AMS) compliance with civil rights and equal employment opportunity for everyone regardless of race, color, national origin, age, disability, religion, reprisal, sex, and where applicable, marital status, familial status, parental status, sexual orientation, genetic information, political beliefs, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs).

We must comply with every aspect of our Nation's civil rights laws. To do otherwise is simply not acceptable and will not be tolerated. It is the policy of AMS that discrimination in all phases of employment and delivery of AMS services is strictly prohibited. AMS is committed to diversifying its workforce; ensuring equal opportunity; respecting the civil rights of all employees, applicants, clients and customers; and creating a work environment that is free from discrimination and harassment, while accommodating the needs of persons with disabilities. All personnel policies, including recruitment, selection, training, promotion, disciplinary measures, and transfers are required to be free of discrimination. AMS will pursue appropriate disciplinary action against any employee who engages in unlawful discrimination or retaliation.

All executives, managers, supervisors, and employees of AMS are expected to support and comply with the Secretary's Civil Rights Policy Statement and the principles in this statement. I further expect each Deputy Administrator and every other manager to manage his/her EEO/CR Program in cooperation with the Agency's EEO resources, emphasizing proactive resolution of EEO/CR complaints, complaint prevention strategies, and workforce diversity.

I will use every means of evaluation to monitor and measure the implementation of the principles in this statement. Therefore, all employees will be held personally accountable for their conduct and performance, as public servants, in equal opportunity and civil rights. To realize our vision of a modern workforce working in a modern workplace, USDA must become a model department of tolerance and inclusion. Only then can we fulfill our part of the Secretary's commitment to civil rights, equal employment opportunity, and diversity.

Together we can create a better workplace for all employees by ensuring that we are an Agency that delivers programs and services to all people fairly with integrity and equality.

If an employee believes that he/she has been discriminated against on any protected basis, he/she must contact the AMS Civil Rights Staff within 45 calendar days of the alleged incident. Failure to do so may result in dismissal of the complaint for untimeliness.

I look forward to fulfilling this vision and accomplishing our goals together as a unified and diversified team.

A handwritten signature in black ink, appearing to read "Anne Alonzo".

Anne Alonzo
AMS Administrator



JAN 23 2014

AGRICULTURAL MARKETING SERVICE
CIVIL RIGHTS ANTI-HARASSMENT POLICY STATEMENT

AMS strives to maintain a working environment free of harassment on the basis of a person's protected status--race, color, age, disability, national origin, religion, sex, participation in prior BEO activity; and where applicable, marital status, familial status, parental status, genetic information, political beliefs, sexual orientation, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs).

Harassment is defined as unwelcome conduct (whether physical, verbal, or otherwise) that denigrates or shows hostility or aversion toward an individual based on a person's protected status. Sexual harassment is defined as: (a) participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures, or physical comments of a sexual nature; (b) using implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee; or (c) displaying material in the office or via e-mail or the internet that contains offensive images or textual references that are of a sexual nature. Harassment (sexual or otherwise) adversely affects an individual's employment opportunities and/or work performance by creating an intimidating, hostile, or offensive working environment.

Along with informing their managers of inappropriate activity, employees should inform the alleged harasser to cease the inappropriate comment or action, whenever possible. Studies have shown this is the most effective means for addressing problems in the initial stage. As well, employees are responsible for managing their behavior and immediately reporting any allegations of harassment/sexual harassment, misconduct or violations to any of the following: (a) their supervisor; (b) AMS's Civil Rights Program (CRP) (202-720-0583); or (c) AMS's Compliance and Analysis (C&A) Program (202-720-6766).





AMS may be responsible for acts of harassment in the workplace where the managers or supervisors knew or should have known of the conduct. Therefore, managers and supervisors are expected to take immediate and appropriate corrective action when harassment occurs. The Agency may also be responsible for the acts of individuals not employed by AMS with respect to harassment of employees in the workplace (or vice versa), where supervisory employees knew or should have known of the conduct and failed to take immediate corrective action. Managers and supervisors who participate in or fail to take appropriate action on harassment incidents, or retaliate against people who report such incidents, jeopardize their careers for failure to perform their assigned duties. Managers and supervisors must report incidents involving harassment to the CRP and/or to C&A to discuss the appropriate action(s) required.



If an employee believes that he/she has been discriminated against on any protected basis, he/she should contact the AMS Civil Rights Staff within 45 calendar days of the alleged incident. Failure to do so may result in dismissal of the complaint for untimeliness. Complaints of harassment may be expressed without fear of retaliation. All allegations will be taken seriously, and any individual(s) found to have violated prohibitions on harassment will be subject to disciplinary action.





Please join me in promoting a workplace of excellence--a workplace that is free from discrimination and harassment.





A handwritten signature in black ink, appearing to read "Anne Alonzo", is written over a horizontal line.

Anne Alonzo
AMS Administrator







EEOC FORM 715-01 PART G	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO Policy Statement been re-issued annually? If no, provide an explanation.		X		
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		

 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
Compliance Indicator  Measures 	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	X		
	Are the duties and responsibilities of EEO officials clearly defined?	X		
	Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X		
	If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?			N/A – Agency does not have 2 nd -level reporting components
	If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?			N/A – Agency does not have 2 nd -level reporting components
	If not, please describe how EEO program authority is delegated to subordinate reporting components.			
 Compliance Indicator  Measures	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X		
	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X		
	Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	X		
	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?	X		

Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems			X	See Part H





Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		





Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X		
	Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	X		
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	X		
	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?	X		See EEOC Form 715-01, Part H
	Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?	X		
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?	X		
	Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X		
	Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			N/A – See below
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				





One complainant received a finding of discrimination in FY 2013. Training for all management officials involved in both her complaints was recorded as a corrective action in iComplaints. According to the Final Agency Decision (FAD), the Complainant's first-line and second-line supervisors were found to have discriminated against her. No disciplinary action per se was taken, but in compliance with the FAD training was conducted for the Program's senior managers regarding their obligations under the Rehabilitation Act of 1973.





One complainant received a finding of discrimination in FY 2014. However, the FAD has not been downloaded into iComplaints, so the precise number found to have discrimination is not known. In addition, this complainant's claim for monetary damages and his attorney's statement of fees and costs have also either not been submitted or not recorded in iComplaints.







Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		

Essential Element E: EFFICIENCY				
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		See Part H
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				N/A (see below)
<p>If yes, briefly describe how:</p> <p>As noted in the previous fiscal year's MD-715 Report, the Secretary's Blueprint for Stronger Services required the consolidation of administrative functions throughout the U.S. Department of Agriculture (USDA), including the investigation of equal employment opportunity (EEO) complaints. As a result, the Office of the Assistant Secretary for Civil Rights (OASCR) reorganized to establish two new divisions, one being the Employment Investigations Division (EID) within the Office of Adjudication. On January 1, 2013, OASCR assumed full authority for the EEO investigation function for all USDA agencies. This authority includes managing all contracts for the investigation of EEO complaints, conducting legal sufficiency reviews of the reports of investigations, and coordinating vendor payments. EID officially began to accept complaints on January 2, 2013. AMS no longer has contract investigators; all AMS investigations are now handled by EID.</p>				

Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?				N/A (See above)
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	Done by the Department (See Part H)
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		

Does the responsible management official directly involved in the dispute have settlement authority?		X		
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		HR has this responsibility; however, AMS does have a Recruitment and Retention Plan and a recruitment video
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.	X		
	Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	X		
	Are procedures in place to promptly process other forms of ordered relief?	X		
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Is compliance with EEOC orders encompassed in the performance standards of any agency employees?			N/A
	If so, please identify the employees by title in the comments section, and state how performance is measured.			
	Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X		
	If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
	Have the involved employees received any formal training in EEO compliance?			N/A
	Does the agency promptly provide to the EEOC the following documentation for completing compliance:			N/A

Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?			
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?			
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?			
Compensatory Damages: The final agency decision and evidence of payment, if made?			
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?			
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s			
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.			
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).			
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.			
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agricultural Marketing Service	FY 2014	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element E: AMS does not have a system in place to track applicant flow data.	
OBJECTIVE:	Develop a system to capture and report on applicant flow data.	
RESPONSIBLE OFFICIAL:	Human Resources Division Chief, Marketing & Regulatory Programs Business Services	
DATE OBJECTIVE INITIATED:	September 30, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Work with HR to include such data and trends that are possible until Tables A & B 7, 9, 11 and 12 of the MD-715 Report are fully populated in the National Finance Center (NFC); analyze the data captured by the applicant flow tracking system in accordance with MD-715 standards	September 30, 2016	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>HR had received approval from the Department to begin tracking race, sex, and national origin (RSNO) data for applicants in November, 2009. This capability was implemented on February 26, 2010. The system can track RSNO data only; targeted disabilities data for applicants is not captured pursuant to a Departmental decision. Requests for RSNO and targeted disabilities information are included as part of the questions completed by each applicant. Responding to these questions are optional and at the discretion of the applicant.</p>		
<p>APHIS began transitioning to its new Staffing system in July, 2014 and expects to be fully transitional by the end of the year.</p>		
<p>Although HR is able to provide AMS some data for tables A-9, and A-11 that are still not populated in the National Finance Center, its automated Staffing system cannot distinguish between AMS and other agencies' employees. Even though HR does ask applicants a question about each applicant's agency, it could not be pulled into a report.</p>		
<p>As of the date of this report, APHIS (HR) can isolate and provide some external hires data for AMS that is not populated in the National Finance Center's MD-715 Table A7 (Applicants and Hires for Major Occupations). However, data specific to AMS still cannot be captured for Table A9 (Selections for Internal Promotions for Major Occupations), Table A11 (Internal Selections for Senior Level Positions), or A12 (Participation in Career Development).</p>		
<p>In addition, APHIS remains unable to provide numbers for the B Tables (those pertaining to disabled individuals). USAJobs is now collecting disability information which is flowing to APHIS's back-end system as of the end of the fourth quarter of FY 2014. However, two items prevent APHIS from pulling the information as of the date of this report: 1) APHIS's new system vendor is still building out the reporting functionality in the system, so the new fields are not yet reportable to APHIS; and 2) The disability information that is now collected on USAJobs and flows to APHIS's back-end Staffing system does not match the disability fields for the MD-715. The system vendor as well as the USDA Department has reached out to OPM and EEOC on the discrepancies, but have not received a response. APHIS does not have a timetable on when it will be actually able to report on disability data for applicants.</p>		
<p>NOTE: The target date was extended.</p>		

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agricultural Marketing Service		FY 2014
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element E: Final Agency Decisions (FADs) were not completed within the applicable prescribed time frame of 60 calendar days. (Note: The delay can be attributed to the process which is managed at the Office of the Assistant Secretary for Civil Rights (OASCR) and not by the AMS, Civil Rights Program.)	
OBJECTIVE:	To complete FADs within 60 days.	
RESPONSIBLE OFFICIAL:	Office of the Assistant Secretary for Civil Rights	
DATE OBJECTIVE INITIATED:	December 1, 2008	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
AMS will continue to communicate with the Office of Adjudication and Compliance and inform them of cases which need to be completed in order to meet the prescribed timeframes.	September 30, 2016	
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p> <p>Four FADs were requested in the first quarter of FY 2014 and issued in the second quarter of FY 2014. One FAD was completed within 55 days of an AJ returning the case for FAD issuance. In the second case no election was made, and the Agency issued the FAD well within the 60-day timeframe -- within 46 days of the end of the 30-day election period. In the two other cases filed by the same complainant, the FADs were both remanded by the AJ and were issued 75 days later.</p> <p>AMS has one other case in which the FAD was requested in the first quarter of FY 2013 which was not issued until the end of the fourth quarter of FY 2014.</p> <p>One FAD (procedural dismissal) was issued in the third quarter of FY 2014 on June 12, 2014 after an accept/dismiss analysis was completed on June 6, 2014. Two additional FADs were issued as procedural dismissals of complaints in the fourth quarter of FY 2014.</p> <p>As in past years, AMS Civil Rights notifies the OASCR Employment Adjudication Division (EAD) immediately upon receipt of a FAD request or at the expiration of an election period in order to help minimize delays. Once the case files are sent to EAD, AMS Civil Rights cannot control how quickly the FADS are written.</p> <p>Note: The target date was extended.</p>		

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Agricultural Marketing Service	FY 2014	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Recruitment, Hiring, and Placement</p> <p>In the permanent workforce, low participation was noted in the following categories in FY 2013: White Females, Hispanic Males and Females, Asian females, Native Hawaiian or Other Pacific Islander Males and Females, and American Indian or Alaska Native Females.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The following Workforce Data Tables were analyzed and reviewed: A1-A6 & A8 and B1-B6 & B8 for Employment, Hiring, Recruitment and Placement.</p> <p>In addition, the following reports and data were analyzed to determine what other, if any, triggers might be identified and/or alert the Agency to any possible barriers:</p> <ul style="list-style-type: none"> • AMS' FY 2013 FEORP Report • AMS' FY 2013 DVAAP Report • AMS' FY 2013 MD-715 Report • AMS' FY 2014 MD-715 Quarterly Reports • FY 2014 Quarterly High Grades Distribution Tables for AMS overall and each of its Programs • FY 2014 Monthly Workforce Profiles for AMS overall and each of its Programs • FY 2014 Monthly Bases and Issues Pie Charts for AMS's complaint activity reports 	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Because there is insufficient applicant pool data, no determination can be made as to any specific barriers employees experienced in the applicant pool, nor can any determination be made of the relative participation rates of employees in the senior applicant pool.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>AMS will continue to work with several Agencies to implement a system that can gather and store information as it relates to a person's race, national origin, and disability to correctly identify the Agency's low participation rate. This should assist the Agency in its efforts to improve areas where there is low participation.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, Civil Rights Program and Director, Human Resources and Recruitment Workforce Team</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>December 1, 2013</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2016</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Encourage employees to provide race, national origin, sex, and disability data.	September 30, 2016	
Contact HR and request that they provide updates to CRP on applicant data.	September 30, 2016	
CRP will provide regular updates to the Agency Administrator and senior Management officials on recruitment, hiring, and placement efforts of targeted groups and persons with targeted disabilities.	September 30, 2016	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>HR had received approval from the Department to begin tracking race, sex, and national origin (RSNO) data for applicants in November, 2009. This capability was implemented on February 26, 2010. The system can track RSNO data only; targeted disabilities data for applicants is not captured pursuant to a Departmental decision. Requests for RSNO and targeted disabilities information are included as part of the questions completed by each applicant. Responding to these questions are optional and at the discretion of the applicant.</p> <p>APHIS began transitioning to its new Staffing system in July, 2014 and expects to be fully transitional by the end of the year.</p> <p>Although HR is able to provide AMS some data for tables A-9, and A-11 that are still not populated in the National Finance Center, its automated Staffing system cannot distinguish between AMS and other agencies' employees. Even though HR does ask applicants a question about each applicant's agency, it could not be pulled into a report.</p> <p>As of the date of this report, APHIS (HR) can isolate and provide some external hires data for AMS that is not populated in the National Finance Center's MD-715 Table A7 (Applicants and Hires for Major Occupations). However, data specific to AMS still cannot be captured for Table A9 (Selections for Internal Promotions for Major Occupations), Table A11 (Internal Selections for Senior Level Positions), or A12 (Participation in Career Development).</p> <p>In addition, APHIS remains unable to provide numbers for the B Tables (those pertaining to disabled individuals). USAJobs is now collecting disability information which is flowing to APHIS's back-end system as of the end of the fourth quarter of FY 2014. However, two items prevent APHIS from pulling the information as of the date of this report: 1) APHIS's new system vendor is still building out the reporting functionality in the system, so the new fields are not yet reportable to APHIS; and 2) The disability information that is now collected on USAJobs and flows to APHIS's back-end Staffing system does not match the disability fields for the MD-715. The system vendor as well as the USDA Department has reached out to OPM and EEOC on the discrepancies, but have not received a response. APHIS does not have a timetable on when it will be actually able to report on disability data for applicants.</p> <p>Representation of African-Americans is above the CLF in both the Total and Permanent workforces for both males and females. Representation of both American Indian/Alaska Native males and Asian males is above the CLF in the Permanent workforce. Representation of Hispanics is above the CLF in the Total workforce for both males and females. Representation remains low for White females, Asian females, and American Indian/Alaska Native females in the Total and Permanent workforces.</p> <p>AMS' senior management officials were provided regular updates on the recruitment, hiring, and placement of targeted groups and persons with disabilities. AMS hosted and participated in various job/career fairs, conferences, and visited various colleges/universities to recruit minorities.</p> <p>NOTE: The target date was extended.</p>		

EEOC FORM 715-01 PART J	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities						
PART I Department or Agency Information	1. Agency	1. United States Department of Agriculture					
	1.a. 2 nd Level Component	1.a. Agricultural Marketing Service					
	1.b. 3 rd Level or lower	1.b.					
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the end of FY 2013.		... end of FY 2014		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	3590	100.00%	3886	100.00%	+296	+8.25%
	Reportable Disability	215	5.99%	238	6.12%	+23	+10.70%
	Targeted Disability*	26	0.72%	31	0.80%	+5	+19.23%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					Applicant flow data is not available.	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					N/A (see above)		

EEOC FORM
715-01
PART J

U.S. Equal Employment Opportunity Commission
**FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
Competitive Promotions	170	23	13.53	5	2.94	3	1.76	147	86.47
2.a. Grades 5 – 12	134	17	12.69	5	3.73	2	1.49	117	87.31
2.b. Grades 13 - 14	33	6	18.19	0	0.00	1	3.03	27	81.81
2.c. Grade 15/SES	2	0	0.00	0	0.00	0	0.00	2	100.00
3. Employee Recognition and Awards	956	80	8.37	17	1.78	30	3.14	846	88.49
3.a. Time-Off Awards (Total hours awarded)	168	43	25.60	0	0.00	0	0.00	125	74.40
3.b. Cash Awards (total \$\$\$ awarded)	972,906	74,397	7.64	13,197	1.35	32,749	3.37	865,760	88.99
3.c. Quality-Step Increase	9	1	11.11	1	11.11	0	0.00	8	88.89

<p>EEOC FORM 715-01 Part J</p>	<p>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>																																								
<p>Part IV Identification and Elimination of Barriers</p>	<p>Persons with Targeted Disabilities:</p> <p>Because the rate of change for persons with targeted disabilities was greater than the rate of change for the total workforce, no barrier analysis was conducted.</p> <p>The number of persons with targeted disabilities has increased by five in the Total workforce and by four in the Permanent workforce.¹ The Agency's representation of individuals with targeted disabilities has increased from 0.72% to 0.80% during this past fiscal year. Individuals with targeted disabilities made up 0.80% of AMS' total workforce and 1.33% of AMS' permanent workforce in FY 2014. This is still lower than the "Federal Government High" of 2.00%.</p> <p>Three employees with targeted disabilities hold GS-14 positions at AMS, and one employee with a targeted disability holds a GS-15 position. One SES position is held by a person with a disability.</p>																																								
<p>Part V Goals for Targeted Disabilities</p>	<table border="1" data-bbox="399 779 1442 1045"> <tr> <th colspan="6">Objectives</th> </tr> <tr> <td colspan="6">In order to meet USDA's overall goal of 2.0% representation of persons with targeted disabilities,² the Agency needed to hire at least 11 employees with targeted disabilities per year for the five-year plan. In FY 2010, the Agency had 30 employees with targeted disabilities, so the breakout was as follows:</td> </tr> <tr> <th>Target Date</th> <th>FY 2011</th> <th>FY 2012</th> <th>FY 2013</th> <th>FY 2014</th> <th>FY 2015</th> </tr> <tr> <td>Goal</td> <td>41</td> <td>52</td> <td>63</td> <td>74</td> <td>85</td> </tr> </table> <p>The Agency hired only one individual with a targeted disability into the temporary workforce in FY 2014, bringing the total number of persons with targeted disabilities to 31 as of the end of the fiscal year; so the goals for FY 2015 and the following years will need to be significantly increased.</p> <table border="1" data-bbox="399 1199 1458 1738"> <thead> <tr> <th>Recruitment Strategies</th> <th>Target Dates</th> </tr> </thead> <tbody> <tr> <td>The Agency will endeavor to hire at least one student through the Workforce Recruitment Program for College Students with Disabilities.</td> <td>September 30, 2015</td> </tr> <tr> <td>The Agency will continue to partner with University Disabled Student Services Offices to recruit and hire college graduates.</td> <td>September 30, 2015</td> </tr> <tr> <td>The Agency will continue its efforts to recruit Disabled Veterans by networking with the Veterans Administration's (VA's) local Winston-Salem office to place disabled veterans in unpaid work experience internships and full-time employment positions. The Agency will continue to pursue additional opportunities for using the VA's unpaid work experience program, with the ultimate objective of placing disabled veterans in full-time positions.</td> <td>September 30, 2015</td> </tr> <tr> <td>The Agency will continue to partner with the Veterans Administration and attend their recruiting and networking events.</td> <td>September 30, 2015</td> </tr> <tr> <td>The Agency will continue to provide training to Agency managers on the recruitment of Disabled Veterans.</td> <td>September 30, 2015</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Objectives						In order to meet USDA's overall goal of 2.0% representation of persons with targeted disabilities, ² the Agency needed to hire at least 11 employees with targeted disabilities per year for the five-year plan. In FY 2010, the Agency had 30 employees with targeted disabilities, so the breakout was as follows:						Target Date	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Goal	41	52	63	74	85	Recruitment Strategies	Target Dates	The Agency will endeavor to hire at least one student through the Workforce Recruitment Program for College Students with Disabilities.	September 30, 2015	The Agency will continue to partner with University Disabled Student Services Offices to recruit and hire college graduates.	September 30, 2015	The Agency will continue its efforts to recruit Disabled Veterans by networking with the Veterans Administration's (VA's) local Winston-Salem office to place disabled veterans in unpaid work experience internships and full-time employment positions. The Agency will continue to pursue additional opportunities for using the VA's unpaid work experience program, with the ultimate objective of placing disabled veterans in full-time positions.	September 30, 2015	The Agency will continue to partner with the Veterans Administration and attend their recruiting and networking events.	September 30, 2015	The Agency will continue to provide training to Agency managers on the recruitment of Disabled Veterans.	September 30, 2015				
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¹ Please note that the increase in PWTDD from the previous fiscal year does not come through hires (see Part V), but because several individuals updated their disability status.

² As of June 12, 2014, USDA's overall goal for persons with targeted disabilities is 4%.

Report of Accomplishments	Completed Dates
<p>During a senior staff meeting, AMS hosted a presentation by Georgette Lopes, Gallaudet University Career Intern Coordinator; and Alison Levy, USDA Disability Employment Program Manager. Ms. Lopes shared information on their internship opportunities, and Ms. Levy provided information on the Schedule A Hiring Authority. AMS received some positive feedback from the presentation, particularly from two supervisors who were interested in hosting interns.</p>	<p>November 4, 2013</p>
<p>From December 2013 through March 2014, an employee with a targeted disability from the Agency's National Organic Program served on a detail with the Agency's Civil Rights Program. During his detail with the Civil Rights Program, he assisted with the Disability Employment <i>Program</i> and provided input on accessibility issues.</p>	<p>March, 2014</p>
<p>The Agency's Disability Employment Program Manager partnered with Gallaudet University's Internship Coordinator and used the Schedule A Hiring Authority to place a graduating senior with a targeted disability in a GS-5 position. The student is employed currently by the Agency's National Organic Program, and his supervisor plans to convert him to permanent employment status.</p>	<p>February 23, 2014</p>
<p>The Agency held a training webinar focused on increasing the sensitivity of managers and their staffs who interact with employees with Post-Traumatic Stress Syndrome (PTSD). The webinar was presented by David Urso, Senior Investigator, Animal, Plant, and Health Inspection Service (APHIS). Mr. Urso is an expert in providing post-disaster counseling services. Ten agency employees participated in the webinar.</p>	<p>September 23, 2014</p>

U. S. DEPARTMENT OF AGRICULTURE

AGR. MARKETING SERVICE

Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2014

Note: The yellow shaded areas indicate the Total and Permanent Workforce above or equal to the Civilian Labor Force

EMPLOYMENT TENURE	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino										Two or More Races	
	All	Male	Female	Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Male	Female
						Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Prior FY	3590	1508	2082	198	333	846	810	364	845	68	46	0	2	18	19	14	27
	100%	42.01%	57.99%	5.52%	9.28%	23.57%	22.56%	10.14%	23.54%	1.89%	1.28%	0%	0.06%	0.50%	0.53%	0.39%	0.75%
Current FY	3886	1666	2220	217	359	979	894	356	864	76	53	0	2	20	19	18	29
	100%	42.87%	57.13%	5.58%	9.24%	25.19%	23.01%	9.16%	22.23%	1.96%	1.36%	0%	0.05%	0.51%	0.49%	0.46%	0.75%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
Difference	296	158	138	19	26	133	84	-8	19	8	7	0	0	2	0	4	2
Ratio Change	0%	0.87%	-0.87%	0.07%	-0.04%	1.63%	0.44%	-0.98%	-1.30%	0.06%	0.08%	0%	0%	0.01%	-0.04%	0.07%	-0.01%
Net Change	8.25%	10.48%	6.63%	9.60%	7.81%	15.72%	10.37%	-2.20%	2.25%	11.76%	15.22%	0%	0%	11.11%	0%	28.57%	7.41%
PERMANENT																	
Prior FY	1621	868	753	64	41	643	526	103	149	41	25	0	0	14	5	3	7
	100%	53.55%	46.45%	3.95%	2.53%	39.67%	32.45%	6.35%	9.19%	2.53%	1.54%	0%	0%	0.86%	0.31%	0.19%	0.43%
Current FY	1957	1059	898	79	50	779	619	125	178	52	34	0	0	18	7	6	10
	100%	54.11%	45.89%	4.04%	2.55%	39.81%	31.63%	6.39%	9.10%	2.66%	1.74%	0%	0%	0.92%	0.36%	0.31%	0.51%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
Difference	336	191	145	15	9	136	93	22	29	11	9	0	0	4	2	3	3
Ratio Change	0%	0.57%	-0.57%	0.09%	0.03%	0.14%	-0.82%	0.03%	-0.10%	0.13%	0.20%	0%	0%	0.06%	0.05%	0.12%	0.08%
Net Change	20.73%	22.00%	19.26%	23.44%	21.95%	21.15%	17.68%	21.36%	19.46%	26.83%	36.00%	0%	0%	28.57%	40.00%	100%	42.86%
TEMPORARY																	
Prior FY	1969	640	1329	134	292	203	284	261	696	27	21	0	2	4	14	11	20
	100%	32.50%	67.50%	6.81%	14.83%	10.31%	14.42%	13.26%	35.35%	1.37%	1.07%	0%	0.10%	0.20%	0.71%	0.56%	1.02%
Current FY	1929	607	1322	138	309	200	275	231	686	24	19	0	2	2	12	12	19
	100%	31.47%	68.53%	7.15%	16.02%	10.37%	14.26%	11.98%	35.56%	1.24%	0.98%	0%	0.10%	0.10%	0.62%	0.62%	0.98%
Difference	-40	-33	-7	4	17	-3	-9	-30	-10	-3	-2	0	0	-2	-2	1	-1
Ratio Change	0%	-1.04%	1.04%	0.35%	1.19%	0.06%	-0.17%	-1.28%	0.21%	-0.13%	-0.08%	0%	0%	-0.10%	-0.09%	0.06%	-0.03%
Net Change	-2.03%	-5.16%	-0.53%	2.99%	5.82%	-1.48%	-3.17%	-11.49%	-1.44%	-11.11%	-9.52%	0%	0%	-50.00%	-14.29%	9.09%	-5.00%
NON-APPROPRIATED																	
Prior FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Current FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Difference	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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Table A2: Total Workforce By Component - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2014

ORGANIZATIONAL COMPONENT	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	1957	1059	898	79	50	779	619	125	178	52	34	0	0	18	7	6	10
	100%	54.11%	45.89%	4.04%	2.55%	39.81%	31.63%	6.39%	9.10%	2.66%	1.74%	0%	0%	0.92%	0.36%	0.31%	0.51%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
DEPUTY ADMINISTRATORS	1883	1032	851	73	50	766	592	119	161	51	32	0	0	17	7	6	9
	100%	54.81%	45.19%	3.88%	2.66%	40.68%	31.44%	6.32%	8.55%	2.71%	1.70%	0%	0%	0.90%	0.37%	0.32%	0.48%
LIVESTOCK, POULTRY and SEED	3	2	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0
	100%	66.67%	33.33%	33.33%	0%	33.33%	0%	0%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%
COMPLIANCE and ANALYSIS PROGRAM	2	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0
	100%	50.00%	50.00%	0%	0%	50.00%	0%	0%	0%	0%	50.00%	0%	0%	0%	0%	0%	0%
OFFICE OF THE ADMINISTRATOR	64	22	42	5	0	11	25	5	15	0	1	0	0	1	0	0	1
	100%	34.38%	65.63%	7.81%	0%	17.19%	39.06%	7.81%	23.44%	0%	1.56%	0%	0%	1.56%	0%	0%	1.56%
FRUIT and VEGETABLE PROGRAM	3	1	2	0	0	0	1	1	1	0	0	0	0	0	0	0	0
	100%	33.33%	66.67%	0%	0%	0%	33.33%	33.33%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%
NATIONAL ORGANIC PROGRAM	2	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0
	100%	50.00%	50.00%	0%	0%	0%	50.00%	0%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%

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Table A3-1: Occupational Categories - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2014

OCCUPATIONAL CATEGORIES	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Officials and Managers																	
Executive/Senior Level (Grades 15 and Above)	48	30	18	0	1	25	15	5	1	0	1	0	0	0	0	0	0
	100%	62.50%	37.50%	0%	2.08%	52.08%	31.25%	10.42%	2.08%	0%	2.08%	0%	0%	0%	0%	0%	0%
- Mid-Level (Grades 13-14)	130	84	46	3	2	69	31	7	11	3	2	0	0	1	0	0	1
	100%	64.62%	35.38%	2.31%	1.54%	53.08%	23.85%	5.38%	8.46%	2.31%	1.54%	0%	0%	0.77%	0%	0.77%	0%
- First Level (Grades 12 and Below)	126	95	31	10	2	73	22	8	6	3	0	0	0	1	0	0	1
	100%	75.40%	24.60%	7.94%	1.59%	57.94%	17.46%	6.35%	4.76%	2.38%	0%	0%	0%	0.79%	0%	0%	0.79%
- Other Officials and Managers	163	44	119	5	2	24	68	7	44	5	3	0	0	1	0	2	2
	100%	26.99%	73.01%	3.07%	1.23%	14.72%	41.72%	4.29%	26.99%	3.07%	1.84%	0%	0%	0.61%	0%	1.23%	1.23%
Officials and Managers	467	253	214	18	7	191	136	27	62	11	6	0	0	3	0	3	3
Total	100%	54.18%	45.82%	3.85%	1.50%	40.90%	29.12%	5.78%	13.28%	2.36%	1.28%	0%	0%	0.64%	0%	0.64%	0.64%
2. Professionals	458	268	190	16	9	187	136	36	32	21	10	0	0	4	0	4	3
	100%	58.52%	41.48%	3.49%	1.97%	40.83%	29.69%	7.86%	6.99%	4.59%	2.18%	0%	0%	0.87%	0%	0.87%	0.66%
3. Technicians	14	8	6	0	1	5	1	3	2	0	2	0	0	0	0	0	0
	100%	57.14%	42.86%	0%	7.14%	35.71%	7.14%	21.43%	14.29%	0%	14.29%	0%	0%	0%	0%	0%	0%
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5. Administrative Support Workers	154	17	137	0	7	8	74	5	49	1	4	0	0	1	0	2	3
	100%	11.04%	88.96%	0%	4.55%	5.19%	48.05%	3.25%	31.82%	0.65%	2.60%	0%	0%	0.65%	0%	1.30%	1.95%
6. Craft Workers	4	4	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	50.00%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
7. Operatives	858	509	349	46	31	386	271	51	30	18	11	0	0	5	5	3	1
	100%	59.32%	40.68%	5.36%	3.61%	44.99%	31.59%	5.94%	3.50%	2.10%	1.28%	0%	0%	0.58%	0.58%	0.35%	0.12%
8. Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
9. Service Workers	2	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	50.00%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%

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Table A3-2: Occupational Categories - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2014

OCCUPATIONAL CATEGORIES	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Officials and Managers																	
Executive/Senior Level (Grades 15 and Above)	48	30	18	0	1	25	15	5	1	0	1	0	0	0	0	0	0
	2.45%	2.83%	2.00%	0%	2.00%	3.21%	2.42%	4.00%	0.56%	0%	2.94%	0%	0%	0%	0%	0%	0%
- Mid-Level (Grades 13-14)	130	84	46	3	1	69	31	7	11	3	2	0	0	1	0	1	1
	6.64%	7.93%	5.12%	3.80%	2.00%	8.86%	5.01%	5.60%	6.18%	5.77%	5.88%	0%	0%	5.56%	0%	16.67%	16.67%
- First Level (Grades 12 and Below)	126	95	31	9	2	73	22	8	6	3	0	0	0	1	1	1	0
	6.44%	8.97%	3.45%	11.39%	4.00%	9.37%	3.55%	6.40%	3.37%	5.77%	0%	0%	0%	5.56%	14.29%	16.67%	0%
- Other Officials and Managers	163	44	119	5	2	24	68	8	44	5	3	0	0	1	0	1	2
	8.33%	4.15%	13.25%	6.33%	4.00%	3.08%	10.99%	6.40%	24.72%	9.62%	8.82%	0%	0%	5.56%	0%	16.67%	20.00%
Officials and Managers Total	467	253	214	17	6	191	136	28	62	11	6	0	0	3	1	3	3
	23.86%	23.89%	23.83%	21.52%	12.00%	24.52%	21.97%	22.40%	34.83%	21.15%	17.65%	0%	0%	16.67%	14.29%	50.00%	30.00%
2. Professionals	458	268	190	16	9	187	136	37	33	21	11	0	0	6	0	1	1
	23.40%	25.31%	21.16%	20.25%	18.00%	24.01%	21.97%	29.60%	18.54%	40.38%	32.35%	0%	0%	33.33%	0%	16.67%	10.00%
3. Technicians	14	8	6	0	1	5	1	3	2	0	2	0	0	0	0	0	0
	0.72%	0.76%	0.67%	0%	2.00%	0.64%	0.16%	2.40%	1.12%	0%	5.88%	0%	0%	0%	0%	0%	0%
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5. Administrative Support Workers	154	17	137	0	6	8	74	6	50	1	4	0	0	2	0	0	3
	7.87%	1.61%	15.26%	0%	12.00%	1.03%	11.95%	4.80%	28.09%	1.92%	11.76%	0%	0%	11.11%	0%	0%	30.00%
6. Craft Workers	4	4	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0
	0.20%	0.38%	0%	2.53%	0%	0.26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
7. Operatives	858	509	349	44	28	386	271	51	30	19	11	0	0	7	6	2	3
	43.84%	48.06%	38.86%	55.70%	56.00%	49.55%	43.78%	40.80%	16.85%	36.54%	32.35%	0%	0%	38.89%	85.71%	33.33%	30.00%
8. Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
9. Service Workers	2	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0
	0.10%	0%	0.22%	0%	0%	0%	0.16%	0%	0.56%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	1957	1059	898	79	50	779	619	125	178	52	34	0	0	18	7	6	10
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows

Prepared from NFC's database

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Table A4-1: Participation Rates for General Schedule(GS) Grades by Race/Ethnicity and Sex (Perm)

Year = Fiscal Year 2014

GS/GM,SES and Related Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-04	10	3	7	0	0	0	5	3	2	0	0	0	0	0	0	0	0
	100%	30.00%	70.00%	0%	0%	0%	50.00%	30.00%	20.00%	0%	0%	0%	0%	0%	0%	0%	0%
GS-05	56	31	25	3	0	17	14	5	9	4	1	0	0	1	0	1	1
	100%	55.36%	44.64%	5.36%	0%	30.36%	25.00%	8.93%	16.07%	7.14%	1.79%	0%	0%	1.79%	0%	1.79%	1.79%
GS-06	69	10	59	0	4	5	38	3	15	0	1	0	0	2	0	0	1
	100%	14.49%	85.51%	0%	5.80%	7.25%	55.07%	4.35%	21.74%	0%	1.45%	0%	0%	2.90%	0%	0%	1.45%
GS-07	166	67	99	3	8	40	59	17	17	7	10	0	0	0	2	0	3
	100%	40.36%	59.64%	1.81%	4.82%	24.10%	35.54%	10.24%	10.24%	4.22%	6.02%	0%	0%	0%	1.20%	0%	1.81%
GS-08	270	120	150	12	7	100	124	4	15	3	0	0	0	1	3	0	1
	100%	44.44%	55.56%	4.44%	2.59%	37.04%	45.93%	1.48%	5.56%	1.11%	0%	0%	0%	0.37%	1.11%	0%	0.37%
GS-09	487	301	186	26	16	234	133	31	30	5	4	0	0	3	1	2	2
	100%	61.81%	38.19%	5.34%	3.29%	48.05%	27.31%	6.37%	6.16%	1.03%	0.82%	0%	0%	0.62%	0.21%	0.41%	0.41%
GS-10	14	10	4	0	0	6	1	0	2	2	1	0	0	2	0	0	0
	100%	71.43%	28.57%	0%	0%	42.86%	7.14%	0%	14.29%	14.29%	7.14%	0%	0%	14.29%	0%	0%	0%
GS-11	191	113	78	6	4	88	57	13	16	6	0	0	0	0	0	0	1
	100%	59.16%	40.84%	3.14%	2.09%	46.07%	29.84%	6.81%	8.38%	3.14%	0%	0%	0%	0%	0%	0%	0.52%
GS-12	259	149	110	17	5	102	68	21	31	4	5	0	0	3	1	2	0
	100%	57.53%	42.47%	6.56%	1.93%	39.38%	26.25%	8.11%	11.97%	1.54%	1.93%	0%	0%	1.16%	0.39%	0.77%	0%
GS-13	252	145	107	6	4	96	68	19	27	19	7	0	0	5	0	0	1
	100%	57.54%	42.46%	2.38%	1.59%	38.10%	26.98%	7.54%	10.71%	7.54%	2.78%	0%	0%	1.98%	0%	0%	0.40%
GS-14	120	69	51	4	1	58	35	3	11	2	4	0	0	1	0	1	0
	100%	57.50%	42.50%	3.33%	0.83%	48.33%	29.17%	2.50%	9.17%	1.67%	3.33%	0%	0%	0.83%	0%	0.83%	0%
GS-15	44	27	17	0	0	23	14	4	3	0	0	0	0	0	0	0	0
	100%	61.36%	38.64%	0%	0%	52.27%	31.82%	9.09%	6.82%	0%	0%	0%	0%	0%	0%	0%	0%
All other (unspecified GS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
SES	12	7	5	0	1	6	3	1	0	0	1	0	0	0	0	0	0
	100%	58.33%	41.67%	0%	8.33%	50.00%	25.00%	8.33%	0%	0%	8.33%	0%	0%	0%	0%	0%	0%

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Table A4-1: Participation Rates for General Schedule(GS) Grades by Race/Ethnicity and Sex (Temp)

Year = Fiscal Year 2014

GS/GM,SES and Related Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-01	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	50.00%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-02	539	123	416	34	88	20	57	64	256	1	0	0	1	0	1	4	13
	100%	22.82%	77.18%	6.31%	16.33%	3.71%	10.58%	11.87%	47.50%	0.19%	0%	0%	0.19%	0%	0.19%	0.74%	2.41%
GS-03	470	70	400	16	84	9	50	32	250	10	8	0	0	0	4	3	4
	100%	14.89%	85.11%	3.40%	17.87%	1.91%	10.64%	6.81%	53.19%	2.13%	1.70%	0%	0%	0%	0.85%	0.64%	0.85%
GS-04	152	27	125	10	43	13	41	3	38	0	3	0	0	1	0	0	0
	100%	17.76%	82.24%	6.58%	28.29%	8.55%	26.97%	1.97%	25.00%	0%	1.97%	0%	0%	0.66%	0%	0%	0%
GS-05	149	61	88	6	27	44	30	6	25	4	4	0	0	0	1	1	1
	100%	40.94%	59.06%	4.03%	18.12%	29.53%	20.13%	4.03%	16.78%	2.68%	2.68%	0%	0%	0%	0.67%	0.67%	0.67%
GS-06	3	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-07	199	73	126	21	35	33	37	10	46	8	4	0	0	0	4	1	0
	100%	36.68%	63.32%	10.55%	17.59%	16.58%	18.59%	5.03%	23.12%	4.02%	2.01%	0%	0%	0%	2.01%	0.50%	0%
GS-08	3	2	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0
	100%	66.67%	33.33%	0%	0%	66.67%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-09	53	12	41	5	3	5	29	2	9	0	0	0	0	0	0	0	0
	100%	22.64%	77.36%	9.43%	5.66%	9.43%	54.72%	3.77%	16.98%	0%	0%	0%	0%	0%	0%	0%	0%
GS-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-11	7	1	6	0	1	1	5	0	0	0	0	0	0	0	0	0	0
	100%	14.29%	85.71%	0%	14.29%	14.29%	71.43%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-12	2	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0
	100%	50.00%	50.00%	50.00%	0%	0%	0%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%
GS-13	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-14	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS-15	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
All other (unspecified GS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
SES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

U. S. DEPARTMENT OF AGRICULTURE

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Table A5-1: Participation Rates for Wage Grades by Race/Ethnicity and Sex (Perm)

Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
WG-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-02	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-07	3	3	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	66.67%	0%	33.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-08	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-09	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
All other Wage Grades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Prepared from NFC's database

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Table A5-1: Participation Rates for Wage Grades by Race/Ethnicity and Sex (Temp)
Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
WG-01	201	117	84	28	18	22	13	64	49	1	0	0	1	0	2	2	1
	100%	58.21%	41.79%	13.93%	8.96%	10.95%	6.47%	31.84%	24.38%	0.50%	0%	0%	0.50%	0%	1.00%	1.00%	0.50%
WG-02	59	54	5	10	1	10	1	33	3	0	0	0	0	0	0	1	0
	100%	91.53%	8.47%	16.95%	1.69%	16.95%	1.69%	55.93%	5.08%	0%	0%	0%	0%	0%	0%	1.69%	0%
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-05	84	58	26	6	9	34	8	17	9	0	0	0	0	1	0	0	0
	100%	69.05%	30.95%	7.14%	10.71%	40.48%	9.52%	20.24%	10.71%	0%	0%	0%	0%	1.19%	0%	0%	0%
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-07	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
All other Wage Grades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Prepared from NFC's database

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Table A5-2: Participation Rates for Wage Grades by Race/Ethnicity and Sex (Perm)

Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
WG-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-02	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	14.29%	14.29%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-07	3	3	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0
	42.86%	42.86%	0%	100%	0%	25.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-08	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	14.29%	14.29%	0%	0%	0%	25.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-09	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
	28.57%	28.57%	0%	0%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
All other Wage Grades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	7	7	0	2	0	4	0	1	0	0	0	0	0	0	0	0	0
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows

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Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex (Perm)

Year = Fiscal Year 2014

Note: The yellow shaded areas indicate Major Occupations Specialty above or equal to the Occupational Civilian Labor Force

Major Occupations	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	All	Male	Female			Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
Male				Female	Male			Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
1980 - AGRICULTURAL COMMODITY GRADING	976	611	365	52	30	465	281	61	33	23	11	0	0	8	7	2	3
	100%	62.60%	37.40%	5.33%	3.07%	47.64%	28.79%	6.25%	3.38%	2.36%	1.13%	0%	0%	0.82%	0.72%	0.20%	0.31%
Occupational CLF		42.20%	57.80%	11.20%	21.90%	22.40%	21.10%	6.40%	10.80%	0.90%	2.90%	0.20%	0.10%	0.60%	0.40%	0.20%	0.20%
1146 - AGRICULTURAL MARKETING	261	146	115	12	5	115	94	9	14	8	2	0	0	2	0	0	0
	100%	55.94%	44.06%	4.60%	1.92%	44.06%	36.02%	3.45%	5.36%	3.07%	0.77%	0%	0%	0.77%	0%	0%	0%
Occupational CLF		74.30%	25.70%	2.60%	0.60%	66.50%	22.20%	1.50%	0.60%	2.10%	1.40%	0.00%	0.00%	0.60%	0.10%	0.80%	0.60%
1147 - AGRICULTURAL MARKET REPORTING	136	85	51	4	3	71	41	9	7	1	0	0	0	0	0	0	0
	100%	62.50%	37.50%	2.94%	2.21%	52.21%	30.15%	6.62%	5.15%	0.74%	0%	0%	0%	0%	0%	0%	0%
Occupational CLF		74.30%	25.70%	2.60%	0.60%	66.50%	22.20%	1.50%	0.60%	2.10%	1.40%	0.00%	0.00%	0.60%	0.10%	0.80%	0.60%

Prepared from NFC's database and U.S. Census Bureau's American FactFinder Tool

**U. S. DEPARTMENT OF AGRICULTURE
AGR. MARKETING SERVICE**

Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex (Temp)

Year = Fiscal Year 2014

Note: The yellow shaded areas indicate Major Occupation Specialty above or equal to the Occupational Civilian Labor Force

Major Occupations	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1980 - AGRICULTURAL COMMODITY GRADING	374	138	236	32	58	74	87	18	77	12	8	0	0	0	5	2	1
	100%	36.90%	63.10%	8.56%	15.51%	19.79%	23.26%	4.81%	20.59%	3.21%	2.14%	0%	0%	0%	1.34%	0.53%	0.27%
Occupational CLF		42.20%	57.80%	11.20%	21.90%	22.40%	21.10%	6.40%	10.80%	0.90%	2.90%	0.20%	0.10%	0.60%	0.40%	0.60%	0.20%
1981 - AGRICULTURAL COMMODITY AID	1175	231	944	60	220	53	147	99	544	11	11	0	1	1	5	7	16
	100%	19.66%	80.34%	5.11%	18.72%	4.51%	12.51%	8.43%	46.30%	0.94%	0.94%	0%	0.09%	0.09%	0.43%	0.60%	1.36%
Occupational CLF		42.20%	57.80%	11.20%	21.90%	22.40%	21.10%	6.40%	10.80%	0.90%	2.90%	0.20%	0.10%	0.60%	0.40%	0.60%	0.20%
3502 - LABORING	221	135	86	31	19	26	13	75	50	1	0	0	1	0	2	2	1
	100%	61.09%	38.91%	14.03%	8.60%	11.76%	5.88%	33.94%	22.62%	0.45%	0%	0%	0.45%	0%	0.90%	0.90%	0.45%
Occupational CLF		82.00%	18.00%	10.20%	2.10%	54.60%	12.20%	13.70%	2.80%	1.40%	0.40%	0.20%	0.00%	0.60%	0.20%	0.70%	0.10%

Prepared from NFC's database and U.S. Census Bureau's American FactFinder tool

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

	Total			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	All	Male	Female			Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races
Male				Female	Male			Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Job Title/Series: 1146 Agricultural Marketing Specialist																		
Total Received	#	1303																
Voluntarily Identified	#	1028	550	478	52	45	309	218	135	166	42	20	0	2	0	6	12	21
	%	100%	53.50%	46.50%	5.06%	4.38%	30.06%	21.21%	13.13%	16.15%	4.09%	1.95%	0.00%	0.19%	0.00%	0.58%	1.17%	2.04%
Qualified of those Identified	#	412	200	212	18	22	110	101	53	70	16	8	0	2	0	2	3	7
	%	100%	48.54%	51.46%	4.37%	5.34%	26.70%	24.51%	12.86%	16.99%	3.88%	1.94%	0.00%	0.49%	0.00%	0.49%	0.73%	1.70%
Selected of those Identified	#	18	8	10	1	0	5	9	1	1	1	0	0	0	0	0	0	0
	%	100%	44.44%	55.56%	5.56%	0.00%	27.78%	50.00%	5.56%	5.56%	5.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			48.00%	52.00%	2.80%	3.40%	38.80%	40.70%	4.00%	4.50%	1.30%	2.10%	0.00%	0.00%	0.20%	0.30%	0.60%	0.80%
Job Title/Series: 1147 Agricultural Market Reporter																		
Total Received	#	234																
Voluntarily Identified	#	194	126	68	8	2	102	45	7	13	4	4	0	0	3	0	2	4
	%	100%	64.95%	35.05%	4.12%	1.03%	52.58%	23.20%	3.61%	6.70%	2.06%	2.06%	0.00%	0.00%	1.55%	0.00%	1.03%	2.06%
Qualified of those Identified	#	127	80	47	5	1	67	33	4	7	2	3	0	0	2	0	0	3
	%	100%	62.99%	37.01%	3.94%	0.79%	52.76%	25.98%	3.15%	5.51%	1.57%	2.36%	0.00%	0.00%	1.57%	0.00%	0.00%	2.36%
Selected of those Identified	#	8	3	5	0	0	3	4	0	1	0	0	0	0	0	0	0	0
	%	100%	37.50%	62.50%	0.00%	0.00%	37.50%	50.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF			48.00%	52.00%	2.80%	3.40%	38.80%	40.70%	4.00%	4.50%	1.30%	2.10%	0.00%	0.00%	0.20%	0.30%	0.60%	0.80%
Job Title/Series: 1980 Agricultural Commodity Grader																		
Total Received	#	2118																
Voluntarily Identified	#	1863	1152	711	183	89	583	331	237	185	115	64	1	13	7	5	26	24
	%	100%	61.84%	38.16%	9.82%	4.78%	31.29%	17.77%	12.72%	9.93%	6.17%	3.44%	0.05%	0.70%	0.38%	0.27%	1.40%	1.29%
Qualified of those Identified	#	1604	990	614	154	70	508	284	197	166	99	57	1	12	6	5	25	20
	%	100%	61.72%	38.28%	9.60%	4.36%	31.67%	17.71%	12.28%	10.35%	6.17%	3.55%	0.06%	0.75%	0.37%	0.31%	1.56%	1.25%
Selected of those Identified	#	80	50	30	10	5	30	19	4	1	5	2	0	0	0	1	1	2
	%	100%	62.50%	37.50%	12.50%	6.25%	37.50%	23.75%	5.00%	1.25%	6.25%	2.50%	0.00%	0.00%	0.00%	1.25%	1.25%	2.50%
CLF			39.00%	61.00%	11.40%	24.30%	19.70%	20.80%	5.80%	11.70%	0.70%	2.80%	0.20%	0.10%	0.70%	0.60%	0.40%	0.20%

Permanent

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

	Total			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races						
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Job Title/Series: 1980 Agricultural Commodity Grader																		
Total Received	#	148																
Voluntarily Identified	#	135	86	49	11	8	54	22	14	11	5	1	0	0	0	1	2	6
	%	100%	63.70%	36.30%	8.15%	5.93%	40.00%	16.30%	10.37%	8.15%	3.70%	0.74%	0.00%	0.00%	0.00%	0.74%	1.48%	4.44%
Qualified of those Identified	#	122	78	44	8	5	49	21	14	11	5	0	0	0	0	1	2	6
	%	100%	63.93%	36.07%	6.56%	4.10%	40.16%	17.21%	11.48%	9.02%	4.10%	0.00%	0.00%	0.00%	0.00%	0.82%	1.64%	4.92%
Selected of those Identified	#	7	4	3	0	1	2	1	2	0	0	0	0	0	0	0	0	1
	%	100%	57.14%	42.86%	0.00%	14.29%	28.57%	14.29%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%
CLF			39.00%	61.00%	11.40%	24.30%	19.70%	20.80%	5.80%	11.70%	0.70%	2.80%	0.20%	0.10%	0.70%	0.60%	0.40%	0.20%

Temporary

**U. S. DEPARTMENT OF AGRICULTURE
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Table A8: New Hires By Type of Appointment - Distribution by Race/Ethnicity and Sex
Year = Fiscal Year 2014

Note: The yellow shaded areas indicate New Hires equal to or above the Civilian Labor Force

TYPE OF APPOINTMENT	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
PERMANENT	96	51	45	1	2	33	31	5	5	8	4	0	0	2	1	2	2
	100%	53.13%	46.88%	1.04%	2.08%	34.38%	32.29%	5.21%	5.21%	8.33%	4.17%	0%	0%	2.08%	1.04%	2.08%	2.08%
TEMPORARY	449	157	292	46	93	45	44	55	145	2	1	0	1	0	1	9	7
	100%	34.97%	65.03%	10.24%	20.71%	10.02%	9.80%	12.25%	32.29%	0.45%	0.22%	0%	0.22%	0%	0.22%	2.00%	1.56%
NON-APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CLF (2010)		51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%

Prepared from NFC's database

Table A9*: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

	Total			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races						
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Job Title/Series: 1146 Agricultural Marketing Specialist																		
Total Received	#	461																
Voluntarily Identified	#	349	184	165	10	13	113	80	39	54	19	6	0	1	0	4	3	7
	%	100%	52.72%	47.28%	2.87%	3.72%	32.38%	22.92%	11.17%	15.47%	5.44%	1.72%	0.00%	0.29%	0.00%	1.15%	0.86%	2.01%
Qualified of those Identified	#	75	29	46	1	4	18	25	8	12	2	1	0	1	0	2	0	1
	%	100%	38.67%	61.33%	1.33%	5.33%	24.00%	33.33%	10.67%	16.00%	2.67%	1.33%	0.00%	1.33%	0.00%	2.67%	0.00%	1.33%
Selected of those Identified	#	13	5	8	1	0	3	7	1	1	0	0	0	0	0	0	0	0
	%	100%	38.46%	61.54%	7.69%	0.00%	23.08%	53.85%	7.69%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool			56.11%	43.89%	4.58%	1.53%	44.66%	35.88%	3.05%	4.96%	3.05%	0.38%	0.00%	0.00%	0.38%	0.00%	0.38%	1.15%
Job Title/Series: 1147 Agricultural Market Reporter																		
Total Received	#	103																
Voluntarily Identified	#	84	59	25	4	1	47	16	5	7	1	0	0	0	1	0	1	1
	%	100%	70.24%	29.76%	4.76%	1.19%	55.95%	19.05%	5.95%	8.33%	1.19%	0.00%	0.00%	0.00%	1.19%	0.00%	1.19%	1.19%
Qualified of those Identified	#	44	32	12	3	0	27	9	2	3	0	0	0	0	0	0	0	0
	%	100%	72.73%	27.27%	6.82%	0.00%	61.36%	20.45%	4.55%	6.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected of those Identified	#	7	3	4	0	0	3	3	0	1	0	0	0	0	0	0	0	0
	%	100%	42.86%	57.14%	0.00%	0.00%	42.86%	42.86%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool			63.04%	36.96%	2.90%	2.17%	52.90%	29.71%	6.52%	5.07%	0.72%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Title/Series: 1980 Agricultural Commodity Grader																		
Total Received	#	336																
Voluntarily Identified	#	271	171	100	31	17	85	56	44	17	9	5	0	1	0	1	2	3
	%	100%	63.10%	36.90%	11.44%	6.27%	31.37%	20.66%	16.24%	6.27%	3.32%	1.85%	0.00%	0.37%	0.00%	0.37%	0.74%	1.11%
Qualified of those Identified	#	138	92	46	16	10	53	27	18	5	3	0	0	1	0	1	2	2
	%	100%	66.67%	33.33%	11.59%	7.25%	38.41%	19.57%	13.04%	3.62%	2.17%	0.00%	0.00%	0.72%	0.00%	0.72%	1.45%	1.45%
Selected of those Identified	#	25	15	10	3	4	8	5	2	0	1	0	0	0	0	0	1	1
	%	100%	60.00%	40.00%	12.00%	16.00%	32.00%	20.00%	8.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.00%	4.00%
Relevant Applicant Pool			55.49%	44.51%	5.45%	6.19%	39.94%	27.19%	5.90%	8.03%	2.51%	1.40%	0.00%	0.00%	0.44%	0.59%	1.25%	1.11%

*** Data provided reflects all Merit Promotion applicants, which could include applicants from other agencies. Relevant pool could only be obtained for all AMS permanent employees at next lower grade level -- not just those that qualify.**

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Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex
Year = Fiscal Year 2014

TYPE OF APPOINTMENT	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Eligible for Career Ladder Promotions	137	71	66	4	4	39	42	17	14	8	2	0	0	3	1	0	3
	100%	51.82%	48.18%	2.92%	2.92%	28.47%	30.66%	12.41%	10.22%	5.84%	1.46%	0%	0%	2.19%	0.73%	0%	2.19%
Time in grade in excess of minimum																	
1 - 12 months	12	4	8	1	0	1	7	0	1	2	0	0	0	0	0	0	0
	100%	33.33%	66.67%	8.33%	0%	8.33%	58.33%	0%	8.33%	16.67%	0%	0%	0%	0%	0%	0%	0%
13 - 24 months	5	2	3	0	0	2	2	0	1	0	0	0	0	0	0	0	0
	100%	40.00%	60.00%	0%	0%	40.00%	40.00%	0%	20.00%	0%	0%	0%	0%	0%	0%	0%	0%
25+ months	17	11	6	1	1	7	1	1	4	1	0	0	0	1	0	0	0
	100%	64.71%	35.29%	5.88%	5.88%	41.18%	5.88%	5.88%	23.53%	5.88%	0%	0%	0%	5.88%	0%	0%	0%

Prepared from NFC's database

Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino										Two or more races		
	All	male	female	male	female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		male	female	
						male	female	male	female	male	female	male	female	male	female			
Grade(s) of Vacancy: GS-13																		
Total Application	#	412	157	133	17	12	92	61	35	48	9	8	0	0	0	1	4	3
	%	100%	54.14%	45.86%	5.86%	4.14%	31.72%	21.03%	12.07%	16.55%	3.10%	2.76%	0.00%	0.00%	0.00%	0.34%	1.38%	1.03%
Qualified	#	94	46	48	5	5	28	27	7	13	4	2	0	0	0	0	2	1
	%	100%	48.94%	51.06%	5.32%	5.32%	29.79%	28.72%	7.45%	13.83%	4.26%	2.13%	0.00%	0.00%	0.00%	0.00%	2.13%	1.06%
Selected	#	6	2	4	0	0	2	2	0	1	0	1	0	0	0	0	0	0
	%	100%	33.33%	66.67%	0.00%	0.00%	33.33%	33.33%	0.00%	16.67%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool		100%	57.69%	42.31%	6.15%	1.55%	39.62%	26.15%	7.69%	11.92%	1.54%	1.92%	0.00%	0.00%	1.15%	0.00%	1.54%	0.77%
Grade(s) of Vacancy: GS-14																		
Total Application	#	300	127	83	5	7	69	35	27	34	22	4	0	0	0	1	4	2
	%	100%	60.48%	39.52%	2.38%	3.33%	32.86%	16.67%	12.86%	16.19%	10.48%	1.90%	0.00%	0.00%	0.00%	0.48%	1.90%	0.95%
Qualified	#	84	43	41	2	4	28	23	9	14	4	0	0	0	0	0	0	0
	%	100%	51.19%	48.81%	2.38%	4.76%	33.33%	27.38%	10.71%	16.67%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	6	1	5	0	0	0	5	1	0	0	0	0	0	0	0	0	0
	%	100%	16.67%	83.33%	0.00%	0.00%	0.00%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool		100%	57.54%	42.46%	2.38%	1.59%	38.49%	26.98%	7.54%	10.32%	7.54%	2.38%	0.00%	0.00%	1.19%	0.00%	0.40%	1.19%
Grade(s) of Vacancy: GS-15																		
Total Application	#	106	56	25	5	2	25	13	17	9	9	0	0	0	0	0	0	1
	%	100%	69.14%	30.86%	6.17%	2.47%	30.86%	16.05%	20.99%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.23%
Qualified	#	31	23	8	0	0	13	4	6	4	4	0	0	0	0	0	0	0
	%	100%	74.19%	25.81%	0.00%	0.00%	41.94%	12.90%	19.35%	12.90%	12.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	2	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
	%	100%	50.00%	50.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool		100%	57.02%	42.98%	3.31%	0.83%	47.93%	29.74%	2.48%	9.09%	1.65%	3.31%	0.00%	0.00%	0.83%	0.00%	0.83%	0.00%
Grade(s) of Vacancy: SES																		
Total Application	#	ALL SES VACANCIES NOW POSTED AND TRACKED BY THE DEPARTMENT																
	%																	
Qualified	#																	
	%																	
Selected	#																	
	%																	
Relevant Applicant Pool																		

*** Data provided reflects all Merit Promotion applicants, which could include applicants from other agencies. Relevant pool could only be obtained for all AMS permanent employees at next lower grade level -- not just those that qualify.**

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**Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex
Year = Fiscal Year 2014**

Note: The yellow shaded areas indicate Highs between genders and the employee population

Type of Award	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races						
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TIME-OFF AWARDS - 1-9 HOURS																		
Total Time-Off Awards Given	6	4	2	0	0	3	2	0	0	0	0	0	0	0	1	0	0	0
	100%	66.67%	33.33%	0%	0%	50.00%	33.33%	0%	0%	0%	0%	0%	0%	0%	16.67%	0%	0%	0%
Total Hours	38	25	13	0	0	17	13	0	0	0	0	0	0	0	8	0	0	0
Average Hours	6	6	7	0	0	6	7	0	0	0	0	0	0	0	8	0	0	0
TIME-OFF AWARDS - 9+ HOURS																		
Awards Given	100%	37.50%	62.50%	0%	12.50%	37.50%	37.50%	0%	12.50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Hours	130	40	90	0	25	40	35	0	30	0	0	0	0	0	0	0	0	0
Average Hours	16	13	18	0	25	13	12	0	30	0	0	0	0	0	0	0	0	0
CASH AWARDS - \$100 - \$500																		
Total Cash Awards Given	86	43	43	3	0	29	24	7	19	3	0	0	0	1	0	0	0	0
	100%	50.00%	50.00%	3.49%	0%	33.72%	27.91%	8.14%	22.09%	3.49%	0%	0%	0%	1.16%	0%	0%	0%	0%
Total Amount	30550	15070	15480	1250	0	9424	9034	2551	6446	1400	0	0	0	445	0	0	0	0
Average Amount	355	350	360	417	0	325	376	364	339	467	0	0	0	445	0	0	0	0
CASH AWARDS - \$500+																		
Total Cash Awards Given	847	445	402	29	21	331	270	52	87	20	18	0	0	10	3	3	3	3
	100%	52.54%	47.46%	3.42%	2.48%	39.08%	31.88%	6.14%	10.27%	2.36%	2.13%	0%	0%	1.18%	0.35%	0.35%	0.35%	0.35%
Total Amount	942356	510585	431771	30129	20258	394498	300425	54347	88995	18679	17158	0	0	10129	2466	2803	2469	2469
Average Amount	1113	1147	1074	1039	965	1192	1113	1045	1023	934	953	0	0	1013	822	934	823	823
QUALITY STEP INCREASES (QSI)																		
Total QSI's Awarded	9	4	5	0	0	3	4	0	1	1	0	0	0	0	0	0	0	0
	100%	44.44%	55.56%	0%	0%	33.33%	44.44%	0%	11.11%	11.11%	0%	0%	0%	0%	0%	0%	0%	0%
Total Benefit	26075	12410	13665	0	0	9056	11972	0	1693	3354	0	0	0	0	0	0	0	0
Average Benefit	2897	3103	2733	0	0	3019	2993	0	1693	3354	0	0	0	0	0	0	0	0

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Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

Year = Fiscal Year 2014

TYPE OF SEPARATION	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
			White			Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
VOLUNTARY	120	69	51	5	5	53	35	7	10	3	0	0	0	1	1	0	0
	100%	57.50%	42.50%	4.17%	4.17%	44.17%	29.17%	5.83%	8.33%	2.50%	0%	0%	0%	0.83%	0.83%	0%	0%
INVOLUNTARY	6	4	2	1	0	2	2	0	0	1	0	0	0	0	0	0	0
	100%	66.67%	33.33%	16.67%	0%	33.33%	33.33%	0%	0%	16.67%	0%	0%	0%	0%	0%	0%	0%
TOTAL SEPARATIONS	126	73	53	6	5	55	37	7	10	4	0	0	0	1	1	0	0
	100%	57.94%	42.06%	4.76%	3.97%	43.65%	29.37%	5.56%	7.94%	3.17%	0%	0%	0%	0.79%	0.79%	0%	0%
TOTAL WORKFORCE	1957	1059	898	82	55	779	619	122	176	51	33	0	0	13	5	12	10
	100%	54.11%	45.89%	4.19%	2.81%	39.81%	31.63%	6.23%	8.99%	2.61%	1.69%	0%	0%	0.66%	0.26%	0.61%	0.51%

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Table B1: Total Workforce - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Year = Fiscal Year 2014

EMPLOYMENT TENURE	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
Prior FY	3590	3297	78	215	26	4	4	2	2	2	2	0	10	0
	100%	91.84%	2.17%	5.99%	0.72%	0.11%	0.11%	0.06%	0.06%	0.06%	0.06%	0%	0.28%	0%
Current FY	3886	3557	91	238	31	5	5	2	2	4	3	0	10	0
	100%	91.53%	2.34%	6.12%	0.80%	0.13%	0.13%	0.05%	0.05%	0.10%	0.08%	0%	0.26%	0%
EEOC Federal Goal					2.00%									
Difference	296	260	13	23	5	1	1	0	0	2	1	0	0	0
Ratio Change	0%	-0.30%	0.17%	0.14%	0.07%	0.02%	0.02%	0%	0%	0.05%	0.02%	0%	-0.02%	0%
Net Change	8.25%	7.89%	16.67%	10.70%	19.23%	25.00%	25.00%	0%	0%	100%	50.00%	0%	0%	0%
PERMANENT														
Prior FY	1621	1435	58	128	22	4	2	2	1	2	2	0	9	0
	100%	88.53%	3.58%	7.90%	1.36%	0.25%	0.12%	0.12%	0.06%	0.12%	0.12%	0%	0.56%	0%
Current FY	1957	1729	70	158	26	4	3	2	1	4	3	0	9	0
	100%	88.35%	3.58%	8.07%	1.33%	0.20%	0.15%	0.10%	0.05%	0.20%	0.15%	0%	0.46%	0%
Difference	336	294	12	30	4	0	1	0	0	2	1	0	0	0
Ratio Change	0%	-0.18%	0%	0.18%	-0.03%	-0.04%	0.03%	-0.02%	-0.01%	0.08%	0.03%	0%	-0.10%	0%
Net Change	20.73%	20.49%	20.69%	23.44%	18.18%	0%	50.00%	0%	0%	100%	50.00%	0%	0%	0%
TEMPORARY														
Prior FY	1969	1862	20	87	4	0	2	0	1	0	0	0	1	0
	100%	94.57%	1.02%	4.42%	0.20%	0%	0.10%	0%	0.05%	0%	0%	0%	0.05%	0%
Current FY	1929	1828	21	80	5	1	2	0	1	0	0	0	1	0
	100%	94.76%	1.09%	4.15%	0.26%	0.05%	0.10%	0%	0.05%	0%	0%	0%	0.05%	0%
Difference	-40	-34	1	-7	1	1	0	0	0	0	0	0	0	0
Ratio Change	0%	0.20%	0.07%	-0.27%	0.06%	0.05%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	-2.03%	-1.83%	5.00%	-8.05%	25.00%	100%	0%	0%	0%	100%	0%	0%	0%	0%
NON-APPROPRIATED														
Prior FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Current FY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Difference	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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Table B2: Total Workforce By Component - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = Fiscal Year 2014

ORGANIZATIONAL COMPONENT	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
Total	1957	1729	70	158	26	4	3	2	1	4	3	0	9	0	
	100%	88.35%	3.58%	8.07%	1.33%	0.20%	0.15%	0.10%	0.05%	0.20%	0.15%	0%	0.46%	0%	
EEOC Federal Goal					2.00%										
DEPUTY ADMINISTRATORS	1883	1663	68	152	26	4	3	2	1	4	3	0	9	0	
	100%	88.32%	3.61%	8.07%	1.38%	0.21%	0.16%	0.11%	0.05%	0.21%	0.16%	0%	0.48%	0%	
LIVESTOCK, POULTRY and SEED	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
COMPLIANCE and ANALYSIS PROGRAM	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
OFFICE OF THE ADMINISTRATOR	64	56	2	6	0	0	0	0	0	0	0	0	0	0	
	100%	87.50%	3.13%	9.38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
FRUIT and VEGETABLE PROGRAM	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
NATIONAL ORGANIC PROGRAM	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

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Table B3-1: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Year = Fiscal Year 2014

OCCUPATIONAL CATEGORIES	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
1. Officials and Managers															
Executive/Senior Level (Grades 15 and Above)	48	43	1	4	1	0	0	0	0	1	0	0	0	0	
	100%	89.58%	2.08%	8.33%	2.08%	0%	0%	0%	0%	2.08%	0%	0%	0%	0%	
- Mid-Level (Grades 13-14)	130	112	7	11	2	0	0	0	0	1	1	0	0	0	
	100%	86.15%	5.38%	8.46%	1.54%	0%	0%	0%	0%	0.77%	0.77%	0%	0%	0%	
- First Level (Grades 12 and Below)	126	108	4	14	3	0	0	0	0	2	0	0	1	0	
	100%	85.71%	3.17%	11.11%	2.38%	0%	0%	0%	0%	1.59%	0%	0%	0.79%	0%	
- Other Officials and Managers	163	143	6	14	0	0	0	0	0	0	0	0	0	0	
	100%	87.73%	3.68%	8.59%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Officials and Managers Total	467	406	18	43	6	0	0	0	0	4	1	0	1	0	
	100%	86.94%	3.85%	9.21%	1.28%	0%	0%	0%	0%	0.86%	0.21%	0%	0.21%	0%	
2. Professionals	458	403	16	39	4	2	0	0	0	0	0	0	2	0	
	100%	87.99%	3.49%	8.52%	0.87%	0.44%	0%	0%	0%	0%	0%	0%	0.44%	0%	
3. Technicians	14	13	0	1	1	0	0	0	0	0	0	0	1	0	
	100%	92.86%	0%	7.14%	7.14%	0%	0%	0%	0%	0%	0%	0%	7.14%	0%	
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
5. Administrative Support Workers	154	126	7	21	10	2	2	1	1	0	1	0	3	0	
	100%	81.82%	4.55%	13.64%	6.49%	1.30%	1.30%	0.65%	0.65%	0%	0.65%	0%	1.95%	0%	
6. Craft Workers	4	4	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
7. Operatives	858	775	29	54	5	0	1	1	0	0	1	0	2	0	
	100%	90.33%	3.38%	6.29%	0.58%	0%	0.12%	0.12%	0%	0%	0.12%	0%	0.23%	0%	
8. Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
9. Service Workers	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

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Table B3-2: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Year = Fiscal Year 2014

OCCUPATIONAL CATEGORIES	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
1. Officials and Managers															
Executive/Senior Level (Grades 15 and Above)	48 2.45%	43 2.49%	1 1.43%	4 2.53%	1 3.85%	0 0%	0 0%	0 0%	0 0%	1 25.00%	0 0%	0 0%	0 0%	0 0%	
- Mid-Level (Grades 13-14)	130 6.64%	112 6.48%	7 10.00%	11 6.96%	2 7.69%	0 0%	0 0%	0 0%	0 0%	1 25.00%	1 33.33%	0 0%	0 0%	0 0%	
- First Level (Grades 12 and Below)	126 6.44%	108 6.25%	4 5.71%	14 8.86%	3 11.54%	0 0%	0 0%	0 0%	0 0%	2 50.00%	0 0%	0 0%	1 11.11%	0 0%	
- Other Officials and Managers	163 8.33%	143 8.27%	6 8.57%	14 8.86%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
Officials and Managers Total	467 23.86%	406 23.48%	18 25.71%	43 27.22%	6 23.08%	0 0%	0 0%	0 0%	0 0%	4 100%	1 33.33%	0 0%	1 11.11%	0 0%	
2. Professionals	458 23.40%	403 23.31%	16 22.86%	39 24.68%	4 15.38%	2 50.00%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 22.22%	0 0%	
3. Technicians	14 0.72%	13 0.75%	0 0%	1 0.63%	1 3.85%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 11.11%	0 0%	
4. Sales Workers	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
5. Administrative Support Workers	154 7.87%	126 7.29%	7 10.00%	21 13.29%	10 38.46%	2 50.00%	2 66.67%	1 50.00%	1 100%	0 0%	1 33.33%	0 0%	3 33.33%	0 0%	
6. Craft Workers	4 0.20%	4 0.23%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
7. Operatives	858 43.84%	775 44.82%	29 41.43%	54 34.18%	5 19.23%	0 0%	1 33.33%	1 50.00%	0 0%	0 0%	1 33.33%	0 0%	2 22.22%	0 0%	
8. Laborers and Helpers	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
9. Service Workers	2 0%	2 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
TOTAL	1957 100%	1729 100%	70 100%	158 100%	26 100%	4 100%	3 100%	2 100%	1 100%	4 100%	3 100%	0 100%	9 100%	0 100%	

NOTE: Percentages computed down columns and NOT across rows

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Table B4-2: Participation Rates for General Schedule(GS) Grades by Disability (Temp)
Year = Fiscal Year 2014

GS/GM,SES and Related Grades	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
GS-01	2 0.06%	1 0.07%	0 0%	1 1.69%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-02	539 34.07%	510 33.86%	10 58.82%	19 32.20%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-03	470 29.71%	459 30.48%	0 0%	11 18.64%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-04	152 9.61%	146 9.69%	3 17.65%	3 5.08%	1 33.33%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-05	149 8.98%	142 9.43%	1 5.88%	6 10.17%	2 66.67%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 100%	0 0%
GS-06	3 0.06%	1 0.07%	1 5.88%	1 1.69%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-07	199 12.58%	187 12.42%	1 5.88%	11 18.64%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-08	3 0.19%	3 0.20%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-09	53 3.35%	48 3.19%	0 0%	5 8.47%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-10	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-11	7 0.44%	7 0.46%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-12	2 0.13%	0 0%	0 0%	2 3.39%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-13	1 0.06%	1 0.07%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-14	1 0.06%	0 0%	1 5.88%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
GS-15	1 0.06%	1 0.07%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
All Other	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
SES	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
TOTAL	1582 100%	1506 100%	17 100%	59 100%	3 100%	1 100%	1 100%	0 100%	0 100%	0 100%	0 100%	0 100%	1 100%	0 100%

NOTE: Percentages computed down columns and NOT across rows

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Table B5-1: Participation Rates for Wage Grades Disability (Perm)

Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
WG-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-02	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-07	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-08	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-09	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

Prepared from NFC's database

**U. S. DEPARTMENT OF AGRICULTURE
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**Table B5-1: Participation Rates for Wage Grades Disability (Temp)
Year = Fiscal Year 2014**

WD/WG, WL/WS, and Other Wage Grades	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
WG-01	201	186	2	13	1	0	1	0	0	0	0	0	0	0
	100%	92.54%	1.00%	6.47%	0.50%	0%	0.50%	0%	0%	0%	0%	0%	0%	0%
WG-02	59	56	1	2	0	0	0	0	0	0	0	0	0	0
	100%	94.92%	1.69%	3.39%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-05	84	79	1	4	1	0	0	0	1	0	0	0	0	0
	100%	94.05%	1.19%	4.76%	1.19%	0%	0%	0%	1.19%	0%	0%	0%	0%	0%
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-07	1	0	0	1	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-08	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-09	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Prepared from NFC's database

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Table B5-2: Participation Rates for Wage Grades by Disability (Perm)

Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
WG-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-02	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	14.29%	14.29%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-07	3	3	0	0	0	0	0	0	0	0	0	0	0	0	
	42.86%	42.86%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-08	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
	14.29%	14.29%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-09	2	2	0	0	0	0	0	0	0	0	0	0	0	0	
	28.57%	28.57%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL	7	7	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

NOTE: Percentages computed down columns and NOT across rows

Prepared from NFC's database

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Table B5-2: Participation Rates for Wage Grades by Disability (Temp)

Year = Fiscal Year 2014

WD/WG,WL/WS, and Other Wage Grades	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
WG-01	201	186	2	13	1	0	1	0	0	0	0	0	0	0	
	53.91%	57.94%	50.00%	65.00%	50.00%	0%	100%	0%	0%	0%	0%	0%	0%	0%	
WG-02	59	56	1	2	0	0	0	0	0	0	0	0	0	0	
	17.10%	17.45%	25.00%	10.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-05	84	79	1	4	1	0	0	0	1	0	0	0	0	0	
	22.90%	24.61%	25.00%	20.00%	50.00%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
WG-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-07	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
	0.29%	0%	0%	5.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
WG-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
All Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL	345	321	4	20	2	0	1	0	1	0	0	0	0	0	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

NOTE: Percentages computed down columns and NOT across rows

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Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Perm)

Year = Fiscal Year 2014

SERIES/JOB TITLE	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
1146 - AGRICULTURAL MARKETING	261	230	9	22	3	0	0	0	0	3	0	0	0	0	
		88.12%	3.45%	8.43%	1.15%	0%	0%	0%	0%	1.15%	0%	0%	0%	0%	
1147 - AGRICULTURAL MARKET REPORTING	136	117	6	13	1	0	0	0	0	1	0	0	0	0	
	100%	86.03%	4.41%	9.56%	0.74%	0%	0%	0%	0%	0.74%	0%	0%	0%	0%	
1980 - AGRICULTURAL COMMODITY GRADING	976	879	32	65	6	0	1	1	0	0	1	0	3	0	
	100%	90.06%	3.28%	6.66%	0.61%	0%	0.10%	0.10%	0%	0%	0.10%	0%	0.31%	0%	

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U. S. DEPARTMENT OF AGRICULTURE

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Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Temp)

Year = Fiscal Year 2014

SERIES/JOB TITLE	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0303 - MISCELLANEOUS CLERK and ASSISTANT	10	8	0	2	1	1	0	0	0	0	0	0	0	0	0
	100%	80.00%	0%	20.00%	10.00%	10.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0326 - OFFICE AUTOMATION CLERICAL and ASSISTANCE	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0332 - COMPUTER OPERATION	11	10	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	90.91%	0%	9.09%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0343 - MANAGEMENT PROGRAM ANALYSIS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0399 - ADMINISTRATION and OFFICE SUPPORT STUDENT TRAINEE	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	100%	50.00%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
0404 - BIOLOGICAL SCIENCE TECHNICIAN	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1101 - GENERAL BUSINESS and INDUSTRY	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	50.00%	0%	50.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1146 - AGRICULTURAL MARKETING	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1382 - FOOD TECHNOLOGY	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1980 - AGRICULTURAL COMMODITY GRADING	374	354	2	18	1	0	0	0	0	0	0	0	1	0	0
	100%	94.65%	0.53%	4.81%	0.27%	0%	0%	0%	0%	0%	0%	0%	0.27%	0%	0%
1981 - AGRICULTURAL COMMODITY AID	1175	1126	13	36	1	0	1	0	0	0	0	0	0	0	0
	100%	95.83%	1.11%	3.06%	0.09%	0%	0.09%	0%	0%	0%	0%	0%	0%	0%	0%
1999 - QUALITY INSPECTION STUDENT TRAINEE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
3359 - INSTRUMENT MECHANIC	85	79	1	5	1	0	0	0	1	0	0	0	0	0	0
	100%	92.94%	1.18%	5.88%	1.18%	0%	0%	0%	1.18%	0%	0%	0%	0%	0%	0%
3502 - LABORING	221	204	3	14	1	0	1	0	0	0	0	0	0	0	0
	100%	92.31%	1.36%	6.33%	0.45%	0%	0.45%	0%	0%	0%	0%	0%	0%	0%	0%
6907 - MATERIALS HANDER	39	38	0	1	0	0	0	0	0	0	0	0	0	0	0
	100%	97.44%	0%	2.56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Prepared from NFC's database

**U. S. DEPARTMENT OF AGRICULTURE
AGR. MARKETING SERVICE**

Table B8: New Hires By Type of Appointment - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = Fiscal Year 2014

TYPE OF APPOINTMENT	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
PERMANENT	96	75	7	14	0	0	0	0	0	0	0	0	0	0	
	100%	78.13%	7.29%	14.58%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TEMPORARY	449	425	8	16	0	0	0	0	0	0	0	0	0	0	
	100%	94.65%	1.78%	3.56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
NON-APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL CURRENT YEAR	545	500	15	30	0	0	0	0	0	0	0	0	0	0	
	100%	91.74%	2.75%	5.50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL PRIOR YEAR	477	425	14	38	1	0	0	0	0	0	1	0	0	0	
	100%	89.10%	2.94%	7.97%	0.21%	0%	0%	0%	0%	0%	0.21%	0%	0%	0%	

Prepared from NFC's database

**U. S. DEPARTMENT OF AGRICULTURE
AGR. MARKETING SERVICE**

Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability
Year = Fiscal Year 2014

	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
Total Employees Eligible for Career Ladder Promotions	137	115	10	12	1	0	0	0	0	0	0	0	1	0	
	100%	83.94%	7.30%	8.76%	0.73%	0%	0%	0%	0%	0%	0%	0%	0.73%	0%	
1 - 12 months	12	11	1	0	0	0	0	0	0	0	0	0	0	0	
	100%	91.67%	8.33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
13 - 24 months	5	5	0	0	0	0	0	0	0	0	0	0	0	0	
	100%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
25+ months	17	13	2	2	0	0	0	0	0	0	0	0	0	0	
	100%	76.47%	11.76%	11.76%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

Prepared from NFC's database

**U. S. DEPARTMENT OF AGRICULTURE
AGR. MARKETING SERVICE**

**Table B13: Employee Recognition and Awards - Distribution by Disability
Year = Fiscal Year 2014**

Note: Yellow shaded areas indicate employees who exceed the average of the total number in the different categories

RECOGNITION OR AWARD	ALL Employees					TARGETED DISABILITY									
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/ 32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
TIME-OFF AWARDS - 1-9 HOURS															
Total Time-Off	6	5	0	1	0	0	0	0	0	0	0	0	0	0	
Awards Given	100%	83.33%	0%	16.67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Total Hours	38	30	0	8	0	0	0	0	0	0	0	0	0	0	
Average Hours	6	6	0	8	0	0	0	0	0	0	0	0	0	0	
TIME-OFF AWARDS - 9+ HOURS															
Total Time-Off	8	6	0	2	0	0	0	0	0	0	0	0	0	0	
Awards Given	100%	75.00%	0%	25.00%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Total Hours	130	95	0	35	0	0	0	0	0	0	0	0	0	0	
Average Hours	16	16	0	18	0	0	0	0	0	0	0	0	0	0	
CASH AWARDS - \$100 - \$500															
Total Cash Awards Given	86	76	1	9	4	0	1	0	0	2	0	0	1	0	
	100%	88.37%	1.16%	10.47%	4.65%	0%	1.16%	0%	0%	2.33%	0%	0%	1.16%	0%	
Total Amount	30550	26334	500	3716	1950	0	500	0	0	1000	0	0	450	0	
Average Amount	355	347	500	413	488	0	500	0	0	500	0	0	450	0	
CASH AWARDS - \$500+															
Total Cash Awards Given	847	751	29	67	12	3	0	1	0	2	2	0	4	0	
	100%	88.67%	3.42%	7.91%	1.42%	0.35%	0%	0.12%	0%	0.24%	0.24%	0%	0.47%	0%	
Total Amount	942356	839426	32249	70681	11247	2522	0	744	0	3038	1520	0	3423	0	
Average Amount	1113	1118	1112	1055	937	841	0	744	0	1519	760	0	856	0	
QUALITY STEP INCREASES (QSI)															
Total QSI's	9	8	0	1	1	0	0	0	0	1	0	0	0	0	
	100%	88.89%	0%	11.11%	11.11%	0%	0%	0%	0%	11.11%	0%	0%	0%	0%	
Total Benefit	26075	22721	0	3354	3354	0	0	0	0	3354	0	0	0	0	
Average Benefit	2897	2840	0	3354	3354	0	0	0	0	3354	0	0	0	0	

Prepared from NFC's database

**U. S. DEPARTMENT OF AGRICULTURE
AGR. MARKETING SERVICE**

Table B14: Separations by Type of Separation - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = Fiscal Year 2014

TYPE OF SEPARATION	ALL Employees					TARGETED DISABILITY								
	All	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16-18]	Vision [21/23/25]	Missing Extremities [28/30/32-38]	Partial Paralysis [64-69]	Complete Paralysis [71-79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
VOLUNTARY	120	101	5	14	0	0	0	0	0	0	0	0	0	0
	100%	84.17%	4.17%	11.67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
INVOLUNTARY	6	4	1	1	0	0	0	0	0	0	0	0	0	0
	100%	66.67%	16.67%	16.67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL SEPARATIONS	126	105	6	15	0	0	0	0	0	0	0	0	0	0
	100%	83.33%	4.76%	11.90%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL WORKFORCE	1957	1729	70	158	26	4	3	2	1	4	3	0	9	0
	100%	88.35%	3.58%	8.07%	1.33%	0.20%	0.15%	0.10%	0.05%	0.20%	0.15%	0%	0.46%	0%

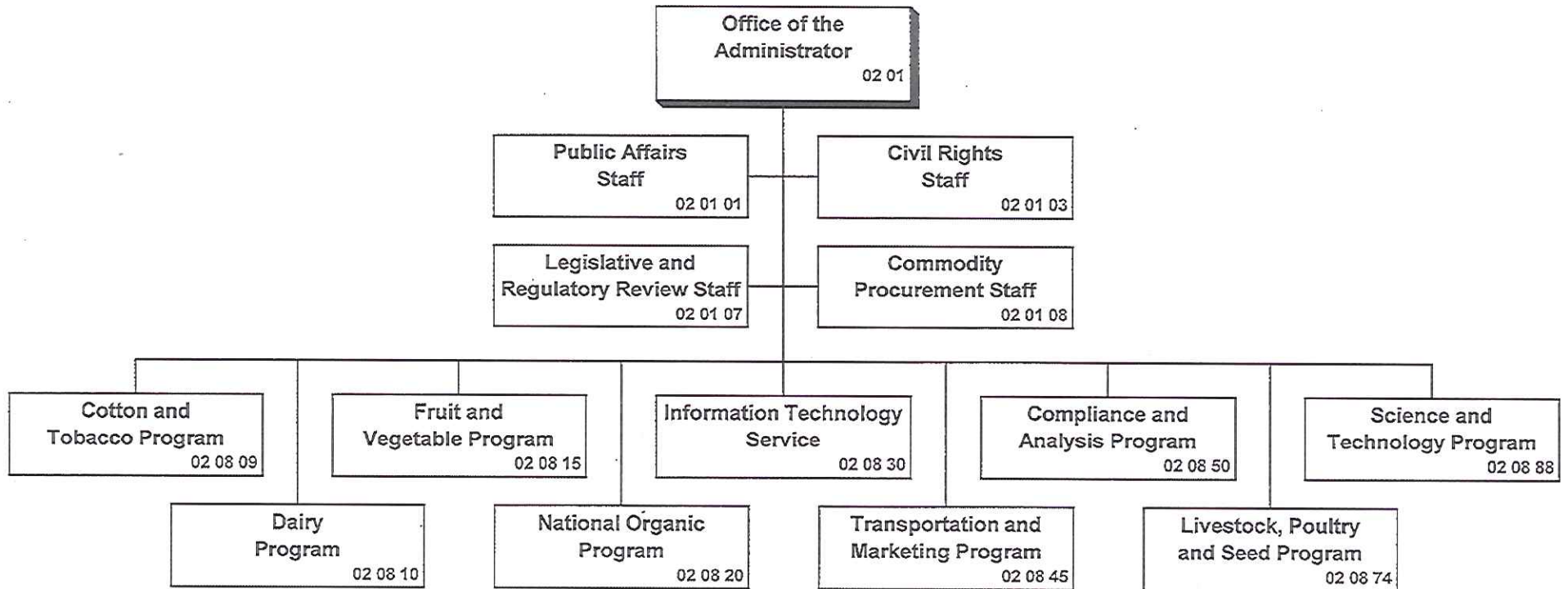
Prepared from NFC's database

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

Supersedes AMS chart dated October 5, 2009

APPROVED: *Earl A. ...*
Under Secretary for
Marketing and Regulatory Programs

DATE: 9-13-12



The mission of the Agricultural Marketing Service is to facilitate the competitive and efficient marketing of agricultural products.

DEFINITIONS

The following definitions apply to Management Directive 715:

- **Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
- **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's

Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under-representation:** Result of conditions in which the representation of EEO groups is lower than expected.

Non-Discrimination Statement

USDA prohibits discrimination on the bases of race, color, religion, sex (including gender identity and expression), national origin, age (if 40 or over), disability, reprisal (for prior participation in an EEO activity or having opposed discrimination), political affiliation, sexual orientation, marital status, parental status, or genetic information. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Ave, SW., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



Agricultural Marketing Service

Updated February 2015