

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715**  
**Parts A Through E**

**Part A - Department or Agency Identifying Information**

Agency	Second Level Component	Address	City	State	Zip Code (xxxxx)	Agency Code (xxxx)	FIPS Code (xxxx)
USDA	Agricultural Research Service	1400 Independence Avenue, SW, Rm. 3913	Washington	DC	20250	AG03	50000

**Part B - Total Employment**

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	5072	1857	6929

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

Agency Leadership	Name	Title
Head of Agency	Sonny Perdue	Secretary
Head of Agency Designee	Dr. Chavonda Jacobs-Young	Administrator

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

EEO Program Staff	Name	Title	Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal EEO Director/Official	Tracey Troutman	Acting Director, ODEO	0340	GS-15	202 720-6161	Tracey.troutman@usda.gov
Affirmative Employment Program Manager						
Complaint Processing Program Manager	Sheila Cheeks	EEO Manager	0260	GS-13	202 720-6161	Sheila.cheeks@usda.gov

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EEO Program Staff	Name	Title	Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Diversity & Inclusion Officer						
Hispanic Program Manager (SEPM)	Debra Owens-Coleman	Program Analyst	0343	GS-11	979-260-9416	<a href="mailto:debra.owenscoleman@usda.gov">debra.owenscoleman@usda.gov</a>
Women's Program Manager (SEPM)	Debra Owens-Coleman	Program Analyst	0343	GS-11	979-260-9416	<a href="mailto:debra.owenscoleman@usda.gov">debra.owenscoleman@usda.gov</a>
Disability Program Manager (SEPM)	Mary Weber	HR Specialist	0201	GS-13	301-504-1397	<a href="mailto:Mary.weber@usda.gov">Mary.weber@usda.gov</a>
Special Placement Program Coordinator (Individuals with Disabilities)	Mary Weber	HR Specialist	0201	GS-13	301-504-1397	<a href="mailto:Mary.weber@usda.gov">Mary.weber@usda.gov</a>
Reasonable Accommodation Program Manager	Tonya Morris	Reasonable Accommodation Program Manager	0343	GS-13	301-504-4339	<a href="mailto:tonya.b.morris@usda.gov">tonya.b.morris@usda.gov</a>
Anti-Harassment Program Manager						
ADR Program Manager	Sheila Cheeks	EEO Manager	0260	GS-13	202-720-6161	<a href="mailto:Sheila.cheeks@usda.gov">Sheila.cheeks@usda.gov</a>
Compliance Manager						
Principal MD-715 Preparer	Helena Thompson	EEO Specialist	0260	GS-13	202-720-6161	<a href="mailto:Helena.thompson@usda.gov">Helena.thompson@usda.gov</a>
Other EEO Staff	Jeff Schmitt	HR Specialist	0201	GS-13	301-504-1352	<a href="mailto:Jeff.schmitt@usda.gov">Jeff.schmitt@usda.gov</a>

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

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

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

Subordinate Component	City	State	Country (Optional)	Agency Code (xxxx)	FIPS Codes (xxxxx)
Northeast Area	Beltsville	MD		AG03	06400
Headquarters	Washington	DC		AG03	50000
Southeast Area	Stoneville	MS		AG03	92898
Midwest Area	Peoria	IL		AG03	59000
National Agricultural Library	Beltsville	MD		AG03	06400
Plains Area	Fort Collins	CO		AG03	27425
Pacific West Area	Albany	CA		AG03	00674

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

In the table below, the agency must submit these documents with its MD-715 report.

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	Y	ARS
EEO Policy Statement	Y	USDA
Strategic Plan	Y	FY18-FY20
Anti-Harassment Policy and Procedures	Y	USDA
Reasonable Accommodation Procedures	Y	ARS
Personal Assistance Services Procedures	Y	ARS
Alternative Dispute Resolution Procedures	Y	ARS

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

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

## **Part E – Executive Summary**

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

### **Part E.1 - Executive Summary: Mission**

ARS conducts research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination to ensure high-quality, safe food, and other agricultural products; assess the nutritional needs of Americans; sustain a competitive agricultural economy; enhance the natural resource base and the environment, and provide economic opportunities for rural citizens, communities, and society as a whole.

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

NOTE: Permanent hiring is on hold for FY2020 potentially budget-impacted locations. Temporary hires may proceed at FY2020 potentially impacted locations with a NTE of 9/30/2020.

**All USDA agencies use the Secretary's policy. USDA 2018 Civil Rights and Anti-harassment policy statements distributed to all employees and placed on ARS site. NOTE: The USDA 2018 policy is to also be used for FY 19 <https://www.ars.usda.gov/office-of-outreach-diversity-and-equal-opportunity/odeo-policy-statements/>**

ARS submitted the FY 2018 MD-715 within the requested timeframe to the Office of the Assistant Secretary for Civil Rights (OASCR) and the Equal Employment Commission. The report was submitted electronically into EEOC's Federal Sector EEO Portal by the requested due date. The quarterly reports were submitted by the requested OASCR due date. The annual MD-715 Executive Summary and FY 18 Annual Affirmative Action Plan are posted on the ODEO website <https://www.ars.usda.gov/office-of-outreach-diversity-and-equal-opportunity/management-directive-715-md-715/>

MD-715 briefings and overviews are conducted on an as needed basis and are also part of the agency compliance reviews.

ARS provides EEO/civil rights information, counseling, and advice to 100 percent of employees requesting the information through a variety of sources to reduce EEO complaints. All employees requesting EEO/civil rights information and guidance regarding the complaint process are referred to the Agency' website at <https://www.ars.usda.gov/office-of-outreach-diversity-and-equal-opportunity/the-eeo-compliance-branch/>

The Director of the ARS, Outreach, Diversity, and Equal Opportunity (ODEO) reports directly to the Administrator. The Director serves as an advisor to the Administrator and Associates and retains a seat on the Administrator's Council (senior management team), thereby preserving visibility and influence at the Agency level. The ODEO Director and staff and the Area ODEO Program Managers continue to provide information to employees and customers regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.

ARS holds managers and supervisors accountable for hiring and retaining a diverse workforce through the REE Recruitment Agreement, in particular, Appendix A, which requires the ARS hiring managers utilize the MD-715 in the recruiting process in efforts to increase diversity. The specific Area Outreach, Diversity, and Equal Opportunity Program Manager or staff member assigned pulls the MD-715 A&B1 to show the groups under the CLF; total number of Veterans by race, gender and targeted disability; and suggested institutions/schools to recruit depending on the specific groups under the CLF. If it is for a scientific position, scientific workforce is included. ARS requires workforce demographic data to be included in recruitment requests/approvals (REE Recruitment Agreement – Appendix A). Each permanent recruitment process requires that one of the ODEO Program Managers or ODEO staff serve as a non-voting member of the panel in the role of EEO Observer to ensure that the entire review process is fair, equitable, and in alignment with CR/EEO policies. ARS expects all hiring managers to complete the associated checklist, which requires hiring managers to consider special hiring authorities; consult with the Area Office of Outreach, Diversity and Equal Opportunity Program Managers on hiring/recruitment efforts and outreach; to review current workforce profile data and stated agency diversity goals and the statement of efforts to address underrepresentation. In addition to the checklist required by the policy, ARS managers are being required to review the OPM Shared List of People with Disabilities before they can move forward with the competitive hiring process.

In 2017, the Office of Outreach, Diversity, and Equal Opportunity (ODEO) reassigned its ODEO Program Managers directly to Area Directors who oversee a majority of the workforce at ARS. A key goal/objective of these senior level officials (Area Directors) is to work directly with the ODEO Program Managers to create more effective diversity plans to ensure sufficient opportunities for underrepresented groups. Strategies are being developed to attract and promote individuals within each geographical area in the country. As the Agency is divided into five (5)

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geographical regions, each Area faces different challenges based upon the unique populations which inhabit those regions. By directly assigning ODEO Program Managers to the Area Directors, ARS is better equipping those senior officials with subject matter experts to identify local sources of perspective employees. In addition, the ODEO Program Managers will enhance local outreach activities and develop diversity plans specifically designed to attract the potential talent sought to serve in a research organization such as ARS.

ARS continues to conduct activities in K-12 schools, universities/colleges, minority serving institutions and organizations that cater to persons with disabilities providing education about scientific research, with the goal to increase the annual percentage of new hires. The ARS Outreach and Recruitment Branch utilizes a customized, audience specific approach for each outreach event. ARS utilizes several handouts, and branding/engagement tools to increase the Agency's brand appeal and decrease the negative stigma of agriculture. The Outreach and Recruitment Branch created a small card-sized handout titled "STEM Career Opportunities with USDA-ARS" that details the types of scientific occupations available with the USDA-ARS and highlights some of the technologies developed by researchers in the agency. On a weekly basis the ARS Outreach and Recruitment Staff submits vacancy announcements to a ListServe that reaches approximately 38,292 potential applicants which serve underrepresented groups and persons with disabilities.

In FY19, ARS hired 71 students (31 male, 40 female) through the HACU National Internship Program. ARS staff participated in the 2019 Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) conference. There were approximately 161 visitors to the ARS exhibit. Summer internship training pilot program was developed in the Pacific West Area in FY 2018, titled Science in Action. The objectives of the program are to strengthen partnerships between ARS and minority serving institutions (1890 Historically Black Land Grant Colleges and Universities, 1994 Land-Grant Tribal Colleges and Universities, and Hispanic Serving Institutions) and create internship opportunities for students attending minority serving institutions with the hope that these students will someday become permanent ARS employees. Four candidates were selected in 2018. Four candidates were also selected for FY 2019. One is a returning student. ARS staff also participated in the 2019 Cultivating Change Summit to increase outreach and recruitment to the LGBTQ+ agriculturalists. Additionally, one Native American student from Oglala Lakota College (a 1994 Land Grant Institution) was hired to work as a summer employee at the ARS Fort Collin, CO location, and one female student from University of Maryland, Baltimore County (a Minority Serving Institution) was hired to work as a computational biologist in Beltsville, MD.

The agency Student and Outreach Database (SOD) was deployed in October 2016 to capture all student and outreach data in one central place, or a one-stop-shop, for all agency personnel to use. This database allows for entry of all data related to students and post-docs, other outreach activities, such as SY Serving as Advisors, student tours, mentorship, presentations to schools, science fair participation and other technology transfer outreach efforts. Since inception, there have been over 3000 outreach activities (presentations to schools and community groups, student tours, career fairs, STEM event, etc.) noted in the database as of FY 19. In June 2019 a video was created to give an overview of using SOD and why using it is important to the agency. The video can be used as part of onboarding for new employees.

It is ARS's policy to create a work environment which promotes and encourages the recruitment, hiring, retention, career development and advancement of all disabled Veterans. ARS ensures that disabled employees have accommodations needed to assist in carrying out the duties assigned for their positions. Employees with disabilities are consulted on any barriers that may impair their ability to compete in the workplace because of disability. ARS provides employment counseling and skill training to transitioning service members and has a mechanism to provide timely employment information and resources to veterans. 76 veterans were hired. ARS currently employs 508 veterans. ARS is the only agency in the REE mission area that has the authority to recruit outside hires through the Demonstration Project (DEMO authority). The use of DEMO authority gives veterans greater opportunities than the preference given to them by standard OPM hiring procedures.

The agency is looking into sponsorship versus mentoring and is currently piloting the Sponsorship Program to AFM employees for 2020—based upon feedback received, the agency will then think about piloting to other entities of ARS. The program is due to kick-off in 2019.

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The agency established standard operating procedures (SOP) for the EEO Observer. The SOP is for Agricultural Research Service's (ARS) Program Managers (PM) or designees who will serve as EEO Observers with the evaluation panel throughout the evaluation and selection process of permanent new hires. **898** EEO observations were conducted in FY 19.

Managers and supervisors completed the following annual required supervisor training: Connecting to the Mission (965), Crucial Conversations (417), Promoting a Positive Work Environment (1355), Serving as a Resolving Official: The Alternative Dispute Resolution Program (1231), Accessing Your Own Leadership Performance (823)

257 employees completed training in reference to: EEO for Supervisors and Managers, Federal Sector EEO Complaint Process and Alternative Dispute Resolution Process, EEO and Preventing Discrimination in the Federal Workplace, Understanding Workplace Diversity, Bridging the Diversity Gap, Your Role in Workplace Diversity, Leading Diversity, Civil Rights: Recognizing and Preventing Reprisal, Anti-Harassment Training.

All employees requesting EEO/civil rights information and guidance regarding the complaint process are referred to the Agency's website at <https://www.ars.usda.gov/office-of-outreach-diversity-and-equal-opportunity/the-eo-compliance-branch/>

In compliance with Departmental Regulation 4710-001, Alternative Dispute Resolution (ADR), ARS continues to demonstrate good efforts to resolve EEO complaints utilizing ADR (voluntary) and non-EEO related workplace disputes utilizing the voluntary Cooperative Resolution Program (CRP) at the earliest stage possible. ARS provided thorough and timely reports of ADR activities to the ASCR Conflict Prevention and Resolution Center.

All informal complainants were offered ADR within the timeframes set by EEOC regulations. Results: (Informal 15 offered, 2 accepted; Formal:5 offered, 3 accepted)

"EEO Alternative Dispute Resolution Mediation Fact Sheet" is distributed to complainants in the informal and formal EEO complaint process stage. The complainant is encouraged to sign and return the fact sheet agreeing/disagreeing to participate in the mediation process. The complainant has the option to elect between counseling and mediation. Some complainants do not return the mediation form. If they mark "no", they do not provide a reason for declining to engage in the ADR process. Some responses are: I prefer counseling; mediation was not effective with others having EEO issues; ADR cannot mend, neutralize, or rectify irreparable damages caused by malicious intentions/actions; does not believe it will work, has been done before; numerous attempts have previously been made. "Informal EEO Complaint Process Notification of Complainant's Rights, Duties, and Responsibilities" is given to complainants in the informal complaint process stage to be signed certifying they have read and understood the "complainant's rights, duties, and responsibilities." Complainants are offered several opportunities to accept ADR throughout the complaint process (ARS, Office of General Counsel, EEOC, etc.). ARS continues to educate and emphasize to managers, supervisors and employees that the ADR process is timely, cost effective, and efficient, following the Department of Agriculture's policy on the use of ADR. Managers, supervisors and employees are encouraged to participate in the ADR process. CRP conducted 317 consultations, conflict coachings, facilitated dialogues and workshops for FY 19.

Four (4) compliance reviews were scheduled and completed in FY 19 at the Fort Pierce, FL; Fargo, ND; Fayetteville, AR and Booneville, AR locations.

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Status for FY 2019 Complaints:

Informal complaints (initiated during reporting period): 16

Formal complaints filed: 15

Alternate Dispute Resolution (ADR):

Informal 15 offered, 2 accepted (completed/ended counselings)

Formal: 5 offered, 3 accepted

Monetary Payouts: Informal: \$0 Formal: \$0

Investigative costs: \$50,556

ARS timely processed 100 percent of the 15 completed pre-complaint counselings ending for the reporting period.

14 investigations were completed in FY 19 and 8 were completed in 180 days or less. Thirteen complaint closures in FY 19.

ARS recognizes its employees for exemplary achievements in promoting a diverse workplace free from discrimination, harassment, retaliation and demonstrated commitment to workforce diversity through an ODEO award by the Administrator. There are two categories – supervisory and non-supervisory. The winners (1 supervisor, 1 non-supervisor) were announced on March 1, 2019 and the awards ceremony was held on April 9, 2019. Agency leadership asked employees for suggestions to continue to improve the way awards are celebrated in ARS. Employees were encouraged to visit the agency Y2C site and respond to questions about awards and recognition week.

The Engagement Council worked to encourage employees to complete the annual Federal Employee Viewpoint Survey. For the FY 19 viewpoint survey, the ARS Administrator challenged employees to a contest. The location and headquarters offices that finish the Federal Employee Viewpoint Survey with the top response rates will get bragging rights and a virtual trophy to post to their Axon home page. The Leadership Team will assume the two very top finishers have a lot to say about how things are going in USDA and at ARS and will meet the lab or office for a virtual brainstorming session after the survey is over. The ARS unadjusted response rate was 60.1%.

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**Part E.3 - Executive Summary: Workforce Analyses**

Sixty percent (3,032) of the ARS permanent workforce (5,072) is age 50 or over. Sixty-one percent (3,128) of the total permanent workforce are eligible for retirement between 2019 and 2029. Of the 61 percent eligible for retirement, 18 percent (565) are grades 13-SES in the identified major occupations.

**(Workforce Composition (see A1 and B1 for details))**

RACE	CLF 2010	1 <sup>st</sup> Qtr	1 <sup>st</sup> Qtr %	2 <sup>nd</sup> Qtr	2 <sup>nd</sup> Qtr %	3 <sup>rd</sup> Qtr	3 <sup>rd</sup> Qtr %	4 <sup>th</sup> Qtr	4 <sup>th</sup> Qtr %
HM	5.17	134	2.62	140	2.72	144	2.72	143	2.82
HF	4.79	86	1.68	85	1.65	87	1.69	88	1.74
WM	38.33	2316	45.24	2315	44.94	2306	44.66	2268	44.72
WF	34.03	1532	29.93	1546	30.01	1546	29.94	1519	29.95
BM	5.49	223	4.36	220	4.27	220	4.38	218	4.30
BF	6.53	286	5.59	292	5.67	297	5.75	286	5.64
AM	1.97	299	5.84	305	5.92	305	5.93	305	5.99
AF	1.93	185	3.61	187	3.63	186	3.60	181	3.58
NH/OPIIM	0.07	4	0.08	5	0.10	5	0.10	7	0.14
NH/OPIF	0.07	3	0.06	4	0.08	4	0.08	4	0.08
AI/ANM	0.55	23	0.45	24	0.47	24	0.46	22	0.43
AI/ANF	0.53	14	0.27	15	0.29	17	0.33	15	0.30
TMRM	0.26	2	0.04	2	0.04	2	0.04	3	0.06
TMRF	0.28	12	0.23	11	0.21	13	0.25	14	0.28
Persons with TD	2	146	2.85	147	2.85	148	2.87	145	2.86

**PERCENTAGES BELOW THE CLF ARE ANNOTATED IN RED (groups with a deficit of 1% or greater difference)**

**Grade Distribution – GS-13 – SES (Table A4&B4)**

**White males and females continue to dominate the GS-13 to SES positions.**

**Note:** The asterisk indicates that the groups were distributed in the subject grade level at less than their total agency workforce representation.

RACE	GS-13	GS-14	GS-15	SES
HM	11 (2.45)*	13 (2.55)	16 (2.14)	1 (3.13)
HF	6 (1.34)*	5 (0.98)*	10 (1.34)	1 (3.13)
WM	188 (41.87)*	257 (50.49)	467 (62.52)	13 (40.63)
WF	126 (28.06)*	103 (20.24)*	104 (13.92)*	7 (21.88)*
BM	25 (5.57)	17 (3.34)*	14 (1.87)*	2 (6.25)
BF	23 (5.12)*	15 (2.95)*	7 (0.94)*	2 (6.25)

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<b>AM</b>	47 (10.47)	65 (12.77)	103 (13.79)	5 (15.63)
<b>AF</b>	20 (4.45)	28 (5.50)	17 (2.28)*	0
<b>NH/OPIIM</b>	0	1 (0.20)	2 (0.27)	1 (3.13)
<b>NH/OPIF</b>	0	0	0	0
<b>AI/ANM</b>	2 (0.45)	3 (0.59)	4 (0.54)	0
<b>AI/ANF</b>	1 (0.22)	0	3 (0.40)	0
<b>TMRM</b>	0	1(0.20)	0	0
<b>TMRF</b>	0	1(0.20)	0	0
<b>Persons with TD</b>	15 (3.34)	10 (1.96)	16 (2.14)	0
<b>TOTAL:</b>	449 (increase of 2)	509 (decrease of 7)	747	31 (increase of 1)

**Mission Critical Occupations** (permanent)

White males and females continue to dominate the mission critical occupations. The groups highlighted in red are the groups that fall below the relative labor force (RLF) with a deficit of 1% or greater difference.

1. Human Resources Management, 0201 = 74
2. General Biological Science, 0401 = 317
3. Microbiology, 0403 = 192
4. Biological Technician, 0404 = 1201
5. Genetics, 0440 = 246
6. General Business and Industry, 1101 = 27
7. Contracting, 1102 = 42
8. Chemistry, 1320 = 183
9. Information Technology Management, 2210 = 233

Numbers highlighted in **red** indicate less than the expected participation rate based on the 2010 Relevant Civilian Labor Force (RCLF).

<b>Major Occupations</b>	<b>0201</b>	<b>RCLF</b>	<b>0401</b>	<b>RCLF</b>	<b>0403</b>	<b>RCLF</b>	<b>0404</b>	<b>RCLF</b>	<b>0440</b>	<b>RCLF</b>
<b>MALE</b>	17.57	33.30	64.98	55.90	59.38	55.90	48.42	49.10	75.20	55.90
<b>FEMALE</b>	82.43	66.70	35.02	44.10	40.63	44.10	51.58	51.00	24.80	44.10
<b>HM</b>	0.00	2.70	1.58	1.90	2.08	1.90	2.50	2.80	2.03	1.90
<b>HF</b>	4.05	5.00	1.58	2.10	3.13	2.10	1.75	4.80	0.00	2.10
<b>WM</b>	12.16	25.50	47.32	47.30	45.83	47.30	39.60	35.80	55.28	47.30
<b>WF</b>	39.19	49.90	25.29	35.00	31.77	35.00	41.43	34.00	19.92	35.00
<b>BM</b>	4.05	3.60	1.89	1.20	2.60	1.20	3.24	3.70	2.03	1.20
<b>BF</b>	35.14	8.50	2.52	1.80	2.08	1.80	3.74	4.50	0.00	1.80

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<b>AM</b>	1.35	0.00	13.56	0.00	7.81	0.00	2.58	0.20	15.45	0.00
<b>AF</b>	2.70	0.10	6.62	0.00	3.13	0.00	3.91	0.00	4.88	0.00
<b>NH/OPIIM</b>	0.00	0.20	0.32	0.40	0.52	0.40	0.08	0.70	0.00	0.40
<b>NH/OPIF</b>	0.00	0.40	0.00	0.20	0.00	0.20	0.00	0.40	0.00	0.20
<b>AI/ANM</b>	0.00	0.80	0.32	4.10	0.52	4.10	0.42	4.80	0.41	4.10
<b>AI/ANF</b>	1.35	1.70	0.00	4.30	0.00	4.30	0.50	6.40	0.00	4.30
<b>TMRM</b>	0.00	0.20	0.00	0.40	0.00	0.40	0.00	0.50	0.00	0.40
<b>TMRF</b>	0.00	0.40	0.00	0.30	0.52	0.30	0.25	0.50	0.00	0.30

<b>Major Occupations</b>	<b>1101</b>	<b>RCLF</b>	<b>1102</b>	<b>RCLF</b>	<b>1320</b>	<b>RCLF</b>	<b>2210</b>	<b>RCLF</b>
<b>MALE</b>	25.93	43.40	57.14	47.00	73.22	67.70	72.22	66.80
<b>FEMALE</b>	74.07	56.60	42.86	53.00	26.78	32.30	27.78	33.20
<b>HM</b>	0.00	4.70	4.76	2.90	3.83	2.30	3.42	3.10
<b>HF</b>	7.41	5.30	0.00	3.20	0.55	1.60	0.85	1.60
<b>WM</b>	18.52	30.20	45.24	39.80	46.45	52.40	48.29	50.40
<b>WF</b>	44.44	39.70	21.43	42.70	17.49	21.50	17.95	24.70
<b>BM</b>	3.70	4.90	0.00	2.50	3.28	4.20	10.26	4.30
<b>BF</b>	14.81	7.80	19.05	4.70	3.28	2.20	5.13	3.50
<b>AM</b>	3.70	0.10	4.76	0.00	17.49	0.00	9.83	0.10
<b>AF</b>	3.70	0.10	0.00	0.10	5.46	0.00	3.42	0.00
<b>NH/OPIIM</b>	0.00	0.20	2.38	0.20	0.00	0.20	0.00	0.20
<b>NH/OPIF</b>	0.00	0.40	0.00	0.30	0.00	0.10	0.00	0.10
<b>AI/ANM</b>	0.00	2.60	0.00	1.00	2.19	7.90	0.43	7.40
<b>AI/ANF</b>	0.00	2.30	0.00	1.30	0.00	6.30	0.00	2.90
<b>TMRM</b>	0.00	0.30	0.00	0.20	0.00	0.40	0.00	0.70
<b>TMRF</b>	3.70	0.40	2.38	0.40	0.00	0.30	0.43	0.20

**New Hires** (274 permanent)

The following were **hired less than their availability in the CLF**: Hispanic male and female, White male and female

No hires for Native Hawaiian or Other Pacific Islander female, American Indian male, Two or More Races male.

**Hires for FY 19**: Hispanic male (9), Hispanic female (5), White male (96), White female (77), Black female (38), Black male (22), Asian male (13), Asian female (8), NH/PIM (1), AI/ANF (3), TMRF (2), PWTD (9).

**Promotions**

**Total employees eligible for Career Ladder Promotions**: 1053 (552 males and 501 females)

**Time in grade in excess of minimum 1-12 months**: 113 (68 males and 45 females)

No promotion for NH/OPI male and female and TMRF

**Time in grade in excess of minimum 13-24 months**: 109 (56 males and 53 females)

No promotions for Hispanic female, NH/OPI male and female or TMRM

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**Time in grade in excess of minimum 25+ months:** 481 (247 males and 234 females)  
No promotions for NH/OPI male and female or AI male

**Awards** (see Tables A&B13 for details):

The following groups were distributed in the awards category at less than their ARS representation:

**Time-off – 1-9 hours** (120)

Hispanic female, Black male, Asian male and female

**Note:** No awards for Hispanic male, NHOPI's, AI/AN female, TMRM.

**Time-off - 9+ hours** (702)

White male, African American male, Asian male and female, AI/AN male, TMRF

**Note:** No awards for Native Hawaiian male.

**Cash Awards - \$100-\$500** (379)

White male, Asian male and female,

**Note:** No awards for Hispanic male, Native Hawaiian female, TMR's.

**Cash Awards - \$500+** (3441)

African American male, American Indian male

**Quality Step Increases** (480)

Hispanic male, White male, African American male and female, Asian male,  
Persons with TD

**Note:** No awards for NHOPIs, AI/AN female, Two or More Races male and female

**Separations** (see Tables A&B14 for details):

Voluntary (429) - The following groups have separated at more than their representation: White female, African American female, Asian female, AI/AN male and female, TMRM.

Involuntary (9) – Hispanic male (1), White male (4), White female (1), African American female (1), African American male (1), Asian female (1).

Two hundred forty-four (244) separations were retirements of permanent employees

**Persons with TD (see Part J):** Of the 5,072 permanent employees, 145 (2.86%) are Persons with TD. Eleven (11) people with TD voluntarily separated.

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ARS continues to monitor and track data regarding the hiring, retention, and promotion of employees in groups under the Civilian Labor Force (Hispanics, African Americans, White females, American Indians, Two or More Races, and Persons with Targeted Disabilities). The 10% range (determined by the Department) is the proportionate range used to determine if a groups representation in the permanent workforce is consistent (within the range) or non-consistent (below the range).

Group	Participation rate in permanent workforce	OK Range
MALE	58.46	52.62 - 64.30
FEMALE	41.54	37.39 - 45.69
HM	2.82	2.52 - 3.12
HF	1.74	1.57 - 1.91
WM	44.72	40.25 - 49.19
WF	29.95	26.95 - 32.95
BM	4.30	3.87 - 4.73
BF	5.64	5.08 - 6.20
AM	5.99	5.39 - 6.59
AF	3.57	3.21 - 3.93
NH/OPIM	0.14	0.13 - 0.14
NH/OPIF	0.08	0.08 - 0.08
AI/ANM	0.43	0.39 - 0.47
AI/ANF	0.30	0.26 - 0.32
TMRM	0.06	0.06 - 0.06
TMRF	0.28	0.23 - 0.29
PWD	8.54	7.69 - 9.39
PWTD	2.86	2.57 - 3.15

Group	Participation rate of permanent hires	OK Range	Is participation in permanent hires consistent or not w/participation rate in WF?
MALE	51.46	52.62 - 64.30	No
FEMALE	48.54	37.39 - 45.69	Over
HM	3.28	2.52 - 3.12	Over
HF	1.82	1.57 - 1.91	Yes
WM	35.04	40.25 - 49.19	No
WF	28.10	26.95 - 32.95	Yes
BM	8.03	3.87 - 4.73	Over
BF	13.87	5.08 - 6.20	Over
AM	4.74	5.39 - 6.59	No
AF	2.92	3.21 - 3.93	No
NH/OPIM	0.36	0.13 - 0.14	Over
NH/OPIF	0	0.08 - 0.08	No
AI/ANM	0	0.39 - 0.47	No
AI/ANF	1.09	0.26 - 0.32	Over
TMRM	0	0.06 - 0.06	No
TMRF	0.73	0.23 - 0.29	Over
PWD	15.33	7.69 - 9.39	Over
PWTD	3.28	2.57 - 3.15	Over

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The permanent selection rate for BM (8.03%), BF (13.87%), NH/OPIM (0.36), AI/ANF (1.09%), TMRF (0.73%), PWD (15.33%) and PWTD (3.28) were higher than their participation rate in the permanent workforce:

BM: 4.30%  
BF: 5.64%  
NH/OPIM: 0.14%  
AI/ANF: 0.30%  
TMRF: 0.28%  
PWD: 8.54%  
PWTD: 2.86:

The permanent selection rate for HF (1.82%) and WF (28.10) were consistent with their participation rate: HF (1.74%) and WF (29.95%) in the permanent workforce.

The permanent selection rate for WM (35.04%), AM (4.74%), AF (2.92%) and NH/OPIF, AI/ANM, and TMRM were lower than their participation rate: WM (44.72%), AM (5.99%), AF (3.57%), NH/OPIF (0.14), AI/ANM (0.43%), and TMRM (0.06%) in the permanent workforce.

<b>Group</b>	<b>Involuntary separation rate of permanent employees</b>	<b>OK Range</b>	<b>Is participation in permanent separations consistent or not w/participation rate in WF?</b>
<b>MALE</b>	66.67	52.62 - 64.30	Over
<b>FEMALE</b>	33.33	37.39 - 45.69	No
<b>HM</b>	11.11	2.52 - 3.12	Over
<b>HF</b>	0	1.57 - 1.91	No
<b>WM</b>	44.44	40.25 - 49.19	Yes
<b>WF</b>	11.11	26.95 - 32.95	No
<b>BM</b>	11.11	3.87 - 4.73	Over
<b>BF</b>	11.11	5.08 - 6.20	Over
<b>AM</b>	0	5.39 - 6.59	No
<b>AF</b>	11.11	3.21 - 3.93	Over
<b>NH/OPIM</b>	0	0.13 - 0.14	No
<b>NH/OPIF</b>	0	0.08 - 0.08	No
<b>AI/ANM</b>	0	0.39 - 0.47	No
<b>AI/ANF</b>	0	0.26 - 0.32	No
<b>TMRM</b>	0	0.06 - 0.06	No
<b>TMRF</b>	0	0.23 - 0.29	No
<b>PWD</b>	11.11	7.69 - 9.39	Over
<b>PWTD</b>	11.11	2.57 - 3.15	Over

The involuntary separation rate for permanent HM (11.11%), BM (11.11%) (BF (11.11%), AF (11.11%), PWD (11.11%) and PWTD (11.11%) were higher than their participation rate: HM (2.82%), BM (4.30%), BF (5.64%), AF (3.57%), PWD (8.54%), PWTD (2.86%) in the permanent workforce.

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USASTaffing applicant flow data shows that there were **541 applications for internal competitive promotions for permanent mission critical occupations**: 0201 (337 applications, 83 applications with sex response omitted), 0401 (13 applications, 2 applications with sex response omitted), 0404 (15 applications, 8 applications with sex response omitted), 1102 (154 applications, 41 applications with sex response omitted), 1320 (1 application with sex response omitted), 2210 (21 applications, 11 applications with sex response omitted). **Three (3) selections were made for MCO 0201 (1 White male, 1, White female, and 1 Asian female).**

USASTaffing applicant flow data shows that there were **2,665 applications for agency vacancies for permanent mission critical occupations**: 0201 (116 applications, 33 applications with sex response omitted), 0401 (177 applications, 58 applications with sex response omitted), 0403 (45 applications, 14 applications with sex response omitted), 0404 (1,710 applications, 681 applications with sex response omitted), 0440 (220 applications, 70 applications with sex response omitted), 1101 (40 applications, 11 applications with sex response omitted), 1320 (93 applications, 36 applications with sex response omitted), 2210 (264 applications, 84 applications with sex response omitted). One (1) selection was made for MCO 0401. Two (2) selections were made for MCO 0401 (one male, one sex omitted). Two (2) selections were made for MCO 0403 (one male, one sex omitted). Twelve (12) selections made for MCO 0404 (5 male, 5 female, 3 sex omitted). Two (2) selections were made for MCO 0440 (male). One (1) selection was made for MCO 1320 (sex omitted). Two (2) selections made for MCO 2210 (sex omitted).

## **Part E.4 - Executive Summary: Accomplishments**

The ARS Administrator was selected as an IF/Then Ambassador by the by the American Association for the Advancement of Science (AAAS). The AAAS IF/THEN Ambassadors program brings together 100 women from a variety of science, technology, engineering, and mathematics careers to serve as high-profile role models for middle school girls. Science, Technology, Engineering & Math's (STEM) professionals use their skills in many fields – including research and development, engineering and manufacturing, and more. The AAAS IF/THEN Ambassadors program highlights women in STEM who are contributing in all these fields, showing girls the different career pathways they can pursue and how STEM impacts their lives everyday.

ARS Diversity, Equity, Recruitment, and Inclusion Community (DERIC) Toolbox quarterly resource for all employees and contractors. The newsletter will provide statistical data on the composition of the workforce, information about career development opportunities, as well as shared information from various USDA sanctioned Employee Resource Groups.

Diversity and Inclusion inform and engage webinar held on March 11, 2019. The event was an opportunity to learn how to connect with over 2,100 multidisciplinary students and recent graduates from more than 360 accredited institutions to consider for all positions – including mission-critical occupations – for summer or permanent employment. Four agency Program Managers completed the WRP Recruiter training.

In FY 19, ARS had 43 employers registered under the Workforce Recruitment Program and 6 WRP hires reported (1 for an internship for over a year, 3 for internships less than a year, and 2 for permanent positions). 5 Recruiters from ARS have volunteered and are conducting interviews with WRP students this fall.

The Employee Exit Process Policies and Procedures was distributed on March 22, 2019. The agency reached out to all employees who departed in FY18 and since October 1 of fiscal year 2019. Eighty-seven (87) former employees responded.

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The agency hired 76 veterans.

The agency was recognized by Employer Assistance and Resource Network on Disability Inclusion (EARN) for an Agency Promising Practice for establishing a new category for Honor Awards that recognizes accomplishments in diversity and recruitment.

Agency conducted seminar titled More Than Awareness: Neurodiversity in the Workplace on September 6, 2019. The purpose of the seminar was to share tools to support the management of neurodiverse employees and discuss special hiring programs and flexibilities when considering neurodiverse job candidates.

Since inception, there have been over 3000 outreach activities (presentations to schools and community groups, student tours, career fairs, STEM event, etc.) noted in the database as of FY 19. In June 2019 a video was created to give an overview of using SOD and why using it is important to the agency. The video can be used as part of onboarding for new employees.

The agency is looking into sponsorship versus mentoring and is currently piloting the Sponsorship Program to AFM employees for 2020—based upon feedback received, the agency will then think about piloting to other entities of ARS. The program is due to kick-off in 2019.

Two employees recognized for commitment to improving diversity and enhancing community and student outreach.

Summer internship training pilot program was developed in the Pacific West Area in FY 2018, titled Science in Action. The objectives of the program are to strengthen partnerships between ARS and minority serving institutions (1890 Historically Black Land Grant Colleges and Universities, 1994 Land-Grant Tribal Colleges and Universities, and Hispanic Serving Institutions) and create internship opportunities for students attending minority serving institutions with the hope that these students will someday become permanent ARS employees. Four candidates were selected in 2018. Four candidates were also selected for FY 2019. One is a returning student. ARS staff also participated in the 2019 Cultivating Change Summit to increase outreach and recruitment to the LGBTQ+ agriculturalists.

Additionally, one Native American student from Oglala Lakota College (a 1994 Land Grant Institution) was hired to work as a summer employee at the ARS Fort Collin, CO location, and one female student from University of Maryland, Baltimore County (a Minority Serving Institution) was hired to work as a computational biologist in Beltsville, MD.

Agency announced new YouTube channel to show how agency research touches lives. ARS scientists discover and develop real-world solutions to America's agricultural challenges. The goal is to lead America towards a better future through agricultural research and information.

Agency staff participated in **898** EEO observations. In each EEO observation, trained EEO specialists guide the selecting panels through the process in a manner that is not only fair and equitable, but also provide guidance on the importance of diversity, including working to make sure that hiring panels themselves consist of diverse panelist.

Phased Retirement is a human resources tool that will allow current full-time employees to serve as mentors while working a half-time schedule and drawing partial retirement benefits during employment.

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It will enable REE Agencies to provide unique developmental opportunities for employees transitioning into new positions while increasing access to the years of institutional knowledge and experience that retirees can provide. Participation in phased retirement is a voluntary 1-year program (may be extended an additional year with approval for a maximum of 2 years). Open season for FY 19 was April 1 – April 30, 2019.

174 employees participated/are participating in career development/leadership training and/or details. Career development/leadership training and details are designed to provide promotion opportunities to underrepresented employees in the workforce.

Managers and supervisors completed the following annual required supervisor training: Connecting to the Mission (965), Crucial Conversations (417), Promoting a Positive Work Environment (1355), Serving as a Resolving Official: The Alternative Dispute Resolution Program (1231), Accessing Your Own Leadership Performance (823)

Two hundred fifty-seven (257) employees completed training in in reference to: EEO for Supervisors and Managers, Federal Sector EEO Complaint Process and Alternative Dispute Resolution Process, EEO and Preventing Discrimination in the Federal Workplace, Understanding Workplace Diversity, Bridging the Diversity Gap, Your Role in Workplace Diversity, Leading Diversity, Civil Rights: Recognizing and Preventing Reprisal, Anti-Harassment Training.

CRP conducted 317 consultations, conflict coaching's, facilitated dialogues and workshops for FY 19.

40 employees participated in conflict management training webinar series The Bully at Work on July 31, 2019.

**Part E.5 - Executive Summary: Planned Activities**

Continue to work with HR on status and utilization of the exit survey.