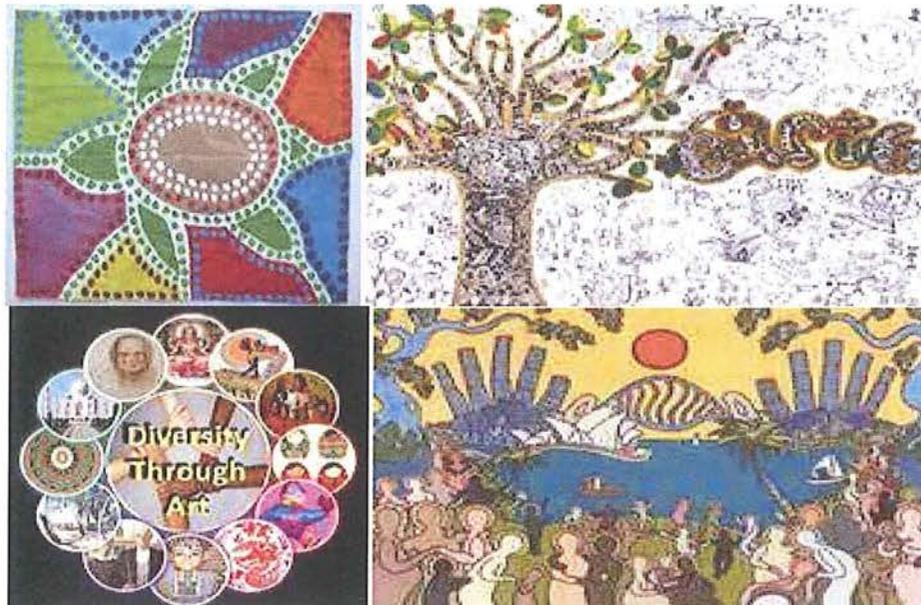




United States Department of Agriculture
Natural Resources Conservation Service



Federal Agency Annual EEO Program Report Management Directive – 715 Fiscal Year 2012

The purpose of the MD-715 is to provide policy guidance and standards for establishing and maintaining effective affirmative programs of Equal Employment Opportunity programs and activities in compliance with civil rights laws and USDA regulations, policies, and goals.

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MESSAGE FROM THE DIRECTOR OF NRCS CIVIL RIGHTS DIVISION

The Natural Resources Conservation Service (NRCS) is proud to present its Equal Employment Opportunity (EEO) Program Status Report for Fiscal Year (FY) 2012, as required by the Equal Employment Opportunity Commission's Management Directive 715 (MD-715). NRCS promotes the highest level of organizational performance in order to achieve its mission of "*Helping People Help the Land.*"

NRCS works to create and maintain a highly skilled work environment in which individual differences are valued, and where employees are empowered to reach their potential and maximize their contributions to NRCS' vital objectives. NRCS is committed to equal employment opportunities for all employees and applicants, and to effective diversity management. NRCS succeeds in part by ensuring that our workplace decisions are equitable and based upon merit, and by employing a workforce that reflects one of our nation's greatest strengths—the diversity of America's citizens. This diversity extends not only to the variety of races and ethnicities but also to the multitude of backgrounds, talents, skills, education, experiences, beliefs, and perspectives of our employees. Maintaining a fair workplace and recruiting, developing, and retaining a diverse workforce affords NRCS ability to have a workforce that has a unique range of competencies, ideas, and solutions.

NRCS' Civil Rights Division provides policy and technical advice to the Chief and to senior NRCS leadership on civil rights, including guidance and standards for establishing and maintaining effective programs for EEO and diversity management. The Civil Rights Director leads the EEO program, and is responsible for developing EEO and diversity plans, monitoring implementation, and submitting annual progress reports including this MD-715 Report.

During FY 2012, NRCS continued to make noteworthy progress toward building a model EEO and diversity program. Former Chief Dave White signed a new Anti-Discrimination Policy Statement, accompanied by an Information Sheet on employee rights, responsibilities, and remedies. NRCS demonstrated increased personnel diversity. For example:

- NRCS increased the number of minority employees it employs; Hispanic Males by 0.2%, Two or More Races Males 0.4%, Two or More Races Females, 0.1%
- Individuals with disabilities increased by 10.87% in 2012

Simply put, NRCS realizes that a diverse workforce is vital to its mission and has taken steps to ensure that diversity is the rule and not the exception.

For period covering October 1, 2011 to September 30, 2012.

PART A Department or Agency Identifying Information	1. Agency		1. U.S. Department of Agriculture	
	1.a. 2 nd level reporting component		Natural Resources Conservation Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1400 Independence Avenue, SW	
	3. City, State, Zip Code		3. Washington, DC 20020	
	4. CPDF Code	4. DA	5. 16	5.
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 12,032
	2. Enter total number of temporary employees			2. 531
	3. Enter total number employees paid from non-appropriated funds			3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 12,563
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Jason Weller Acting Chief, Natural Resources Conservation Service	
	2. Agency Head Designee		Jon Hall Acting Director, Civil Rights Division	
	3. Principal EEO Director/Official Official Title/series/grade		Jon Hall Acting Director, Civil Rights Division	
	4. Title VII Affirmative EEO Program Official		Sandra McWhirter Chief, Employment Compliance Branch	
	5. Section 501 Affirmative Action Program Official		Brienne Burger, Talent Management	
	6. Complaint Processing Program Manager		Anita Holland-Spears MD-715 Program Manager	
	7. Other Responsible EEO Staff		Sharyn Alvarez, National Federal Women's Program Manager	
		Denise Cooke, Human Resources Division		
		Marvis Montesano, Talent Management		

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	

EEOC FORMS and Documents Included With This Report			X
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*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]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	X
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO	X	*Organizational Chart	X

EXECUTIVE SUMMARY

NRCS is one of the largest Agencies in the United States Department of Agriculture (USDA) with 11,821 civilian employees. In Fiscal Year (FY) 2012, NRCS hired 892 employees, compared to 1,070 hired in FY 2011.

In conducting the analysis for this report, NRCS reviewed other NRCS diversity reports, including but not limited to: The Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints; the No Fear Act report; the Federal Equal Opportunity Recruitment Program (FEORP) report; Disabled Veterans Affirmative Action Program (DVAAP).

In Table 1, red numbers indicate those areas in which NRCS is below the National Civilian Labor Force (CLF)

(See Tables A-1 and B-1 for Total Workforce)

Table 1: Total Workforce From FY2011-2012

Race	CLF	FY 2011#	FY 2011 %	FY 2012 #	FY 2012 %
HM	6.20	391	3.2	404	3.4%
HF	4.50	217	1.8	220	1.8%
WM	39.0	6,534	53.7	6271	53.05%
WF	33.70	3,440	28.3	3322	28.1%
BM	4.80	540	4.4	523	4.4%
BF	5.70	449	3.7	430	3.6%
AM	1.90	87	0.7	86	0.7%
AF	1.70	69	0.6	72	0.6%
NHPIM	0.10	13	0.1	20	0.1%
NHPIF	0.10	16	0.1	16	0.1%
AIANM	0.30	191	1.6	173	1.4%
AIANF	0.30	100	0.8	88	0.7%
TMRM	0.80	64	0.5	114	0.9%
TMRF	0.80	59	0.5	82	0.6%

Individuals with disabilities increased from 883 (7.09%) in FY 2011 to 1285 (10.87%) in 2012. Targeted Disabilities increased from 108 (0.89%) in 2011 to 115 in 2012 (.97%). NRCS remains below the EEOC Federal Goal of 2% for individuals with targeted disabilities.

NRCS' workforce trend for FY 2012, showed a decrease in the total workforce numbers but an increase in Asian and Pacific Islander males and females and Two or more races male and female.

NRCS' Senior Executive Service (SES) remained the same for this fiscal year. Men are 66.67% (14) of the NRCS SES. Women are 33.33% (7) of the NRCS SES. One SES is a Hispanic male, 5 are Black, 3 male and 2 female. One American Indian Alaska Male and one male of two races are NRCS SES. Table 2 below shows the feeding pool to the SES level of NRCS employees at the GS 14 and GS 15 level. The chart shows which groups are under representation (shown in red).

	GS-14	GS-15
HM	12 (4.0%)	10 (6.5%)
HF	5 (1.6%)	2 (1.3%)
WM	135 (45.4%)	70 (46.0%)
WF	64 (21.5%)	36 (23.6%)
BM	31 (10.4%)	23 (15.1%)
BF	30 (10.1%)	7 (4.6%)
AM	10 (3.3%)	1 (0.66%)
AF	4 (1.3%)	1 (0.66%)
NHPIM	0 (0%)	0 (0%)
NHPIF	0 (0%)	0 (0%)
AIANM	2 (0.67%)	1 (0.66%)
AIANF	2 (0.67%)	1 (0.66%)
TMRM	2 (0.67%)	0 (0%)
TMRF	0 (0%)	0 (0%)

NRCS employed 7,562 (in 2011) and 7419 (in 2012) civilian employees in highly specialized occupations with emphasis in General Biologist Scientist, Soil Conservation, Soil Conservation Technician, Soil Scientist, Engineering Technician, and Civil Engineering. Table 3 lists the top five of NRCS' Participation Rates for Major Occupational Series. It highlights NRCS and the Occupational Civilian Labor Force representation of all the affinity groups. The data used in the workforce tables is used as the basis for NRCS targeted recruitment efforts.

An analysis of Table 3 reveals that women and minorities have a lower participation rate when compared to white males. You can see the difference between 2011 and 2012.

Table 3: NRCS Major Occupation Series (MOS) 2012

MOS	Total	HM	HF	WM	WF	BM	BF	AM	AF	NH/PIM	NH/PIF	AI/ANM	AI/ANF	TMM	TMF
Biologist	571	30	8	321	138	33	12	3	2	2	0	8	8	2	4
NRCS %	100	5.2	1.4	56.2	24.1	5.7	2.1	0.5	0.3	0.3	0.0	1.4	1.4	0.3	0.7
Soil CNSV	4,289	147	77	2,426	1,118	213	84	17	14	6	13	69	34	43	28
NRCS%	100	3.4	1.8	56.5	26.0	4.9	1.6	0.4	0.3	0.1	0.3	1.6	0.7	1.0	0.6
Soil CNSV TECH	1,333	30	12	893	304	35	5	2	0	5	0	27	4	12	4
NRCS%	100	2.2	.90	67.	22.8	2.6	0.4	0.1	0.0	.38	0	2.0	0.3	0.90	0.3
Soil Scientist	698	30	8	477	177	34	5	7	1	0	0	4	1	12	2
NRCS%	100	4.3	1.1	68.3	16.7	4.8	0.7	1.0	0.1	0	0	0.5	0.1	1.7	0.2
Civil ENG	528	26	11	361	75	10	5	12	3	0	0	11	3	9	2
NRCS%	100	4.9	2.0	68.3	14.2	1.8	0.9	2.2	0.6	0	0	2.8	0.6	1.7	0.3

NRCS' applicant flow data is currently being collected for NRCS' five major occupational series. The data refers to the analysis of differences in selection rates among different affinity groups for a particular job. Federal law requires that all agencies maintain data by ethnicity, race, and gender on all applicants whom apply for a position in the organization.

Applicant flow data is used for statistical and record keeping purposes only and must be considered in the hiring decisions.

An analysis of Table 6 below depicts data located in data workforce table A-7 Applicants and Hires for Major Occupations for the two largest Major Occupation Series in NRCS, Soil Conservationist (series 0457) and Soil Conservationist Technicians (series 0458) depicts of all the affinity groups males are the majority applying and selected for the positions. There were 2,865 applications received for the Soil Conservationist vacant positions; 2057 males applied; 808 females applied, 40 was selected; 27 males selected; 13 females selected; 1,346 qualified; 937 male applicants qualified; 409 female applicants qualified.

There were 4,940 applications received for the Soil Conservationist Technician vacant positions; 3214 males applied; 1,726 females applied, 42 was selected; 29 males selected; 13 females selected; 2149 qualified; 1421 male applicants qualified; 728 female applicants qualified.

Table 6: Applicants and Hires for Major Occupations

JOB TITLE	ERI/GENDER	SELECTED	APPLIED	QUALIFIED
Soil Conservationist	HM	1	16	6
	HF	0	6	6
	WM	21	1389	582
	WF	9	505	239
	BM	2	333	187
	BF	0	168	97
	AM	0	49	35
	AF	0	9	5
	NHOPM	0	0	0
	NHOPF	0	0	0
	AIANM	1	8	6
	AIANF	0	1	1
	TMRM	4	262	121
	TMRF	2	119	61
JOB TITLE	ERI/GENDER	SELECTED	APPLIED	QUALIFIED
Soil Conservationist Technician	HM	1	41	13
	HF	0	30	16
	WM	22	2357	1026
	WF	13	1289	553
	BM	3	215	97

BF	0	140	73
AM	0	14	9
AF	0	7	2
NHOPM	1	21	8
NHOPF	0	11	0
AIANM	0	15	2
AIANF	0	14	5
TMRM	2	551	266
TMRF	0	235	79

Employees are the most important resource in NRCS. In an effort to provide employees with opportunities to grow, NRCS designed and implemented two career development programs in FY 2011: 1) The Business Management Leaders Program which is a two year rotational program which has been established to bring in administrative staff: Human Resources, Budget Analyst, Contracting Specialist, and other positions such as IT, Training Specialists, Public Affairs, etc. NRCS developed criteria and processes for BMLP over FY 2010. Later in FY 2011, 102 participants, began the program. Targeted recruitment did take place using contracts in all lower participation areas as shown in below in Table 6. There were 9,100 applications received for the program; 54 males were selected; 46 females were selected comprised of 9 Hispanics or Latinos; 35 Whites; 49 Blacks or African Americans; 2 Asians; and 4 Other ethnicity/race. Out of the 100 participants 56 were Veterans.

Table 6: Business Management Leaders Program		
GS 5-12		
SLOTS#: 103 SLOTS%: 100 APPLIED#: 9,100 APPLIED %: 1.3% MALE PARTICIPANTS#: 54 MALE PARTICIPANTS%: 0.54 FEMALE PARTICIPANTS#: 46 FEMALE PARTICIPANTS%: 0.46	ERI/GENDER	PARTICIPANTS
	Hispanics	12
	Whites	35
	Black	49
	Asians	2
	Other	4

2) Emerging Leaders Development Program. There are 78 individuals participating in three cohorts for a two year period of time. This program contains classroom sessions, independent learning, stretch assignments, mentoring and coaching. There were 119 applications received for the program; 42 males were selected; 36 females were selected which comprised of 9 Hispanics or Latinos; 43 Whites; 20 Blacks or African Americans; 3 Asians; and 3 American Indian or

Alaskan Natives.

As of November 29, 2012, the program currently has 71 participants. The program is scheduled to conclude in February 2013. As it stands currently, the following demographics are represented:

Table 7: EMERGING LEADERS DEVELOPMENT PROGRAM		
GS 5-12		
SLOTS#: 42 SLOTS%: 100 APPLIED#: 119 APPLIED %: 1.3% MALE PARTICIPANTS#: 22 MALE PARTICIPANTS%: 52% FEMALE PARTICIPANTS#: 20 FEMALE PARTICIPANTS%: 48%	ERI	PARTICIPANTS
	HISPANICS	6
	WHITES	24
	BLACKS	7
	ASIANS	2
	Native American	3

Table 7: EMERGING LEADERS DEVELOPMENT PROGRAM		
GS 13-14		
SLOTS#: 28 SLOTS%: 100 APPLIED#: 119 APPLIED %: 1.3% MALE PARTICIPANTS#: 17 MALE PARTICIPANTS%: 61% FEMALE PARTICIPANTS#: 11 FEMALE PARTICIPANTS%: 39%	ERI	PARTICIPANTS
	Hispanics	4
	Whites	15
	Blacks	8
	Asians	1
	Native Americans	0

Table 7: EMERGING LEADERS DEVELOPMENT PROGRAM		
GS 15 and SES		
SLOTS#: 1	ERI	PARTICIPANTS
SLOTS%: 100	HISPANICS	0
APPLIED#: 119		
APPLIED %: 1.3%	WHITES	
MALE PARTICIPANTS#: 1		
MALE PARTICIPANTS%: 100%	BLACKS	1
FEMALE PARTICANTS#: 0%		
FEMALE PARTICANTS%: 0	ASIANS	0
	Native American	0

Table 7: EMERGING LEADERS DEVELOPMENT PROGRAM

Participation in Career Development Program (Disability) GS 5-12, Emerging Leaders Development Program (Participants)		
Slots #: 71	(01) Handicap Not Identified:	2 White Males
Relevant Pool %:	(06-98) 57- Chronic Problem Combination	1 White Male
Participants#: 71	(06-98) 86-Pulmonary Disorder Respiratory	1 White Male
Participants %.04%	(96)Disfigurement-face/hands/feet	1 White Female

Summary of EEO Statistics in NRCS

Section A- Demonstrated commitment from agency leadership

As the federal government continues down the path of constant improvement with hiring reform and pay system conversions, federal agencies must be forward thinking in positioning themselves as the nation's employer of choice. Reaching all segments of our diverse population only strengthens an agency's ability to achieve its service related mission. EEOC's Management Directive 715 sets forth policy guidance and standards for establishing and maintaining effective affirmative programs of equal employment opportunity under Section 717 of Title VII and effective affirmative action programs under Section 501 of the Rehabilitation Act.

The MD-715 requires agency heads and other senior management officials to demonstrate a firm commitment to equality of opportunity for all employees and applicants of employment. Agencies must promote and safeguard equal employment opportunity into everyday practice and make principles a fundamental part of agency culture. Agency leaders need to take ownership of their agencies EEO program including activities that demonstrate the importance of developed action plans.

Strengths: In an effort to move forward and transform NRCS into a model Title VII and Rehabilitation Act program, NRCS continues to hold directors, high-level employees, EEO officials and personnel officers accountable for the effective implementation and management of NRCS' Affirmative Employment Program. NRCS reaffirms EEO for all employees and applicants for employment regardless of race, religion, color, sex, national origin, age, or disability. NRCS ensured all employees were able to compete on a fair and level playing field with equal opportunity for competition.

On January 20, 2012, Dave White, Chief of NRCS issued a new Anti-Discrimination Policy Statement, reinforcing the Department's commitment to a work environment free from unlawful discrimination and emphasizing NRCS' obligation to prevent and promptly correct harassment in the workplace.

The OASCR evaluated the Agency Heads and Staff Office Directors on their overall performance in promoting civil rights and equal opportunity. The Chief's Civil Rights Performance Plan and Accomplishment Report addresses the following goal indicators:

- 1) *Commitment of Agency Leadership/Strategic Plan Integration;*
- 2) *Program Delivery: Proactive management and legal compliance;*
- 3) *EEO program: Proactive management and legal compliance; and*
- 4) *Utilization of Alternative Dispute Resolution*
- 5) *Procurement.*
- 6) *Secretary's Commitment*
- 7) *Implementation of the Secretary's Commitment to Diversity*
- 8) *Establishment and Implementation of a Special Emphasis Program to Expand Diversity;*

NRCS ensured policies were prominently posted in all personnel offices, EEO offices and on the Agency's Web site. Reasonable accommodations procedures were disseminated on NRCS' public Web site.

The NRCS Civil Rights Division (CRD) provided Introduction to EEO-101, Civil Rights Compliance and Program Delivery Update, ADR, Special Emphasis Programs, Civil Rights Impact Analysis, Redirecting Highly Charged Conversations, and Management Directive 715 training to supervisors, managers, and employees to ensure that they communicate and support all the civil rights policies throughout the ranks. State offices provided various civil rights training during all-employees' meetings to inform their employees about penalties for unacceptable behavior. NRCS' employees completed the USDA mandatory training on NO FEAR Act through AgLearn with a completion rate of 93%.

Materials are made available to all employees, applicants, and customers; information is available via the CRD Web site informing them of the availability of a process of its information on the EEO complaint process and civil rights programs. CRD conducted 10 Civil Rights (CR) Compliance reviews during FY 2010, wherein compliance was noted regarding NRCS policy for prominently displaying civil rights policies and posters.

NRCS requires that annual performance appraisals for managers and supervisors include an evaluation of their contributions to USDA's commitment to CR and equal opportunity (EO) and adherence to its CR policy. Annual performance appraisals for all SES-level supervisors and managers include an element evaluating their compliance and commitment to CR and EEO.

All NRCS' employees have a stand-alone CR critical performance element, which incorporates the Agency's CR policies, and provides the accountability necessary to ensure that customers and employees are treated fairly and equitably. Performance standards for new employees are put in place within 30 days of entering duty; and current employee performance plans are effective within 30 days of the last performance cycle.

All Special Emphasis Program Managers (SEPM) and members of Civil Rights Advisory Committees (CRACs) who have CR as a collateral duty, have an addendum to their position descriptions to include CR collateral assignments. All collateral SEPMs and the CRAC Chairperson in each organizational unit report directly to the Deputy Equal Employment Officer for that unit.

The Agency's CRD program has allocated sufficient resources and funding to ensure success of its operation. The CRD's Director has the authority 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.

Deficiencies: There were no deficiencies in this essential element.

Section B- Integration of EEO into Agency's Mission

In order to achieve its strategic mission, an agency must integrate equality of opportunity into attracting, hiring, developing, and retaining the most qualified work force. The success of an agency's EEO program ultimately depends upon decisions made by individual agency managers. Therefore, agency managers constitute an integral part of the agency's EEO program. The EEO office serves as a resource to these managers by providing direction, guidance, and monitoring of key activities to achieve a diverse workplace free of barriers to equal opportunity.

As part of integrating EEO into the strategic mission Section II(B) of MD-715 instructs agencies to ensure that: (1) the EEO Director has access to the agency head; (2) the EEO office coordinates with Human Resources; (3) sufficient resources are allocated to the EEO program; (4) the EEO office retains a competent staff; (5) all managers receive management training; (6) all managers and employees are involved in implementing the EEO program; and (7) all employees are informed of the EEO program.

Strengths: During FY 2010, the Agency began drafting the FY 2011-2015 Strategic Plan. Amidst Agency reorganization, the Agency produced an accompanying Strategic Plan Progress Report and Update Plan. Anticipated release of the FY 2011-2015 Strategic Plan was postponed due to delayed FY 2010 funding and congressional modification of the NRCS program budget. Elimination of several NRCS programs is requiring modification of the FY 2011-2015 Strategic Plan. Despite the delay in issuing the FY 2011-2015 Agency Strategic Plan, the Strategic Plan Progress Report and Update issued in FY 2010 incorporates the Agency's assurance of fair and equitable service delivery to all program customers; and goals of increasing diversity in employment. The FY 2011-2015 Strategic Plan will also include assurance of CR/EEO goals and objectives relative to the Secretary's new Civil Rights Era and Cultural Transformation initiatives.

In addition to the Agency's Strategic Plan, the NRCS Human Capital Plan serves as a companion document to the Strategic Plan. More specifically, the Human Capital Plan emphasizes outreach, workforce diversity, upward mobility, and staff development; and outlines a variety of strategies designed to ensure that the Agency can continue to serve the public, build and maintain partnerships, and provide healthy and productive natural resources through a highly skilled and diverse workforce. NRCS' Human Capital Vision of "Conservation First, People Always," is driven by a business and human capital driver paradigm, which focuses on five key human capital strategic goals:

1. Leadership;
2. Recruitment and Retention;
3. Performance Culture;
4. Talent Development; and
5. Human Capital Effectiveness.

NRCS' Human Capital Plan also seeks to develop a leadership cadre that represents the diverse

communities and customers we serve. The assessments of current and future needs are being accomplished through a series of leadership competency models, which are accessible to all employees.

The Agency Head demonstrated further commitment to the USDA Civil Rights goals and obligations by issuing: Special Emphasis observance notices; and a new Civil Rights Policy Statement and Anti-Harassment Statement at the beginning of the calendar year.

Deficiencies: There were no deficiencies in this essential element.

Section C-Management and Program Accountability

A model EEO program will hold managers, supervisors, EEO officials, and personnel officers accountable for the effective implementation and management of the agency's program. As part of management and program accountability, MD-715 provides that agencies should ensure that: (1) regular internal audits are conducted of the EEO program; (2) EEO procedures are established; (3) managers and supervisors are evaluated on EEO; (4) personnel policies are clear and consistently implemented; (5) a comprehensive anti-harassment policy has been issued; (6) an effective reasonable accommodation policy has been issued; and (7) findings of discrimination are reviewed.

Strengths: NRCS incorporated the requirements of DR 4300-010, "Civil Rights Accountability Policy and Procedures", which requires that annual performance appraisals for managers and supervisors include an evaluation of their contributions to USDA's commitment to civil rights and equal opportunity (EO) and adherence to its civil rights policy. Annual performance appraisals for all SES-level supervisors and managers now include an element evaluating them on their compliance and commitment to CR/EEO.

All NRCS managers and supervisors have a stand-alone civil rights critical performance element. Either non-supervisory employees have a stand-alone civil rights performance element or civil rights standards are included in another critical performance element. The elements incorporate the Agency's civil rights policies and provide the accountability necessary to ensure that customers and employees are treated fairly and equitably. Performance standards for new employees are put in place within 30 days of them entering duty.

Deficiencies: There were no deficiencies in this essential element.

Section D- Proactive Prevention of Unlawful Discrimination

Part 1614 of EEOC's regulation provides that each agency shall "establish a system for periodically evaluating the effectiveness of the agency's overall equal employment opportunity effort." See 29 C.F.R. Part 1614.102(a) (11). In particular, "each agency shall maintain a continuing affirmative program to promote equal opportunity and to identify and eliminate discriminatory practices and policies." See 29 C.F.R. Part 1614.102(a).

Strengths: “Equal Employment Opportunity” is the pathway to organizational cohesion. A benefit of having a highly effective and efficient workforce is to assure all employees of a discrimination free work environment support and adheres to the spirit and intent of EEO.

In order to develop a competitive, highly qualified, diverse workforce that reflects the makeup of the nations labor force, NRCS strives to fully utilize all employees’ talents, without regard to race, color, age, sex, national origin, disability, or religion at all levels of the organization. NRCS used various recruitment plans to assess workforce demographics, recruitment, promotion, retention, and employment trends. These plans included, but were not limited to, Management Directive (MD)-715 Program Status Report, the Federal Equal Opportunity Recruitment Plan (FEORP), And Disabled Veterans Affirmative Action Plan (DVAAP), and the Hispanic Employment Program (HEP) report.

Target hiring veterans and persons with targeted Disabilities: NRCS has participated in a number of career fairs targeting veterans throughout FY 2012. In FY 2012, a total of 57 veterans were hired. Of the 57 veterans hired 66.7% (38) were male and 33.3% (19) were female.

NRCS has a cadre of eight national Special Emphasis Program Managers (SEPMs) (i.e., American Indian/Alaska Native Emphasis Program; Asian American/Pacific Islander Emphasis Program; Black Emphasis Program; Disability Emphasis Program; Federal Women’s Program (FWP); Gay, Lesbian, Bisexual, and Transgender (GLBT) Emphasis Program; Hispanic Emphasis Program (HEP); and Veterans Emphasis Program), the national FWP and HEP are full-time and the other five national program managers are collateral duty assignments. However, the national FWPM is also the acting national HEPM. The national DEPM was made a collateral-duty position. Additionally, NRCS has collateral duty SEPMs in each State and Center, one for each of the eight Special Emphasis programs listed above; over 300 SEPMs nationally.

In FY 2011, National SEPMs developed and provided data and barrier analysis training to all collateral duty SEPMs. In addition, the SEPMs received a barrier analysis handbook to improve their ability to identify barriers to employment and make effective recommendations to eliminate barriers.

National SEPMs, with the support of the Outreach and Advocacy Division staff, developed an online Barrier Analysis Survey that was completed by 313 State SEPMs, an 80% response rate. The SEPMs responded to 28 questions, including questions asking them to identify triggers, barriers and recommendations to eliminate barriers related to recruitment, hiring, retention, and career development. Each national SEPM reviewed the data for their respective group and created a report. The individual reports with a summary of barriers and recommendations were distributed to agency leaders.

In 2012, the female, Hispanic and Black special emphasis program groups developed sub-teams to focus on the following issues: barrier analysis, employee career development and retention; student recruitment and retention; information and education and employee historical research. These groups will develop practical strategies for overcoming barriers of their respective groups that were noted in the 2011 survey.

SEPMs strengthened partnerships with groups that can assist in improving diversity in the agency.

Special Emphasis Program Managers and the Talent Management Division continue to work together to strengthen partnerships with groups that can assist in improving diversity in the agency.

Recruitment accomplishments:

NRCS created a national recruitment strategy which was approved in FY 2010 by NRCS leadership. This strategic 5 year document was the foundation of the recruitment events at NRCS during FY 2011 and will continue to FY 2012.

This strategic plan aligns with the USDA Strategic Plan, the NRCS Strategic Plan and the NRCS Human Capital Strategic Plan.

During FY 2012, the following initiatives identified in the Recruitment Strategy were implemented:

- Increasing identification of partnerships that will support diverse candidate pools. NRCS has added two partnerships as well as working to enhance our previous efforts and currently have partnerships with the following:
 - Thurgood Marshall College Fund
 - Minorities in Agriculture and Natural Resources Related Sciences (MANRRS)
 - Hispanic Leaders in Agriculture and Environmental Sciences
 - Graduate Programs at University of Texas A&M-Kingsville
 - American Indians Science and Engineering Society (AISES)
 - Hmong National Development
 - FFA Career Development Experience
 - Florida A&M Engineering Program
 - California State Polytechnic University – Pomona
 - University of New Hampshire Multicultural Student Office
 - North Carolina A&T University
- Increase number of Presentations to Diversity Groups
 - MANRRS National Conference
 - American Legion Conference
 - Thurgood Marshall Leadership Institute
 - Five AISES regional conferences
 - FFA National and Regional conferences (5)
 - Hispanic Leaders in Agriculture Environment at Texas A &M
 - Presentations on campus at the following:
 - Texas A&M - Kingsville
 - New Mexico State University
 - University of Puerto Rico
 - Tuskegee University
 - Fond du Lac Tribal College
 - Penn State
- Using Scholarship Programs
 - Added four new 1890 Scholars in FY 2011

- Added two new Tribal Scholars in FY 2011
- Supporting government wide employee groups
 - Society of American Indian Government Employees
 - Federal Asian Pacific American Council
- Recruited diverse candidates at the following Career Events:
 - MANRRS National Conference
 - MANRRS Regional Conferences (3)
 - Thurgood Marshall Leadership Institute
 - AISES Conferences
 - FFA National Conferences
 - Hispanic Leaders in Agriculture Environment at Texas A &M
 - Texas A&M – Kingsville Graduate School
 - Midwest Asian American Student Union Conference
 - North Carolina A&T

NRCS Recruitment Strategy identifies the need to have both a local approach and a national approach. NRCS has established and staffed a national office which has served as a central contact point and has been involved in creating a more national approach and establishing the mechanisms to report at a national level.

Development of an On-boarding system was another initiative identified by the Recruitment Strategy Design Team. In FY 2011, the following have been drafted: Checklists for HR, Hiring Managers, and new employees, an employee handbook, Standard Operating procedures, Videos to explain the mission of the agency and other pieces of information that can assist during entry on duty. The pilot was conducted through June 2012. Comments are being taken and will roll out the Onboarding Framework to all states.

Training development has been implemented for FY 2012; Training for HR staff, Hiring Managers, and Recruiters is being utilized online as well as live sessions.

NRCS has drafted an Agency plan to strategically address underrepresentation in each racial/ethnic group as well as disabled individuals, veterans and women. It is anticipated that this will go through the approval process in FY 2013.

- NRCS' Federal Women's Program developed a guide for breast feeding mothers who work in the field. It was distributed to all employees by national bulletin in March, 2011. This guide became agency policy in 2012. It provides information to employees and supervisors on how to create an effective space for women to pump and preserve breast milk during work hours. Also a Nursing Mothers' Group of employees and supervisors who are nursing mothers have been established to develop realistic practices that field employees can employ to successfully provide breast milk nourishment for their child and still perform their professional duties.
- NRCS approved the establishment of the *National Organization of Professional Women of NRCS*, a new employee resource group for women. The Chief of NRCS sent an email to all employees supporting the establishment of the organization and encouraged interested

employees to join.

NRCS Hmong Initiative: A Partnership between NRCS and the Hmong American Partnership/Hmong National Development, Inc.

In FY 2011, NRCS began working with the Hmong National Development (HND) and its subsidiary Hmong American Partnership (HAP). This partnership resulted in the formation of an agreement which is structured as follows:

- HAP office in St. Paul, MN selected 15 secondary students who have an interest in science based curriculum. Most are juniors and seniors in High School with a small number in first year of college.
- The students will meet on a weekly basis for a period of seven months for a two hour learning session. NRCS has supplied curriculum based on natural resources and environmental issues which will be used during those sessions.
- Each student has a local mentor assigned from NRCS. It is anticipated that the mentors or other local staff will be speaking with the students to share real life NRCS experiences that correspond to the curriculum they are being taught
- Training related to the Hmong culture was presented this week by the HAP staff to the 15 Minnesota staff members who volunteered to be mentors. Mentoring training was also conducted with all of the NRCS mentors.
- Special events are being planned to include the NRCS mentors and the students such as field trips to NRCS and social gatherings with the student's families.
- A capstone project will be completed by the students and presented to NRCS at the end of the seven month timeframe. This capstone project will be collaboration between NRCS mentors and staff and the students to improve NRCS efforts in recruitment; this will include identifying cultural barriers and ways to overcome them, cultural information to share with NRCS employees, and what experiences students would like to have when learning about NRCS and what we do.

Benefits to this effort:

- Provide NRCS the opportunity to establish relationships for a targeted area of Asian American students to participate in the internship program Expand our visibility and allow us to utilize our partnership with HAP and HND to increase the student recruitment at a Middle School/High School level and prepare these students for future careers within NRCS.
- Offers the potential to increase Farm Bill Program Participation through this partnership.
- Allows NRCS to help influence minority students' career decisions to ensure there is an adequate supply of well trained, highly motivated individuals who seek a career in conservation and natural resources management.

Veterans Task force for USDA:

The Texas Hispanic Emphasis Program Manager has been appointed to serve on the Texas State Strike Force Initiative Team. The team has been charged with developing a State Specific Strategic Plan to address issues in socially disadvantaged communities along the Texas/Mexico border counties. We have identified potential partners as well as activities so that we may go into these communities and offer trainings and other informational resources. Also, information about conservation programs is being distributed throughout the field offices in Spanish.

Texas Hispanic Emphasis Program Manager is working with counselors and professors at Texas State Technical College in Harlingen, Texas A&M University-Kingsville, Laredo Community College in Laredo, and Texas A&M International University, also in Laredo, to encourage students to set-up their profiles in USA Jobs so that they can be ready when job vacancies are announced.

Persons with Disability Accomplishments:

NRCS Disabilities Emphasis Program Managers (DEPM) work continuously to break down barriers in hiring and retaining persons with disabilities. These efforts include:

- NRCS continues to recognize that employees hired 20-30 years ago could have become employees with disabilities. Employees are encouraged to review SF-256 and update on line. This enabled the agency to recertify employees and obtain a more accurate count of employees with disabilities.
- Across the U.S. NRCS DEPMs forward and carry job vacancies to local hiring authorities, job fairs, vocational organizations and agencies that support the employment of persons with disabilities to ensure those job opportunities are seen by as wide a population as possible..
- Organizing and participating in "Diversity Days" where triggers, barriers, and success stories regarding persons with disabilities are discussed and presented to supervisors and workers.
- Coordinating with leadership to reserve some student positions for students with disabilities, and then finding those students and hiring them.
- A comprehensive sharing within NRCS employees nationwide the Presidential Proclamation promoting hiring persons with disabilities, and wide participation in the White House Disability teleconferences.
- Spreading awareness through the NRCS National Disabilities poster contest, highlighting the benefits and profitability of hiring persons with disabilities.
- Participation of all state DEPMs in Civil Rights Action Committees to ensure persons with

disabilities remain high up in consideration in Civil Rights programs.

- NRCS hired a new Reasonable Accommodation Manager due to the retirement of the previous manager. The program manager is a person with a targeted disability.
- Quarterly DEPM teleconferences are organized to share USDA guidance, provide training, and to assess the state DEPM's concerns and questions regarding issues affecting the hiring and retention of persons with disabilities.
- Coordination has been made with other federal agencies including the Federal Disabilities Workforce Consortium, to share information and coordinate efforts of DEPMs.
- Quarterly teleconferences hosted by all National SEPMS to provide centralized information, guidance, training, and direction to the State and Center SEPMS. Through these teleconferences SEPMS share ideas, concerns, and best practices.
- The major training sources for field SEPMS are the quarterly teleconferences. Since new collateral duty SEPMS are selected in a staggered fashion throughout the year, the National SEPMS conducts four two-hour New SEPMS Orientation Training sessions. The National SEPMS will continue to provide this training in FY 2012.
- NRCS SEPMS maintain a SharePoint site where SEPMS can find helpful program-related information. For example: SEPMS training materials; recruitment materials; teleconference agendas and minutes; business plan examples; quarterly report template; Heritage Month information; data reports; translations; event pictures and website links. The SharePoint site is instrumental in helping SEPMS work more efficiently on many of our state and national initiatives and projects. Additionally, national SEPMS have a designated internet web page with contact information.
- Employee Organizations: NRCS has a long history of supporting and working with our four employee organizations: American Indian/Alaskan Native Association for NRCS, Asian Pacific Islander Organization, National Organization of Professional Black NRCS Employees and National Organization of Professional Hispanic NRCS Employees. In FY 2011, an additional professional organization was established for Women of NRCS.
- NRCS sponsored the annual Heritage Month Poster Contests for all SEP groups. NRCS encourages all employees to submit entries. The winner receives a \$300 spot award and the poster becomes the heritage month poster for the agency. The poster contests serve as a means of engaging our employees and increasing awareness of the Heritage Months. The posters are also distributed to employees who attend the USDA Kick-off Events for heritage months held in the Jefferson Auditorium.

CAREER DEVELOPMENT/RETENTION

Emerging Leaders Development Program (ELDP) - NRCS initiated Emerging Leaders

Development Program in FY 2011. There are 75 individuals who are participating in three cohorts for a two year period of time. This program contains classroom sessions, independent learning, stretch assignments, mentoring and coaching.

Deficiencies: There were no deficiencies in this essential element.

Section E- Efficiency in the EEO Process

EEOC's regulations provide that each agency shall assure that individual complaints are fairly and thoroughly investigated and that final action is taken in a timely manner. 29 C.F.R. Part 1614.102(c) (5). Section II (E) of MD-715 establishes that a model EEO program must have an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of its EEO programs. In this regard, Section II (E) recommends that agencies "benchmark against EEOC regulations at 29 C.F.R. Part 1614 and other federal agencies of similar size which are highly ranked in the EEOC's Annual Report on the federal sector complaints process."

Strengths:

- NRCS prepared the State Conservationist's Civil Rights Performance (Appraisals) Report which is a management tool used to evaluate all fifty States and US Territories on their performance on Civil Rights.
- NRCS continued improvements in the area of complaints management to streamline workflow, enhance process efficiencies, improve customer service, and incorporate accountability.
- NRCS continued working with enhanced performance metrics and process improvement by revising standard operating procedures and providing internal training on work process.
- NRCS utilizes the Department's enterprise system, iComplaints, for complaint tracking and monitoring which identifies and tracks the status of the EEO complaint process stages.
- iComplaints permitted the Complaints Manager to identify/analyze the location, status, and length of time elapsed at each stage of the Agency's complaints resolution process; the issues and the bases of the complaints; the aggrieved individuals/complainants that involved management officials; and other information necessary to analyze complaint activity aimed at increasing the effectiveness of the agency's EEO program.
- In accordance with EEO Management Directive MD-110, NRCS ensured that experienced counselors and contract investigators received the required 32 hours of training and the annual 8-hour refresher training.

Deficiencies: The Agency does not exercise total control over the Dismiss/Acceptance stage or the Final Agency Decision stage of the EEO process. Both cited stages are under the purview of the Department's OAC.

Section F- Responsiveness and Legal Compliance

The six MD-715 elements, "Responsiveness and Legal Compliance," encompasses agencies' timely filing of required reports with EEOC and timely compliance with EEOC's issued orders.

Strengths:

- NRCS complied with federal EEO statutes and regulations, policy guidance, and other applicable written instructions with respect to our responsiveness and legal compliance. NRCS follows USDA and EEOC reporting requirements and complies with EEO orders and directives. The Agency ensures completion of ordered corrective actions and timely submits its compliance reports to EEOC.
- NRCS timely submitted the annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints (EEOC Form 462) to EEOC Office of Federal Operations (OFO). The report is an annual assessment of NRCS' formal and informal complaints, and of avenues used to resolve potential complaints prior to and during the complaint process.
- NRCS timely submitted the annual "No FEAR ACT" which is an Equal Employment Opportunity statistical report on complaints which provides information about the basic provisions of the Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002. The main components of this training will focus on what anti-discrimination and whistleblower protection laws protect employees, how to file a complaint alleging discrimination, retaliation, or a violation of the laws.
- NRCS timely submitted The MD 715 is an Equal Employment Opportunity Commission (EEOC) directive which reflects recent and significant changes in the law, including recent Supreme Court decisions, supersedes earlier EEOC management directives and related interpretative memoranda on this subject and provides new guidance on the elements of legally compliant Title VII (of the Civil Rights Act of 1964) and Rehabilitation Act of 1973. This Directive requires agencies to take appropriate steps to ensure that all employment decisions are free from discrimination. It also sets forth the standards by which EEOC will review the sufficiency of agency Title VII and Rehabilitation Act programs, which include periodic agency self-assessments and the removal of barriers to free and open workplace competition.

Processing of monetary agreements is processed by the responsible NHQ and/or State Official. Documentation for completing compliance is promptly provided and reviewed by CRD.

Deficiencies: There are no deficiencies to this element.

SUMMARY OF ANALYSIS OF WORK FORCE PROFILES

Data Base Information

a. In accordance with the instructions received from the USDA, Assistant Secretary for Civil Rights, Office of Diversity, unless otherwise noted, NRCS utilized the data tables provided by the National Finance Center Reporting Center. The Macro Pac icomplaints data system provides all of the analysis, tracking, management, reporting, and document generation functionality required by Federal departments and agencies to develop and manage EEO plans.

b. This report used the National Civilian Labor Force (NCLF), Relevant/Occupational Civilian Labor Force (RCLF), and the NRCS workforce as the comparison tools.

c. Appendix: **A.** Acronyms **B.** Definitions **C.** Form 462 **D.** FY 2010 Disability Veterans Affirmative Action Program Plan and Accomplishments Report **E.** NRCS EEO Policy statements and **F.** Organizational Chart

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Jon Hall, Acting Director, Civil Rights Division, GS-260-15** am the

(Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for **U.S. Department of Agriculture, Natural Resources Conservation Service**

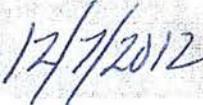
(Insert Agency/Component Name above)

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.

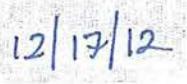
I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.


Signature of Principal EEO Director/Official


Date

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




Date

Signature of Agency Head or Agency Head Designee

EEOC
FORM
715-01
PART G

U.S. Equal Employment Opportunity Commission
**FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

Natural Resource Conservation
Service (NRCS)

For period covering October 1, 2011, to September 30, 2012

AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

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		
		Yes	No	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				
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		
		Yes	No	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				

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	X	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 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		X		

discrimination, harassment and retaliation?			
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.			Employees are informed by various methods such as training; staff meetings; NRCS Standards of Conduct; EEO policies; and Employee Relations policies – all policies published and posted on the Agency's website. Ethics training was provided and completion required by all employees during FY 2008.
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	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	
 Measures				
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?		X		
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?		X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	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	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
		Yes	No	
 Measures				

	the status of EEO programs and are involved in, and consulted on, management/personnel actions.			PART H to the agency's status report
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	Measure has been met		For all unmet measures, provide a brief explanation in the space below or
 Measures		Yes	No	

	successful operation.			complete and attach an EEOC FORM 715-01 PART H to the agency's status report
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
⬇ Measures		Yes	No	

				agency's status report
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			
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		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	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.			
	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		
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	X	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?		X		
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
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		X		

decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?			
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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	X	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		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		
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?		X		
If yes, briefly describe how: In accordance with pre-established Statement of Work and Procurement procedures.				

decision, does the agency issue the decision within 60 days of the request?				issued by ASCR and not NRCS.
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			X	The Agency's practice is that the RMO's immediate

authority?				supervisor serves as the RO.
→ 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		
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	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an
↓ Measures		Yes	No	

	complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.			EEOC FORM 715-01 PART H to the agency's status report
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?				Not Applicable the USDA Office of Adjudication and Compliance is responsible for this function.

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
		Yes	No	
 Measures				
	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	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
		Yes	No	
 Measures				

	and submits its compliance report to EEOC within 30 days of such completion.			to the agency's status report
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?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		CR Director; stand alone CR/EEO performance standard		
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.		X		
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		

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?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
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?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
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?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
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.	X		
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).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement	X		

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.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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.

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Natural Resource Conservation Service (NRCS)	For period covering October 1, 2011 to September 30, 2012
EEO PLAN TO ELIMINATE IDENTIFIED BARRIER	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The total number of employees in NRCS decreased from 12,290 in FY 2011 to 11,821 in FY 2012. This represents a decrease of 469 employees, or a 3.82 percent decrease. The participation rate of Hispanic males and females, white women, black males and females, Asian males and females, and persons with targeted disabilities are below their civilian labor force participation.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Analysis of the Total Workforce (Table A1, B1), illustrating distribution by Race/Ethnicity and Sex; and New Hires by Type of Appointment (Table A8, B8) – by Race/Ethnicity and Sex.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	NRCS developed a national recruitment plan and began implementing the plan in FY 2010. NRCS will conduct further analysis in FY 2013 to continue to identifying barriers or potential barriers.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Implement NRCS Recruitment Plan, approved in FY 2010, and focus our recruiting efforts on diverse groups and applicant pools, particularly those who have low participation in the NRCS workforce.
RESPONSIBLE OFFICIAL:	Out Reach and Advocacy, Talent Management, Human Resources and Deputy Chief for Management
DATE OBJECTIVE INITIATED:	November 9, 2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Conduct Human Resources training throughout the Agency on the use and importance of using the Workforce Recruitment Program for College Students with Disabilities, Schedule A and other Hiring Authorities to increase the number of persons with disabilities in the workforce. HR training was not completed due to lack of staffing, Agency wide training was not completed during this fiscal year.	September 30, 2011 September 30, 2012
Provided a briefing to hiring officials, DEPM, VEPM on the use and value of special hiring authorities. (Schedule A , Veterans preferences, VEOA etc)	Completed
Target hiring Veterans and persons with Targeted Disabilities for those series which are most difficult to fill and determine if pay incentives (i.e. special salary rates, relocation bonuses, etc) would increase the applicant pools for these positions.	Completed
National Special Emphasis Program Managers will conduct workforce and barrier analysis and provide findings and recommendations to the Agency leadership.	Completed
Special Emphasis Program Managers will strengthen partnerships with groups that can assist in improving diversity in the agency.	Completed

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

NRCS does recognize the need to have a dedicated workforce planning tool which will be available to leadership agency-wide to ensure that decisions regarding the workforce are made strategically with clear, consistent and complete information.

In FY 2009, we established a design team to review the current state of workforce planning, establish a vision for what the perfect system would be and then to identify gaps between the current state and the vision. The team accomplished its goal and work on their recommendations has been carried out throughout FY 2010 and will continue into FY 2011. Following are some of the accomplishments during FY 2010:

- 1) **Workforce Planning Policy** - In FY 2010, The Workforce Planning Policy was developed and finalized. General Manual 360, Subpart A, Part 402.
- 2) **ABC Enhancement Initiative** – Activity Based Costing (ABC) is a system which measures productivity based on past performance time and needs. This system was built in FY 2006 and based on the changes of the agency mission and structure, needed to be updated. In FY2010, the agency developed a plan to update and validate this workload assessment. Analysis of the data will feed into the WFP Software Tool to address the FTE “demand” needs of the agency. Training is being conducted during September, 2010 and data collection will take place in October, 2010.
- 3) **Workforce Planning Software Tool**: To implement a WFP process and system(tool) that will determine workload demand, supply and gaps, competency demand, supply and gaps, as well as workforce profile supply, demand and gaps. Work has begun on this process.

Work on the NRCS Recruiting Strategy began in FY 2009; however, final approval was completed in FY 2010.

The strategy provides a roadmap for attracting, recruiting, and retaining a skilled, diverse workforce. It consists of five central goals with outcomes and specific initiatives and actions that NRCS will take to reach them. These goals are:

- a. Plan strategically for recruiting a skilled, diverse workforce
- b. Develop an integrated approach to recruitment
- c. Implement standardized and user-friendly selection methods
- d. Recruit with an emphasis on retention
- e. Increase accountability through measurement and evaluation

This strategic plan aligns with the U.S. Department of Agriculture (USDA) Human Capital Plan (2005–2010) and the NRCS Human Capital Strategic Plan. Both underscore the paramount importance of recruiting the right people at the right time to do the right job through diverse branding and targeted recruitment initiatives.

NRCS Hispanic, Black, and AIAN recruitment cadres have been established and continue to gain success through utilization of strong ties to campus involvement. Relationships have been established which allow NRCS to have a presence in classrooms while on campuses for recruitment fairs. Recruitment teams also hosted events for Agricultural-related student groups such as MANRRS, so that students would have additional access to staff members. This was done in FY 2009 as well as FY 2010. From our contacts at career fairs, a data base was created with information that was shared with other areas of NRCS in October 2009 and in early FY 2010. The database has proven to be a good source to recruit women and minority interns and new permanent employees.

Diversity recruitment efforts existed throughout the Agency. We recruited students and entry level hires at the following recruitment events:

- American Indian Agriculture Symposium, Las Vegas, NV
- American Indian Science and Engineering Fair (NAISEF), Albuquerque, NM
- American Indian Science and Engineering Society (AISES)
- Black Engineer of the Year Conference
- California State Polytechnic University Career Fair, Pomona, CA
- Conference on Asian Pacific American Leaders (CAPAL)
- Federal Asian Pacific American Council Conference (FAPAC)
- Florida A & M (1894)
- Fond du Lac Tribal and Community College
- HACU Career Fair
- Hiring Heros Career Fair, Little Rock, AK
- League of United Latin American Citizens (LULAC) national conference, Albuquerque, New Mexico
- LULACs National Veterans Summit, Los Angeles, CA
- Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS)
- New Mexico State University Career Fair, Las Cruces, NM
- Society for Range Management
- Texas A&M University Career Fair, Kingsville, TX
- Thurgood Marshall Leadership Institute Conference
- Tuskegee University

- University of Puerto Rico Career Fair, Mayaguez, PR
- University of Texas Career Fair, El Paso, TX
- Wounded Warriors Career Fair, LA, CA

Presentations to Diversity Groups included the following:

- Four MANRRS regional conferences
- MANRRS National conference
- Five AISES regional conferences
- Two National AISES conferences
- Latino Education Conference (Faculty members of HSIs)
- League of United Latin American Citizens (LULAC) national conference
- HSI Student Leadership Program for Ag Students
- FFA Regional Conference
- Presentations at HSIs in Illinois, Florida, California
- Hispanic Leaders in Agriculture Environment (HLAE) at Texas A&M
- National Hispanic Environmental Council for Students Summer Institute
- Federally Employed Women (FEW) Conference, New Orleans, LA

NRCS uses student programs on a regular basis as a primary source of hiring. During FY 2010 we used the following student programs:

Type of Program	# of Hires
STEP	345
SCEP	243
FCIP	195
HACU	3
WINS	1
1890 Scholars*	8
Tribal Scholar	1
TOTAL	797

Note: 4 new 1890 scholars were added; however, 4 additional scholars remained on board from previous years. One Tribal Scholar also remains on board from previous years.

In FY 2010, we were able to place two previous 1890 scholars and one Public Service scholar who had finished their education.

A new partnership was formed with Hispanic Leaders in Agriculture and the Environment (HLAE), a graduate program that focuses on working in Hispanic communities. This partnership will allow NRCS to sponsor 2 students in the graduate program and will give us a stronger presence in University of Texas A&M. We will be able to select research projects that will be completed by the students and therefore, will have access to prepared research information as well as students involved in the program.

The Workforce Recruitment Program for College Students with Disabilities database is provided to all Disability Emphasis Program Managers (DEPMs) and the link is identified on the NRCS CRD Web site. In March, the 2010 Workforce Recruitment Program for College Students with Disabilities (WRP) data was available on the website (www.wrp.gov). It provides information on over 1,800 college students with disabilities who are seeking summer or permanent employment in federal agencies nationwide. In order to access the database you must request your ID/PW through the above-noted Web site. Because of the confidential information within the database access is restricted to DEPMs/VEPMs, HRM and hiring officials. Information was provided to all DEPMs and VEPMs on March 29, 2010.

In March 2010, the three national employee organizations (i.e., National Organization of Professional Black NRCS Employees, National Organization of Professional Hispanic NRCS Employees, and the Asian Pacific Islander Organization), in conjunction with NRCS' Civil Rights Division's national Special Emphasis Program Managers, held a joint professional training conference in Kansas City, MO. Approximately 800 staff members gathered and trainings were presented by all National Special Emphasis Program Managers over four days. Training included, but not limited to: SEPM roles and responsibilities; overview of differences between EEO, Affirmative Action, Affirmative employment, Diversity, and Inclusion; workforce data analysis and barrier analysis; effectively managing Special Emphasis Programs, and field practices, which included recruitment practices. Programs were well attended and senior leadership was involved. NRCS staff also provided training to NRCS collateral duty DEPMs and VEPMs on Schedule A, Veterans preferences, VEOA, etc. The conference also hosted a career fair.

Resumes of persons with targeted disabilities were provided to all collateral duty Disability Emphasis Program Managers, Veteran Emphasis Program Managers (DEPM, VEPM) and the NRCS selective placement coordinator for consideration.

Training and specific information was provided to collateral duty DEPMs & VEPMs during teleconferences with the National DEPM on how to search for qualified individuals with targeted disabilities.

NRCS has over 300 State and Center collateral duty special emphasis program managers (SEPMs). The national SEPMs provided training through teleconferences and face-to-face classroom workshops. Many of the SEPMs participate in recruiting for SCEP and STEP students hired for summer work. Each State that hires students is responsible for hiring a diverse group that consists of women, minorities, and people with disabilities. Students are regularly converted upon graduation so the student hiring is a useful tool in our efforts to increase diversity in permanent staff as well.

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EEO PLAN TO ELIMINATE IDENTIFIED BARRIER

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	There is low participation of women, minorities, and persons with disabilities in agency leadership positions and agency major occupations.
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<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	Occupational Groups (Tables A3-1, A3-2) – Distribution by Race/Ethnicity and Sex; Participation Rates Across General Schedule (GS) Grades (Table A4-1P, A4-1T, A4-2P, A4-2T,)– by Race/National Origin and Sex; and Participation Rates for Major Occupations (Table A6P and A6T) Distribution by Race/National Origin and Sex.
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<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	NRCS has developed national developmental programs open to women, minorities and persons with disabilities in higher level position. However, NRCS will conduct further analysis in FY 2013 to continue to identifying barriers or potential barriers.
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<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	Develop a diverse pool of qualified successors for NRCS' leadership positions.
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RESPONSIBLE OFFICIAL:	Out Reach and Advocacy and Deputy Chief for Management
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DATE OBJECTIVE INITIATED:	November 9, 2010
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TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
National Special Emphasis Program Managers will conduct workforce and barrier analysis and provide findings and recommendations to the Agency leadership.	September 30, 2013
Special Emphasis Program Managers will disseminate vacancy announcements and strengthen partnerships with groups that can assist in improving diversity in the agency.	September 30, 2013

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STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	NRCS is losing highly qualified employees to retirement, other Federal Agencies, and the private sector. However, the low participation rate of minorities, women, and persons with disabilities continues.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Analysis of the Total Workforce (Table A1), Distribution by Race/Ethnicity and Sex; and Separations by Type of Separation (Table A14) – Distribution by Race/National Origin and Sex.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	NRCS developed a national recruitment plan and began implementing the plan in FY 2010. The plan focuses on recruitment and retention strategies. NRCS will conduct further analysis in FY 2013 to continue to identifying barriers or potential barriers.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Retain a diverse workforce by implementing a national retention plan. Increase outreach efforts to educate employees and potential student applicants on the Pathways Program. Human Capital Implementation Plan has been drafted in conjunction with the 5-year Investment Strategy.
RESPONSIBLE OFFICIAL:	Talent Management, Human Resources, Out Reach and Advocacy and Deputy Chief for Management
DATE OBJECTIVE INITIATED:	November 9, 2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
National Special Emphasis Program Managers will conduct workforce and barrier analysis and provide findings and recommendations to the Agency leadership.	Completed

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

NRCS has four professional employee organization groups (i.e., Asian, American Indian, Black, and Hispanic). These NRCS resource groups provide employees the opportunity to network and speak with NRCS leaders and employees who can serve as role models and mentors. These groups are helping the Agency address this barrier by providing support and examples of successful employment relocations. In September, 2010, NRCS Chief and Associate Chief met again with Association Presidents and plan to continue to have regular meetings to ensure an open line of communication.

To increase retention and improve workforce diversity, the Agency updated the Special Emphasis Programs policy and added two new national collateral duty Special Emphasis Program Managers: Veterans Emphasis Program Manager (VEPM) and a Gay, Lesbian, Bisexual, and Transgender (GLBT) Emphasis Program Manager. Each State and Center respectively will also have a collateral duty VEPM and GLBT SEPM.

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EEO PLAN TO ELIMINATE IDENTIFIED BARRIER	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	<p>The total number of employees in NRCS decreased from 12,290 in FY 2011 to 11,821 in FY 2012. This represents a decrease of 469 employees, or a 3.82 percent decrease. The participation rate of Hispanic males and females, white women, black males and females, Asian males and females, and persons with targeted disabilities are below their civilian labor force participation.</p>
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>Analysis of the Total Workforce (Table A1, B1), illustrating distribution by Race/Ethnicity and Sex; and New Hires by Type of Appointment (Table A8, B8) – by Race/Ethnicity and Sex. Special Emphasis Programs Barrier Analysis Survey.</p>
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<p>NRCS' barrier analysis revealed a lack of visibility and awareness of NRCS careers among women, minorities, persons with disabilities, Veterans, and LGBT.</p>
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<p>Implement strategies identified in NRCS' recruitment plan and initiatives that will increase visibility and awareness of NRCS careers among diverse groups, particularly the underrepresented groups in NRCS workforce to increase applicant pool.</p>
RESPONSIBLE OFFICIAL:	<p>Talent Management Director, Outreach and Advocacy Director, and Deputy Chief for Management</p>
DATE OBJECTIVE INITIATED:	<p>October 1, 2011</p>
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<p>September 30, 2013</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Create videos that focus on mission critical positions and illustrate the jobs NRCS employees perform daily.	September 30, 2012
Redesign the careers website.	September 30, 2013
Increase usage of social media for recruitment.	September 30, 2012
Increase usage of VideoTeleConferencing (VTC) to conduct Career Information Sessions with schools.	September 30, 2012
Develop recruitment marketing brochures targeting women, minorities and persons with disabilities to promote NRCS.	September 30, 2012
Design new exhibit banners.	September 30, 2012
Establish and strengthen partnerships with groups that can assist in improving diversity in the agency.	September 30, 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

New planned activities for FY 2012. Accomplishments will be noted in FY 2012 EEO Program Status Report.

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Natural Resource Conservation Service (NRCS)	For period covering October 1, 2011, to September 30, 2012.
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EEO PLAN TO ELIMINATE IDENTIFIED BARRIER

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Although the overall workforce decreased, the number and percentage of permanent NRCS female employees also decreased from 4,401 (35.81%) in FY 2011 to 4,230 (35.78%) in FY 2012. The Hispanic female, white female, black female, and Asian female are below their representation in the civilian labor force.</p>
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<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analysis of the Total Workforce (Table A1, B1), illustrating distribution by Race/Ethnicity and Sex; and analysis of Separations by Type of Separation (Table A14), illustrating Distribution by Race/Ethnicity and Sex. Special Emphasis Programs Barrier Analysis Survey and reports.</p>
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<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NRCS will be addressing the following retention concerns:</p> <ul style="list-style-type: none"> • NRCS has not implemented a consistent on boarding process to minimize the potential for voluntary separation. • Supervisors' inconsistent knowledge of available managing options and tools to increase retention. <p>Further analysis will be conducted in FY 2012 to identify reasons for voluntary separations.</p>
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<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To build on the progress made in recruitment, NRCS will examine and improve current retention methods to ensure that the workforce remains motivated, dedicated, and satisfied with NRCS.</p>
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<p>RESPONSIBLE OFFICIAL:</p>	<p>Human Resources Director, Talent Management Director, Civil Rights Director, Outreach and Advocacy Director, and Deputy Chief for Management</p>
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<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2011</p>
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<p>TARGET DATE FOR COMPLETION OF</p>	<p>September 30, 2013</p>
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OBJECTIVE:

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Implement on-boarding framework nationwide.	September 30, 2013
Conduct further analysis to identify why women are resigning and develop specific initiatives to improve retention, and identify why Hispanic females are voluntarily separating above their representation in the workforce.	September 30, 2012
Develop and conduct training on Cultural Sensitivity focusing on retention issues.	September 30, 2013
Train supervisors on available managing options and tools to increase retention (e.g., increase use of flexible workplace options, increase telework).	September 30, 2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

New planned activities for FY 2012. Accomplishments will be noted in FY 2012 EEO Program Status Report.

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
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PART I Department or Agency Information	1. Agency	1.U.S. Department of Agriculture
	1.a. 2 nd Level Component	1.a. Natural Resources Conservation 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 beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
Total Work Force	12,290	100.00%	11,821	100.00%	-469	-3.82%	
Reportable Disability	946	7.70%	1170	9.90%	+224	2.20%	
Targeted Disability*	110	0.09%	115	.097%	+5	0.08%	
<p>* 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).</p>							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.							
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.							

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions									

4. Non-Competitive Promotions	858	113	13.17	14	1.63	17	1.98	728	84.85
5. Employee Career Development Programs	79	2	2.5	1	1.26	2	2.5	74	93.67
5.a. Grades 5 - 12	79	2	2.5	1	1.26	2	2.5	74	93.67
5.b. Grades 13 - 14	0	0	0	0	0	0	0	0	0
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	8443	624	7.4	68	0.08	126	1.5	7693	91.1
6.a. Time-Off Awards (Total hrs awarded)	560	73	13.0	4	0.7	16	.29	487	87.0
6.b. Cash Awards (total \$\$\$ awarded)	6912048	599824	8.7	51231	0.7	89623	1.30	6312225	91.3
6.c. Quality-Step Increase	295	17	5.8	4	1.40	3	.10	278	94.2

EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.
Part V Goals for Targeted Disabilities	Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities. Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently

	occupied.
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APPENDIX A

MD-715 Report Acronyms List

ADR – Alternative Dispute Resolution
AI/ANEPM – Asian American/Pacific Islander Emphasis Program, American
Indian/Alaska Native Emphasis Program Manager
AISES – American Indian Sciences and Engineering Society
BEPM – Black Emphasis Program Manager
CEP – Career Enhancement Program
CR – Civil Rights
CRAC – Civil Rights Advisory Committee
CRD – Civil Rights Division
CRIA – Civil Rights Impact Analysis
DEPM – Disability Emphasis Program Manager
DR – Departmental Regulations
EEOC – Equal Employment Opportunity Commission
EEO – Equal Employment Opportunity
EO – Equal Opportunity
FAPAC – Federal Asian Pacific American Council
FEORP – Federal Equal Opportunity Recruitment Plan
FWPM – Federal Women Program Manager
GM – General Manager
GS – General Schedule
HACU – Hispanic Association of Colleges and Universities
HBCU – Historically Black Colleges and Universities
HEPM – Hispanic Emphasis Program Manager
HR – Human Resources
HRMD – Human Resource Management Division
HSI – Hispanic Serving Institutions
LEAD – Leadership for the Employment of Americans with Disabilities
LULAC – League of United Latin American Citizens
MANRRS – Minorities in Agriculture, Natural Resources and Related Sciences
MD – Management Directive
NCLF – National Civilian Labor Force
NCRC – National Civil Rights Committee
NFC – National Finance Center
NHQ – National Headquarters
NRCS – Natural Resources Conservation Service
NSEPM – National Special Emphasis Program Manager
OAC – Office of Adjudication and Compliance
OMB – Office of Management and Budget
OPM – Office of Personnel Management
OSC – Office of Special Counsel
PMC – Position Management Committee
RA – Reasonable Accommodation

RAC – Regional Assistant Chief
RCLF – Relevant/Occupational Civilian Labor Force
RSNOD – Race, Sex, National Origin and Disability
SES – Senior Executive Service
SEPM – Special Emphasis Program Manager
USDA – United States Department of Agriculture
WINS – Washington Internships for Native Students
WG – Wage Grade

APPENDIX B

MD-715 Report Definitions List

(The following definitions apply to Management Directive 715)

- **Administrative Support Workers** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products included. Includes: bookkeepers, collectors (bills and accounts), messenger and office helpers, stenographers, typist and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **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.
- **Civilian Labor Force** - Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **Craft Workers (Skilled)** – Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.
- **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. parts 1630.2 applies.
- **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 Hawaiian Other Pacific Islander Men, Native Hawaiian Other Pacific Islander Women, and Persons with Disabilities.

- **Employees** - Members of the agency's permanent or temporary workforce, 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, disciplinary action and termination.
- **Federal Categories (Fed9)** - For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the categories in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website.
- **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.
- **Laborers (Unskilled)** - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, ground keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Major Occupation** - Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Officials and Manager** – Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, division or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: **(1) Executive/Senior-Level, (2) Mid-Level, (3) First-Level and (4) Other.** When an employee is classified as a supervisor or manager, that employee should be placed in the Officials and Managers category rather than in the category in the crosswalk that they would otherwise be placed in based on the on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the **First-Level** sub-category of Officials and

Managers, those at the GS-13 or 14 should be in the **Mid-Level** sub-category and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth category called "**Other**" contains employees in a number of different occupations which are primarily business, financial and administrative in nature and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other**" sub-category.

- **Operatives (Semiskilled)** - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanic, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewer and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilier and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors, and kindred workers.
- **Reasonable Accommodations** - 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.
- **Relevant Labor Force** - The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales-workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job-training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

APPENDIX C

SUPPORTING DATA DOCUMENTATION FROM 462 REPORT; COMPLAINT PROCESSING PROGRAM DEFICIENCIES; ADR; REASONABLE ACCOMMODATIONS AND NO FEAR ACT

Program Status for NRCS Complaints (FY2011)

Informal Complaints: There were 72 pre-complaints initiated and 14 pre-complaints at the beginning of the reporting period. Seventy-four pre-complaints were completed and of the 74, 9 were settled, 21 were withdrawn, and 38 completed counseling which resulted in 38 formal complaints filed. At the end of FY 2012, there were 6 pending decisions to file complaints.

Formal Complaints: There were 39 formal complaints filed during FY 2012, and 42 complaints at the beginning of the reporting period. Twenty-two complaints were closed and 60 complaints were open at the end of the fiscal year. During the process, time of counseling through closure of the complaint, the trend analysis revealed complaints processing exceeded regulatory time frames, but at an improvement rate over FY 2010.

Alternate Dispute Resolution

There were 64 offers to participate in ADR during the informal process in FY 2012; 19 offers were declined by the Agency; and 45 was accepted into the ADR program. Through ADR, there were 8 settlements with benefits; and 15 with no resolution.

Monetary Payouts

The total cost for settlements with monetary benefits during the informal process were \$10,578.16. During the formal process, closures with monetary benefits to complainant(s) was \$5,500 which was a lump sum payment. Attorney fees and cost zero and \$56,145 in contractor investigation.

Investigative Costs

There were 22 investigations completed during this reporting period; 14 were timely investigated in 180 days or less, 7 which were untimely investigated in 181 - 360 days, and zero completed in 361 days or more. The total cost of the contractor investigation costs was \$56,145. NRCS continues to utilize its automated tracking system to ensure NRCS is processing complaints in a timely manner. The investigations that exceeded the required 180 days are attributed to the delay in OAC's accept/dismiss responsible function of the formal complaint. NRCS will continue to work with our liaison at OAC to overcome these barriers. The costs of the investigations are not affected by any delay in processing as there is a set fee in each complaint.

Review of ADR data:

ADR is offered to all employees during the Pre-complaint (informal) and Formal stage of the EEO process. The decision to elect ADR is determined by the complainant. However, statutes prohibit mediating complaints alleging sexual harassment , investigations, and workplace violence.

Harassment Training, EEO Complaint Processing, Age Discrimination, and GINA Training:

Through the results of trend analysis, CRD determined the type of training to fit the needs identified. This training was provided to all NRCS managers/supervisors and employees.

The training modules implemented included such topics as ADR Awareness, Conflict Management and Effective Communication, Sexual Harassment, Non-Sexual Harassment and Preventing a Hostile Work Environment.

Appendix D

Reasonable Accommodations

This table represents reasonable accommodations provided to NRCS employees with disabilities in (FY'2011).

<i>TYPE OF ACCOMMODATION REQUESTED</i>	<i>NUMBER REQUESTED</i>	<i>NUMBER GRANTED</i>	<i>VALUE (\$) OF ACCOMMODATIONS</i>
<i>Transfer to different Agency</i>	3	1	
<i>Ergonomic Chair</i>	4	2	\$2000.00
<i>Telework on indefinite basis</i>	3	<i>Unknown status</i>	
<i>Job Restructuring</i>	1	<i>Unknown Status</i>	
<i>Driving Assistance during work or to work events</i>	2	<i>Unknown Status</i>	
<i>Medical assistance animals permitted in workspace</i>	1	<i>Unknown Status</i>	
<i>Maxi Flex Tour of Duty</i>	3	1	
<i>Use of All Terrain Vehicle</i>	1	1	
<i>Extended Overnight Stay</i>	1	<i>Unknown Status</i>	
<i>Re-configured Workspace</i>	1	<i>Unknown status</i>	
<i>Parking Permit</i>	1	<i>Unknown Status</i>	
<i>Personal Care Assistant</i>	1	<i>Unknown Status</i>	
<i>Leave without Pay for extended time</i>	1	<i>Unknown Status</i>	

Summary provided by NRCS Reasonable Accommodations Manager 11/16/12

Appendix E

Equal Employment Opportunity Data Posted Pursuant to the No Fear Act:

NRCS (and below)

For 4th Quarter 2012 for period ending September 30, 2012

Complaint Activity	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09-30
	2007	2008	2009	2010	2011	
Number of Complaints Filed	58	42	45	26	<u>29</u>	<u>39</u>
Number of Complainants	53	33	43	25	29	39
Repeat Filers	4	8	2	1	0	0

Complaints by Basis	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09-30
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints filed.</i>	2007	2008	2009	2010	2011	
Race	27	16	15	11	<u>15</u>	<u>20</u>
Color	10	4	5	1	<u>2</u>	<u>8</u>
Religion	0	0	1	0	<u>0</u>	<u>2</u>
Reprisal	26	24	25	13	<u>16</u>	<u>18</u>
Sex	20	14	12	8	<u>10</u>	<u>20</u>
PDA	0	0	0	0	<u>0</u>	<u>0</u>
National Origin	2	3	4	4	<u>2</u>	<u>6</u>
Equal Pay Act	2	0	0	0	<u>0</u>	<u>0</u>
Age	18	9	17	11	<u>16</u>	<u>17</u>

Complaints by Basis	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09- 30
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints filed.</i>	2007	2008	2009	2010	2011	
Disability	10	8	6	5	<u>5</u>	<u>8</u>
Genetics	0	0	0	0	<u>0</u>	<u>0</u>
Non-EEO	4	2	3	1	<u>1</u>	<u>2</u>

Complaints by Issue	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09- 30
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints filed.</i>	2007	2008	2009	2010	2011	
Appointment/Hire	0	1	0	0	<u>3</u>	<u>0</u>
Assignment of Duties	8	5	6	3	<u>1</u>	<u>7</u>
Awards	2	1	1	0	<u>0</u>	<u>3</u>
Conversion to Full-time	0	0	0	0	<u>0</u>	<u>0</u>
Disciplinary Action						
Demotion	1	1	0	1	<u>0</u>	<u>0</u>
Reprimand	1	4	2	0	<u>2</u>	<u>2</u>
Suspension	1	1	1	1	<u>2</u>	<u>2</u>
Removal	0	0	0	0	<u>0</u>	<u>0</u>
Other	0	0	0	0	<u>1</u>	<u>1</u>
Duty Hours	0	0	0	0	<u>0</u>	<u>0</u>
Evaluation Appraisal	5	2	7	3	<u>3</u>	<u>7</u>
Examination/Test	0	1	0	0	<u>0</u>	<u>0</u>
Harassment						

Complaints by Issue	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09- 30
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints filed.</i>	2007	2008	2009	2010	2011	
Non-Sexual	20	17	19	6	<u>10</u>	<u>25</u>
Sexual	2	4	0	1	<u>1</u>	<u>0</u>
Medical Examination	0	0	0	0	<u>0</u>	<u>0</u>
Pay (Including Overtime)	1	0	0	0	<u>0</u>	<u>1</u>
Promotion/Non-Selection	21	8	15	8	<u>5</u>	<u>12</u>
Reassignment						
Denied	0	0	0	0	<u>0</u>	<u>0</u>
Directed	3	3	10	1	<u>2</u>	<u>4</u>
Reasonable Accommodation	4	4	1	2	<u>1</u>	<u>4</u>
Reinstatement	0	0	0	0	<u>0</u>	<u>0</u>
Retirement	0	0	0	0	<u>0</u>	<u>0</u>
Termination	3	1	5	2	<u>5</u>	<u>1</u>
Terms/Conditions of Employment	1	0	0	0	<u>4</u>	<u>5</u>
Time and Attendance	2	5	2	0	<u>0</u>	<u>3</u>
Training	0	3	1	0	<u>1</u>	<u>4</u>
Other	23	12	10	5	<u>5</u>	<u>10</u>

Processing Time	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09-30
	2007	2008	2009	2010	2011	
Complaints pending during fiscal year						
Average number of days in investigation	203.76	174.14	191.34	297.73	289.57	190.40
Average number of days in final action	280.60	580.17	586.59	229.43	178.44	341.82

Processing Time	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09-30
	2007	2008	2009	2010	2011	
Complaint pending during fiscal year where hearing was requested						
Average number of days in investigation	196.31	174.33	189.00	373.20	362.07	184.06
Average number of days in final action	33.85	175.07	238.91	105.67	25.00	210.00
Complaint pending during fiscal year where hearing was not requested						
Average number of days in investigation	209.00	174.00	192.43	279.76	226.12	206.71
Average number of days in final action	547.92	813.88	714.07	273.12	188.67	417.14

Complaints Dismissed by Agency	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09-30
	2007	2008	2009	2010	2011	
Total Complaints Dismissed by Agency	3	6	0	5	<u>1</u>	<u>3</u>
Average days pending prior to dismissal	427	286	0	237	51	395
Complaints Withdrawn by Complainants						
Total Complaints Withdrawn by Complainants	4	4	1	1	<u>2</u>	<u>0</u>

Total Final Agency Actions Finding Discrimination	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%
Total Number Findings	0		1		1		1		1		1	
Without Hearing	0	0	0	0	1	100	1	100	<u>1</u>	100	<u>1</u>	100
With Hearing	0	0	1	100	0	0	0	0	<u>0</u>	0	<u>0</u>	0

Findings of Discrimination	Comparative Data
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Rendered by Basis	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints and findings.</i>												
Total Number Findings	0		1		1		1		1		1	
Race	0	0	0	0	0	0	0	0	1	100	1	100
Color	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Reprisal	0	0	1	100	0	0	0	0	0	0	0	0
Sex	0	0	1	100	1	100	0	0	0	0	0	0
PDA	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Equal Pay Act	0	0	0	0	0	0	0	0	0	0	0	0
Age	0	0	1	100	1	100	1	100	1	100	1	100
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Genetics	0	0	0	0	0	0	0	0	0	0	0	0
Non-EEO	0	0	0	0	0	0	0	0	0	0	0	0
Findings After Hearing	0		1		0		0		0		0	
Race	0	0	0	0	0	0	0	0	0	0	0	0
Color	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Reprisal	0	0	1	100	0	0	0	0	0	0	0	0
Sex	0	0	1	100	0	0	0	0	0	0	0	0
PDA	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Equal Pay Act	0	0	0	0	0	0	0	0	0	0	0	0
Age	0	0	1	100	0	0	0	0	0	0	0	0

Findings of Discrimination Rendered by Basis	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
#	%	#	%	#	%	#	%	#	%	#	%	
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints and findings.</i>												
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Genetics	0	0	0	0	0	0	0	0	0	0	0	0
Non-EEO	0	0	0	0	0	0	0	0	0	0	0	0
Findings Without Hearing												
	0		0		1		1		1		1	
Race	0	0	0	0	0	0	0	0	1	100	1	100
Color	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Reprisal	0	0	0	0	0	0	0	0	0	0	0	0
Sex	0	0	0	0	1	100	0	0	0	0	0	0
PDA	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Equal Pay Act	0	0	0	0	0	0	0	0	0	0	0	0
Age	0	0	0	0	1	100	1	100	1	100	1	100
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Genetics	0	0	0	0	0	0	0	0	0	0	0	0
Non-EEO	0	0	0	0	0	0	0	0	0	0	0	0

Findings of Discrimination Rendered by Issue	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%

Findings of Discrimination Rendered by Issue	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%
Total Number Findings	0		1		1		1		1		1	
Appointment/Hire	0	0	0	0	0	0	0	0	0	0	0	0
Assignment of Duties	0	0	0	0	0	0	0	0	0	0	0	0
Awards	0	0	1	100	0	0	0	0	0	0	0	0
Conversion to Full-time	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action												
Demotion	0	0	0	0	0	0	0	0	0	0	0	0
Reprimand	0	0	0	0	0	0	0	0	0	0	0	0
Suspension	0	0	0	0	0	0	0	0	0	0	0	0
Removal	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Duty Hours	0	0	0	0	0	0	0	0	0	0	0	0
Evaluation Appraisal	0	0	0	0	0	0	0	0	0	0	0	0
Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0
Harassment												
Non-Sexual	0	0	1	100	0	0	0	0	0	0	0	0
Sexual	0	0	0	0	0	0	0	0	0	0	0	0
Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0
Pay (Including Overtime)	0	0	1	100	0	0	0	0	0	0	0	0
Promotion/Non-Selection	0	0	0	0	1	100	0	0	0	0	0	0
Reassignment												
Denied	0	0	0	0	0	0	0	0	0	0	0	0
Directed	0	0	0	0	0	0	0	0	1	100	0	0
Reasonable Accommodation	0	0	0	0	0	0	0	0	0	0	0	0

Findings of Discrimination Rendered by Issue	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011		#	%
	#	%	#	%	#	%	#	%	#	%		
Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0
Retirement	0	0	0	0	0	0	0	0	0	0	0	0
Termination	0	0	0	0	0	0	0	0	0	0	0	0
Terms/Conditions of Employment	0	0	0	0	0	0	0	0	0	0	0	0
Time and Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0
Other - User Defined	0	0	1	100	0	0	0	0	0	0	1	100
Findings After Hearing												
Appointment/Hire	0	0	0	0	0	0	0	0	0	0	0	0
Assignment of Duties	0	0	0	0	0	0	0	0	0	0	0	0
Awards	0	0	1	100	0	0	0	0	0	0	0	0
Conversion to Full-time	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action												
Demotion	0	0	0	0	0	0	0	0	0	0	0	0
Reprimand	0	0	0	0	0	0	0	0	0	0	0	0
Suspension	0	0	0	0	0	0	0	0	0	0	0	0
Removal	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Duty Hours	0	0	0	0	0	0	0	0	0	0	0	0
Evaluation Appraisal	0	0	0	0	0	0	0	0	0	0	0	0
Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0
Harassment												
Non-Sexual	0	0	1	100	0	0	0	0	0	0	0	0

Findings of Discrimination Rendered by Issue	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%
Sexual	0	0	0	0	0	0	0	0	0	0	0	0
Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0
Pay (Including Overtime)	0	0	1	100	0	0	0	0	0	0	0	0
Promotion/Non-Selection	0	0	0	0	0	0	0	0	0	0	0	0
Reassignment												
Denied	0	0	0	0	0	0	0	0	0	0	0	0
Directed	0	0	0	0	0	0	0	0	0	0	0	0
Reasonable Accommodation	0	0	0	0	0	0	0	0	0	0	0	0
Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0
Retirement	0	0	0	0	0	0	0	0	0	0	0	0
Termination	0	0	0	0	0	0	0	0	0	0	0	0
Terms/Conditions of Employment	0	0	0	0	0	0	0	0	0	0	0	0
Time and Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0
Other - User Defined	0	0	1	100	0	0	0	0	0	0	0	0
Findings Without Hearing	0		0		1		0		1		1	
Appointment/Hire	0	0	0	0	0	0	0	0	0	0	0	0
Assignment of Duties	0	0	0	0	0	0	0	0	0	0	0	0
Awards	0	0	0	0	0	0	0	0	0	0	0	0
Conversion to Full-time	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action												
Demotion	0	0	0	0	0	0	0	0	0	0	0	0
Reprimand	0	0	0	0	0	0	0	0	0	0	0	0

Findings of Discrimination Rendered by Issue	Comparative Data											
	Previous Fiscal Year Data										2012 Thru 09-30	
	2007		2008		2009		2010		2011			
	#	%	#	%	#	%	#	%	#	%	#	%
Suspension	0	0	0	0	0	0	0	0	0	0	0	0
Removal	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Duty Hours	0	0	0	0	0	0	0	0	0	0	0	0
Evaluation Appraisal	0	0	0	0	0	0	0	0	0	0	0	0
Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0
Harassment												
Non-Sexual	0	0	0	0	0	0	0	0	0	0	0	0
Sexual	0	0	0	0	0	0	0	0	0	0	0	0
Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0
Pay (Including Overtime)	0	0	0	0	0	0	0	0	0	0	0	0
Promotion/Non-Selection	0	0	0	0	1	100	0	0	0	0	0	0
Reassignment												
Denied	0	0	0	0	0	0	0	0	0	0	0	0
Directed	0	0	0	0	0	0	0	0	1	100	0	0
Reasonable Accommodation	0	0	0	0	0	0	0	0	0	0	0	0
Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0
Retirement	0	0	0	0	0	0	0	0	0	0	0	0
Termination	0	0	0	0	0	0	0	0	0	0	0	0
Terms/Conditions of Employment	0	0	0	0	0	0	0	0	0	0	0	0
Time and Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0
Other - User Defined	0	0	0	0	0	0	0	0	0	0	1	100

Pending Complaints Filed in Previous Fiscal Years by Status	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09- 30
	2007	2008	2009	2010	2011	
Total complaints from previous Fiscal Years	104	105	71	<u>0</u>	<u>0</u>	<u>0</u>
Total Complainants	87	88	57	46	33	41
Number complaints pending						
Investigation	0	0	3	<u>0</u>	<u>1</u>	<u>1</u>
ROI issued, pending Complainant's action	1	0	0	<u>0</u>	<u>0</u>	<u>0</u>
Hearing	0	15	14	<u>11</u>	<u>13</u>	<u>22</u>
Final Agency Action	36	16	5	<u>4</u>	<u>3</u>	<u>0</u>
Appeal with EEOC Office of Federal Operations	3	3	3	<u>2</u>	<u>2</u>	<u>2</u>

Complaint Investigations	Comparative Data					
	Previous Fiscal Year Data					2012 Thru 09- 30
	2007	2008	2009	2010	2011	
Pending Complaints Where Investigations Exceed Required Time Frames	6	4	8	<u>8</u>	<u>1</u>	<u>4</u>

Disabled Veteran Affirmative Action Plan FY 2012 Report

Disabled Veteran Affirmative Action Plan FY 2013 Plan

DISABLED VETERANS AFFIRMATIVE ACTION
PROGRAM REPORT (DVAAP)
FISCAL YEAR (FY) 2012

Methods Used to Recruit and Employ Disabled Veterans

1) Implementation of the NRCS Recruitment Strategy

The NRCS Recruitment Strategy was finalized in FY 2010. The strategy provides a roadmap for attracting, recruiting, and retaining a skilled, diverse workforce that we continue to use in FY 2011 and FY 2012. It consists of five central goals with outcomes and specific initiatives and actions that NRCS will take to reach them. These goals are:

- f. Plan strategically for recruiting a skilled, diverse workforce
- g. Develop an integrated approach to recruitment
- h. Implement standardized and user-friendly selection methods
- i. Recruit with an emphasis on retention

- j. Increase accountability through measurement and evaluation

This strategic plan aligns with the U.S. Department of Agriculture (USDA) Strategic Plan (2010–2015) and the NRCS Human Capital Strategic Plan. Both underscore the paramount importance of recruiting the right people at the right time to do the right job through diverse branding and targeted recruitment initiatives.

2) Information Sharing

- a) DVAPP was shared with all Human Resources offices and all Special Emphasis Program Managers (SEPMs) for both Veterans and Disabilities.
- b) During FY 2012, Special Emphasis Program Managers (SEPMs) from all states met on a quarterly basis.

Internal Recruitment

1) Emerging Leaders Development Program (ELDP)

NRCS initiated a re-engineered leadership program, Emerging Leaders Development Program (ELDP) in FY 2011 which has continued throughout FY 2012. The program focuses on training activities that include classroom training, individual and on line learning, stretch assignments, mentoring and coaching. The opportunity to apply for this program was posted agency wide and did contain criteria for selection, including the desire to have a diverse group of participants.

2) Update of Web Site

NRCS has launched an updated web site in FY 2012. Material has been developed which will enhance the “Careers” page of this new site.

3) Onboarding

Transitioning to a new position is not easy for anyone but can be especially daunting for veterans who are leaving a different life and transitioning to the civilian workforce. NRCS has developed an Onboarding framework that provides supervisors, human resources staff and other onboarding support people the tools, templates and policies that will provide the ability to have seamless and consistent new hire integration into the NRCS workforce. Information will be available to newly hired employees through this updated onboarding process as well as to employees who wish to have better access to internal opportunities.

Monitor, Review and Evaluate Activities

NRCS does monitor and evaluate based on information from the following:

- Civil Rights Compliance Audits
- Review and Analysis of Workforce Demographic Data
- New Hire Survey Results
- Exit Survey Results

FY 2012 Progress

Recruitment Activities

During FY 2012, NRCS was able to attend and recruit at a number of events that were directly targeting veterans, including those veterans with disabilities

- a) Wounded Warriors
- b) Hiring Heroes
- c) American Legion Convention
- d) Quantico Transition Fair
- e) Detroit Veteran's Hiring Fair
- f) Operation War Fighter

Training

- a) NRCS has provided training on direct hiring authorities to SEPM in the Veteran's and Disabilities groups.
- b) Training for recruiters has been developed which holds information regarding hiring authorities, targeting recruitment, conducting recruiting events, etc.
- c) Training for hiring managers has been completed which addresses hiring of veterans and hiring of individuals with disabilities. 100% of all hiring managers in the agency have completed 99.9% of all supervisors in the agency
- d) OPM's Veteran Hiring has been completed by 99% of all HR staff
- e) Training for Pathways has been completed by 99.9% of all supervisors which included information on veteran adjudication

Research

- a) Best Practices in Veterans programs have been researched
- b) Potential sources to utilize in targeted recruitment have been researched however this is ongoing.

Barriers

- a) Hiring freezes were in place at various times throughout FY 2012. This creates a significant barrier to facilitation of ongoing recruitment efforts. It is anticipated that this will continue into FY 2013 due to budget limits.
- b) Data is difficult to access. Without accurate data, it is difficult to make informed decisions and market to hiring managers. To overcome this barrier, Talent Management has completed an in depth data integrity study which included looking at coding for veterans. We will begin to look at implementing the changes recommended in FY 2013 as we continue to work with the Human Resources Information Systems office as well as NRCS Information Technology to develop a way to ensure we have reliable data sources.

DVAPP Plan Certification - Fiscal Year 2013

A. Name of the Agency

U.S. Department of Agriculture
Natural Resources Conservation Service
1400 Independence Avenue, SW
Washington D.C. 20250

B. Name and Title of Designated DV AAP Office
(including address if different from above):

Jane Hardisty
Acting Deputy Chief of Management

C. Name and Title of Contact Person
(including address if different from above):

Marvis Montesano
Director, Talent Management
1400 Independence Ave, SW
Room 6220
Washington DC 20250
Telephone and FAX numbers:
(202)690-2250 (phone)
(202) 720-7721 (fax)

CERTIFICATION:

I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DV AAP) PLAN and the program is being implemented as required by 38 U.S.C. 4214, as amended, and appropriate regulations and guidelines issued by the U.S. Office of Personnel Management: (2) that all field offices or installations having less than 500 employees are covered by a DVAAP Plan: (3) that all field offices or installations having 500 or more employees are covered by this plan or by a local plan: and (4) that such plans are available upon request from field offices or installations.

SIGNATURE AND DATE: _____
Jane Hardisty, Acting Deputy Chief for Management

NATURAL RESOURCES CONSERVATION SERVICE

DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN (DVAAP) FISCAL YEAR (FY) 2013

1. AUTHORITY AND PURPOSE

Pursuant to section 403 of the Vietnam Era Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014), and section 307 of the Civil Rights Reforms Act of 1978 (5 U.S.C. 3112), and section 307 of the Civil Rights Reform Act of 1978 (5 U.S.C. 3112), the Natural Resources Conservation Service (NRCS) is required to have an up to date affirmative action plan to promote employment and advancement opportunities for qualified disabled veterans. Accordingly, the purpose of this document is to serve as the agency's Disabled Veteran Affirmative Action Program (DVAAP) Plan for FY 2011.

2. PLAN COVERAGE

The DVAAP Plan covers all NRCS offices: National Headquarters (NHQ), Regional Offices, State Offices, Centers, and Field Offices. This plan also includes specific affirmative action to be taken by all offices, as appropriate, to promote the employment and advancement of disabled veterans. All employing offices are required to have a copy of the current NRCS DVAAP plan to facilitate the implementation of agency policy, to carry out their responsibilities under the national plan, and to accomplish all program objectives and goals as established by NHQ.

3. POLICY

It is the policy of NRCS to promote equal employment and advancement opportunities for disabled veterans, especially those who are 30 percent or more disabled. NRCS is committed to the employment of and advancement opportunities for disabled veterans regardless of race, color, religion, sex, national origin, disability, age, marital status, political beliefs, familiar status or any other non-merit reason, as we are an equal opportunity employer.

4. PROGRAM LEADERSHIP AND RESPONSIBILITY

The responsibility for the success of the DVAAP is permeated throughout all levels of the agency.

- A. Overall responsibility for the development and implementation of this action plan is assigned to the Director of the Talent Management Division. The Director is designated

by the NRCS as the DVAAP Manager. The day to day operations of the DVAAP are assigned to a staff member in the Talent Management Division. The DVAAP Manager's responsibilities include providing guidance and assistance to the Human Resources staff, supervisors and managers, employees and applicants, distributing the DVAAP plan throughout the Agency, analyzing workforce data on veterans, publicizing the program and preparing the various reports related to the employment of veterans.

- B. The overall management of the Agency's Disability Employment Program is delegated to the Talent Management Division, in conjunction with the Outreach and Advocacy Division to which the National Disability Employment Program Manager (DEPM) is assigned. The National DEPM is responsible for coordinating the Disability Awareness Program to ensure that managers, supervisors, and employees have a full understanding of the program. Talent Management is responsible for coordination and development of strategic approaches to veterans programs including initiatives related to disabled veterans recruitment and retention.
- C. Regional Conservationists and State Conservationists are accountable for the success of the program in their respective areas. This includes ensuring vacancy announcements are open to disabled veterans, providing accommodations when necessary to employ disabled veterans, and publicizing the program through various media.
- D. Human Resources Managers/Specialists, in collaboration with Talent Management are responsible for implementing, evaluating and monitoring the DVAAP within their respective States. This includes publicizing the program through any available means, such as trainings, newsletters, and all-employee meetings.
- E. Disability Employment Program Managers, in collaboration with Talent Management, are responsible for coordinating the awareness of the Disabilities Program including the DVAAP, within their respective States. They serve as a link between the program operations in the State and the National DEPM. They assist in recruitment efforts and provide on-going assistance to employees and applicants, as required.
- F. All managers and supervisors are responsible for providing Equal Employment Opportunity for disabled veterans.

5. PROGRAM ASSESSMENT

Metrics have been established to ensure that NRCS has measurable methods of determining the success of our recruitment efforts. Attrition rates are monitored to acquire necessary information regarding separating employee's rationale for leaving the Agency.

A continuing appraisal of the program will be made throughout the year using the National Finance Center (NFC) system workforce statistical data. In addition, we continue to monitor results of our New Employee Survey and Exit Survey to retrieve information that identifies both why employees are joining and why employees are separating from NRCS.

6. RECRUITMENT/OUTREACH/ADVANCEMENT ACTIVITIES

It is NRCS' objective to participate in various recruitment initiatives, when possible and appropriate based on Agency recruitment needs, to inform disabled veterans of vacancies within the agency and to obtain qualified applicants for available or anticipated positions.

NRCS plans to continue to educate and train supervisors and managers on Veterans' Preference and noncompetitive appointments for preference eligible Veterans. We will provide information to hiring managers and human resources staff that will ensure that they are aware of the availability of accommodations through the USDA Target Center and the DOD Computer/Electronic Accommodations Program (CAP).

NRCS was able to fill the vacant Reasonable Accommodations Coordinator position. The job description was written to allow for spending 50% of time on Reasonable Accommodations and 50% on recruitment of individuals with disabilities, including veterans with disabilities.

NRCS will communicate the availability of an Agency-specific web-based recruiter training which has been developed in an effort to provide an overview of hiring authorities, methods of targeted recruitment and the importance of having a skilled and diverse workforce.

A. External Recruitment

Focus on underrepresented groups. Our recruiting efforts will focus on diverse groups and applicant pools, particularly those who are under-represented in the NRCS workforce. These efforts will go beyond ethnicity and gender, to include veterans, disabled, mid-level career, and other diverse applicants. To ensure our success, we will use diversity metrics in our planning documents and target diverse universities, educational institutions, groups, and organizations that include the under-represented populations. Our efforts to do this began with doing research and identifying barriers for each individual group and within FY 2013, we will have a finalized action plan to eliminate those barriers for:

- Asian Americans and Pacific Islanders
- Hispanics/Latinos
- African Americans
- American Indians/Alaska Natives
- Disabled Individuals
- Veterans

The NRCS Recruitment Strategy addresses use of targeted recruitment processes to reach all under-represented groups, including Veterans and Disabled individuals. NRCS will utilize established contacts with veteran's organizations and will also reach out to form new contacts, such as: the Veterans' Employment Service of the Department of Veterans Affairs; and other similar organizations which foster the employment of disabled veterans.

Much of our recruitment is done at colleges and universities. While on campuses, NRCS will actively engage with veteran contacts whenever possible. In FY 2013, we will

continue to develop a comprehensive student employment program using the new Pathways Program which will allow us to share information on campuses.

NRCS will focus on social networking and media of a variety of types in FY 2013. We believe that use of social media will expand the number of opportunities we will have to connect with veterans.

B. Internal Recruitment

All employees, including disabled veterans, are to be notified of vacancies that will be filled through placement and provided with information about procedures to follow in order to be considered for positions.

Additional informational documents will be prepared and made available which will address the ways that veterans can combine the benefits of Federal employment with their Veterans benefits.

C. Special Appointing Authorities

Talent Management Division, VEPMs, DEPMs and servicing human resources offices will continue to inform managers of the availability of special hiring authorities, such as the Veterans Readjustment Appointment Authority (VRA), Veterans Employment Opportunity Act (VEOA) and the hiring authority for veterans with 30 percent or more disability. Managers will be encouraged to give consideration for using all appropriate authorities when filling positions.

During FY 2013, NRCS will continue to develop and deliver training to both Human Resources and Hiring Managers.

D. Vacancy Announcements

Servicing human resources offices are required to accept applications from persons eligible for consideration under special hiring authorities (including VRA, appointment of veterans with 30 percent or more disability etc.) at all times. Vacancy announcements will include a statement that voluntary applications from persons who want to be considered under special hiring will be accepted and considered at all times.

E. Special Events

Servicing human resources offices will participate in special events, such as career days, veterans' job fairs, employer seminars, conferences, etc. that promote awareness of the DVAAP.

The DVAAP Manager will assist offices in identifying available events that will ensure that we attract disabled Veterans and other targeted groups.

F. Unpaid Training or Work Experience

Disabled veterans may work for a Federal agency while in training in accordance with the requirements in 38 U.S.C. Chapter 31 (Veterans Administration Vocational Rehabilitation). Subsequently, a veteran may receive a non-competitive appointment to a vacancy for which he or she is qualified when training is completed. Placement does not have to be in the agency in which training was received.

7. MONITORING, REVIEW, AND EVALUATION

The DVAAP Manager will provide oversight of the program agency-wide through periodic reviews of statistical data, inclusion of the program in any Human Resources Management evaluations or Civil Rights reviews which may be conducted throughout the year, as well as other similar oversight activities. We will continue to develop reliable data sources and will utilize all metrics available.

We plan to expand the scope of data monitoring in FY 2013 to provide a solid knowledge base on which to determine the effectiveness of our recruiting efforts.



Natural Resources Conservation Service

Federal
Equal
Opportunity
Recruitment
Program

FY

2012

As required by Public Law 96-454 Part 720 of Title 5 of the Code of Federal Regulations and subsequent regulations and guidelines issued by the Office of Personnel management, the Natural Resources Conservation Service (NRCS) of the Department of Agriculture (USDA) is required to have an up-to-date FEORP to promote equitable recruitment and employment practices throughout the agency. This document will identify initiatives to be implemented during FY 2011, which were established in the NRCS Recruitment Strategy.

SHORT NARRATIVE ABOUT PROMISING PRACTICES

AGENCY NAME:

Briefly identify a policy, practice or procedure where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. Responses should be limited to the space provided below. Please note that the box below is limited to 4000 Characters. Please use font type and font sizes provided.

Leadership Accountability and Commitment

- NRCS leadership routinely supports and verbalizes support for diversity and inclusion initiatives. They have provided opportunities for staff to be involved in Agency-wide initiatives. Leadership has sponsored and participated in events that have supported a diverse and inclusive environment.
- NRCS has a senior leader as a Diversity Officer.
- A diversity and inclusion element is included in every supervisor's performance plan.
- NRCS has completed the development of a new Human Capital Strategic Plan which is aligned with OPMs HCAAF Framework and contains strategic initiatives which make certain the Agency addresses continued emphasis on diversity and inclusion.
- NRCS continues to implement Cultural Transformation as a broad program which supports a diverse, inclusive and high performing environment with equity of opportunity for both employees and our customers.

Outreach and Partnerships

- NRCS has established partnerships with 2 HSI colleges and is actively involved in support of the students and programs (Texas A&M HLAE and Texas A&M Kingsville)
- NRCS has a partnership with FFA supporting a Career Experience Event that takes place throughout the year in efforts to conduct a national natural resources competition and reaches hundreds of high school students.
- Partner with a Hmong community organization (HAP/HND) that allows us to reach the Hmong community through work with High School students and their families.
- Partner with Minorities in Agriculture and Natural Resources Related Sciences (MANRRS) by being involved in their national and regional conferences.
- Long term partnership with American Indian Society of Engineering Sciences (AISES) reaching American Indian students and families.
- Partner with Thurgood Marshall College Fund which supports 47 historically black colleges and universities (HBCUs) and gives us access to their student bodies.

Recruitment and Hiring

- Achieved a diverse student population for the last two years - NRCS has been above the CLF in all ERI categories except Hispanic and Asian males, and even those were within 1-2 hires of reaching the CLF.
- Conversion through student pipeline is the main source of entry level hiring.
- Recruit through diverse partnerships to provide Agency with a diverse applicant pool. Participate in all activities and events that are available through partnerships across the nation.

Retention and Promotion

- NRCS routinely tracks promotion based on ERI.
- NRCS offers promotional opportunities to diverse candidates.

Diversity Training and Awareness

- NRCS held multiple events in FY 2012. One example is an event held at NHQ in April 2012 which identified cultures on each of the seven continents continent. At the event, each culture/country/continent shared information about their population, language, customs, clothing, food and agriculture.
- Diversity and inclusion training was developed and placed on AGLearn. A majority of NRCS staff participated in the training.

Employee Development and Recognition

- NRCS monitors compliance with promotion of diverse ERI.

STRATEGIC ACTIVITIES OR ACTIONS RELATED TO HISPANIC EMPLOYMENT

Identify strategic activities or actions the agency is implementing, or will implement, to improve the outreach, recruitment, hiring, career development and/or retention of Hispanics. Responses should be limited to the space provided below. For examples of strategic activities related to Hispanic employment, see **Federal Hispanic Accountability Model**. Source: Recommendations from the Hispanic Council on Federal Employment (December 2011). Please note that the box below is limited to 4000 Characters. Please use font type and font sizes provided.

OUTREACH

- Conduct VTCs with HSI classrooms to share information about careers at NRCS.
- Maintain contact (email/telecom/Videocon) with HSI partners.

RECRUITMENT

- Participate in VTC information sessions at HSIs.
- Coordinate recruitment events at HSIs to ensure access to Hispanic students.

HIRING

- Continue to monitor hiring through hiring statistics of students.
- Continue to monitor hiring through statistics of non-students.

CAREER DEVELOPMENT

- Offer career development (training/webinars/etc) to all NRCS staff.

RETENTION

- Monitor ERI data related to Hispanic population and report on an as needed basis.

Progress Tracker

Agency: **Natural Resources Conservation Service**

PROGRESS TRACKER AND DEMOGRAPHIC DATA

EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

If your agency has subcomponents that are not separately required to submit a FEORP report pursuant to 5 U.S.C. 7201, please prepare a separate Progress Tracker and Demographics Information for each subcomponent as appropriate. If you do so, you may also provide a brief description in a word attachment regarding the Progress Tracker submissions for subcomponents.

United States Department of Agriculture



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

FEB 14 2012

SUBJECT: EOP – Anti-Harassment Policy Statement

TO: All NRCS Employees

File Code: 230-15

The Natural Resource Conservation Service (NRCS) Anti-Harassment Policy Statement reaffirms my commitment to prohibit sexual and non-sexual harassment in the agency's work environment and program delivery.

Sexual and non-sexual harassment (a form of discrimination) based on a prohibited basis of race, color, national origin, sex (including gender identity and expression) gender, religion, age (40 and over), mental or physical disability, political affiliation or belief, sexual orientation, marital or familial status, genetic information, and reprisal (retaliation) for prior Equal Employment Opportunity activity is prohibited by the agency.

For the purpose of this policy, harassment is defined as any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person. Harassment is a reasonably known unwelcome offense and serves no legitimate work purpose. Harassment occurs based on any of the above protected characteristics when:

- (a) The behavior can reasonably be considered to adversely affect the work environment (create an intimidating, hostile, or offensive work environment);
- (b) An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct;
- (c) Unreasonable interference with an individual's work performance; and
- (d) An individual's employment opportunities are affected.

Harassing conduct includes, but not limited to:

Physical – Actual or threatened assault including hitting, tripping, kicking, punching, or unwanted touching; malicious or insulting gestures.

Verbal – Unwelcome remarks, jokes, innuendos, or taunts causing offense or embarrassment; name calling, swearing, bullying, expressing or insinuating threats, incessant teasing, wolf whistling, or spreading rumors.

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Psychological – Shunning or ostracizing, stalking, staring; gesturing; preventing someone from joining in an activity; hiding, damaging, or taking another's property; and displaying objectionable materials, graffiti or pictures.

Intimidation – Use of physical or organizational power to coerce a person to perform a particular action or to instill a feeling of humiliation or intimidation. Intimidation does not include the exercise of supervisory authority in the ordinary course of agency business.

NRCS strictly prohibits the use of abuse or official authority or position to intimidate, coerce, or harass employees or customers. Managers and supervisors are subject to receive disciplinary or adverse action for tolerating harassment and failing to take appropriate and immediate action when harassment is reported.

Personnel actions that a supervisor or manager takes for valid reasons do not constitute harassment in the workplace. Please note that this notice does not limit the supervisor's right to manage effectively. All employees must be proactive in preventing harassment and promoting a discrimination free workplace.

Any employee who is subjected to or witnesses conduct which is unwelcome and perceived to be harassment, or receives a report of alleged harassment, should immediately report the incidents to a NRCS official. If an informal attempt at resolution fails or is impractical, employees may seek relief from harassment based on one or more of the above-cited prohibited basis by contacting the NRCS Civil Rights Division, Complaints Branch at 1-866-672-7395 or TTY at (301) 504-2439 within 45 days of the alleged incident. All other allegations of harassment (non-discriminatory) may be reported directly to an official.

As Chief of NRCS, I am fully committed to ensuring that every employee and customer is treated with respect and dignity. Managers, supervisors, and employees must remain cognizant of this policy and refrain from perpetuating acts of harassment. All employees, including contractors and others performing official work for the agency, must fully support this zero tolerance harassment policy.



Dave White
Chief

United States Department of Agriculture



Natural Resources Conservation Service
Civil Rights Division
5601 Sunnyside Avenue
Mail Stop 5472, Room 1-2184
Beltsville, Maryland 20705

JAN 20 2012

SUBJECT: EOP – NRCS FY 2012 Civil Rights Policy Statement

TO: All NRCS Employees

File Code: 230-15

The Natural Resources Conservation Service (NRCS) was founded in 1935 during a period in American History known for the “New Deal,” to help get the country out of the Great Depression. NRCS employees are our greatest asset for enabling people to be good stewards of the Nation’s soil, water, and related natural resources on non-Federal lands, in other words, in “Helping People Help the Land.” We must accomplish this goal and fulfill our mission to provide service throughout the Nation by treating everyone in a fair, non-discriminatory, and equitable manner.

Prohibited discrimination is a violation of Title VI and Title VII of the 1964 Civil Rights Act and will not be tolerated. It is NRCS’ policy to treat all customers and employees equitably regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status, and protected genetic information, and that employees and customers must be free from reprisal or harassment in the pursuit of fairness and equal employment opportunity. Complainants, representatives, and witnesses involved in complaints of discrimination must be unimpeded and free from restraint, coercion, or retaliation in the exercise of eliminating discrimination in the workplace. Reprisal of any kind against customers or employees will not be tolerated. Agency officials, managers, supervisors, and all employees will be held accountable for discrimination, reprisal, civil rights violations, and related misconduct.

I am committed to enforcing the Secretary’s zero tolerance policy on discrimination. As such, managers and supervisors are responsible for the environment in which their employees work and have a duty to take both affirmative and corrective action to ensure equal opportunity and civil rights for customers and employees. To deter violations, managers and supervisors are required to take appropriate corrective or disciplinary action in findings of discrimination, reprisal, civil rights violations, and related misconduct in employment and program matters. NRCS will ensure appropriate corrective or disciplinary action is taken against violators who engage in discriminatory behavior. Simply put, accountability is key to our success.

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Page 2

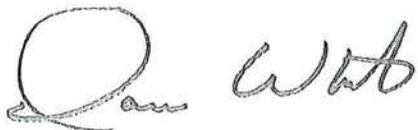
We must embrace the goals of "Cultural Transformation" as expressed by Secretary Vilsack. On August 29, 2011, I sent an email message to all NRCS employee's titled "What is Cultural Transformation" and it was followed in September, by an agency-wide training entitled "Starting the Cultural Transformation Conversation." As I renew my commitment and the expectation of the agency to be committed to equal opportunity and civil rights, it is imperative to remind everyone that the core values of cultural transformation include of the principles of equal opportunity and civil rights. As such, I am incorporating Cultural Transformation as part of the NRCS Civil Rights policy.

Cultural Transformation is a "strategic effort to ensure every employee, partner, and customer can operate in an environment that is diverse, inclusive and high performing." Cultural transformation is a shift in our thinking, a modification in our behavior, and ultimately, a greater, more accepting world view about what it is that makes each of us unique. At NRCS, cultural transformation is not a dramatic departure from how we operate, instead it is an affirmation of our core beliefs, founded upon mutual respect for each other and an abiding core value to conserve our natural resources.

All NRCS employees are expected to model equal opportunity, civil rights, and cultural transformation, and managers and supervisors must demonstrate an elevated regard by supporting civil rights, equal employment opportunity, diversity, and cultural transformation. The Civil Rights Division will continue to provide guidance and ensure the agency's compliance with the laws and principles of equality for employment and programs.

NRCS can achieve and maintain a diverse workforce with an abundance of opportunities for every employee to reach his or her full potential. We can also achieve our critical mission of providing assistance and service to conserve our Nation's natural resources, but it requires every employee's cooperation and commitment. I have every confidence that you will take this responsibility seriously and do your part to renew and champion our commitment to equal opportunity, civil rights, and cultural transformation.

If you have questions, concerns, suggestions, or complaints of discrimination, contact the Civil Rights Division at (301) 504-2181.

A handwritten signature in cursive script, appearing to read "Dave White".

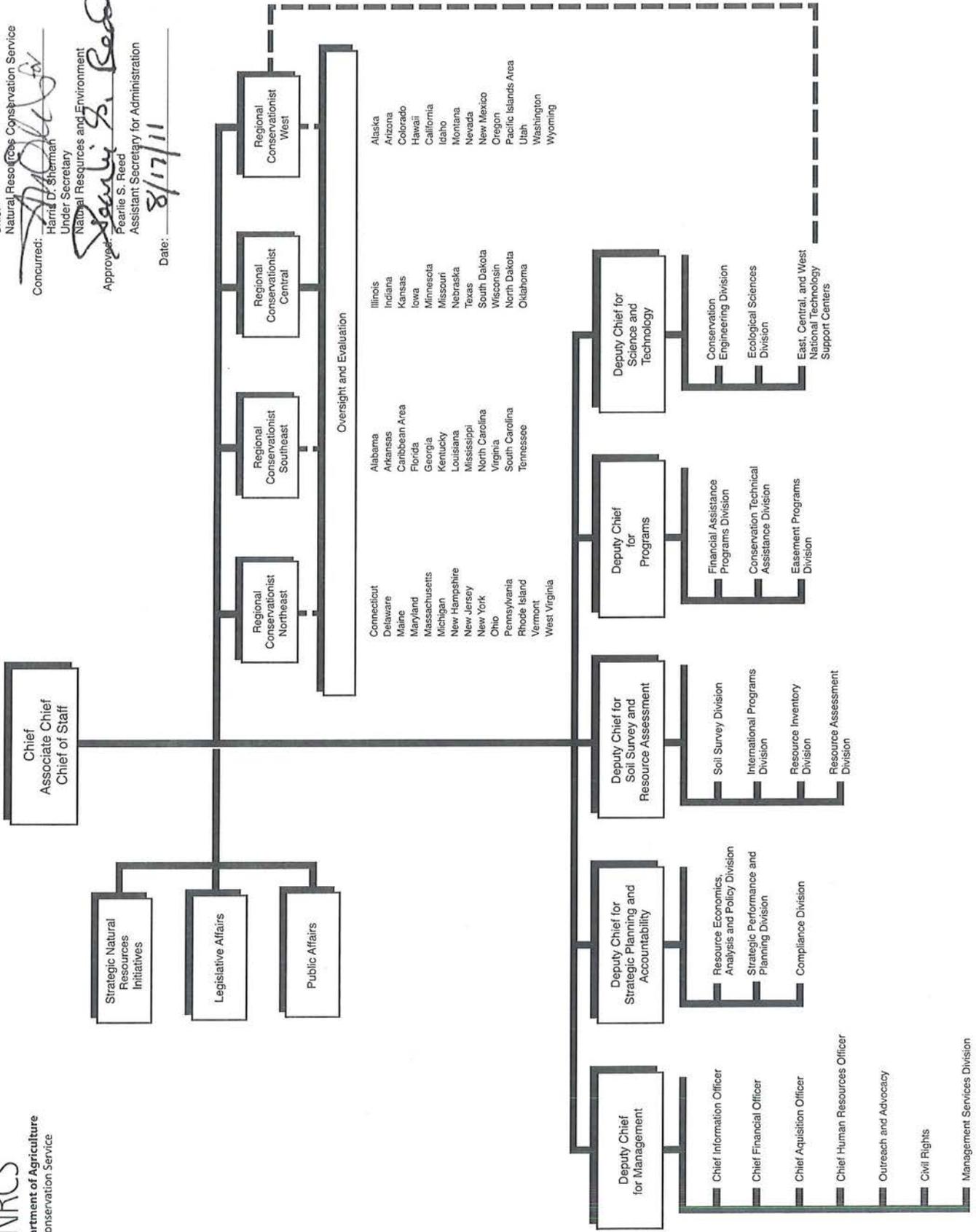
Dave White
Chief

Recommended: *Sam White*
 Dave White
 Chief
 Natural Resources Conservation Service

Concurred: *Harris D. Sherman*
 Harris D. Sherman
 Under Secretary
 Natural Resources and Environment

Approved: *Pearlie S. Reed*
 Pearlie S. Reed
 Assistant Secretary for Administration

Date: 8/17/11



MI STATE CONSERVATIONISTS OFF	189	121	68	4	5	99	55	13	4	0	1	0	1	3	0	2	2
	100.00%	64.02%	35.98%	2.12%	2.65%	52.38%	29.10%	6.88%	2.12%	0.00%	0.53%	0.00%	0.53%	1.59%	0.00%	1.06%	1.06%
MN STATE CONSERVATIONISTS OFF	355	213	142	1	3	194	129	9	5	2	3	0	0	5	0	2	2
	100.00%	60.00%	40.00%	0.28%	0.85%	54.65%	36.34%	2.54%	1.41%	0.56%	0.85%	0.00%	0.00%	1.41%	0.00%	0.56%	0.56%
MS STATE CONSVST OFFICE	264	201	63	0	0	151	38	47	23	1	0	0	0	2	1	0	1
	100.00%	76.14%	23.86%	0.00%	0.00%	57.20%	14.39%	17.80%	8.71%	0.38%	0.00%	0.00%	0.00%	0.76%	0.38%	0.00%	0.38%
MO STATE CONSERVATIONISTS OFF	375	269	106	6	1	240	98	11	2	1	0	0	1	7	0	4	4
	100.00%	71.73%	28.27%	1.60%	0.27%	64.00%	26.13%	2.93%	0.53%	0.27%	0.00%	0.00%	0.27%	1.87%	0.00%	1.07%	1.07%
MT STATE CONSERVATIONIST OFF	301	167	134	6	2	151	122	1	3	0	1	0	0	8	3	1	3
	100.00%	55.48%	44.52%	1.99%	0.66%	50.17%	40.53%	0.33%	1.00%	0.00%	0.33%	0.00%	0.00%	2.66%	1.00%	0.33%	1.00%
NEBRASKA STATE CONSERVATIONIST OFFICE	311	214	97	4	0	204	94	4	2	1	0	0	0	1	0	0	1
	100.00%	68.81%	31.19%	1.29%	0.00%	65.59%	30.23%	1.29%	0.64%	0.32%	0.00%	0.00%	0.00%	0.32%	0.00%	0.00%	0.32%
NV STATE CONSVST OFFICE	60	35	25	1	3	31	20	1	0	1	1	0	0	1	0	0	1
	100.00%	58.33%	41.67%	1.67%	5.00%	51.67%	33.33%	1.67%	0.00%	1.67%	1.67%	0.00%	0.00%	1.67%	0.00%	0.00%	1.67%
NH STATE CONSERVATIONISTS OFC	55	24	31	0	1	20	28	1	0	1	1	0	0	1	0	1	1
	100.00%	43.64%	56.36%	0.00%	1.82%	36.36%	50.91%	1.82%	0.00%	1.82%	1.82%	0.00%	0.00%	1.82%	0.00%	1.82%	1.82%
NJ STATE CONSERVATIONISTS OFF	69	30	39	3	2	24	33	1	4	1	0	0	0	0	0	1	0
	100.00%	43.48%	56.52%	4.35%	2.90%	34.78%	47.83%	1.45%	5.80%	1.45%	0.00%	0.00%	0.00%	0.00%	0.00%	1.45%	0.00%
NM STATE CONSERVATION SERVICE	180	120	60	34	13	74	39	3	1	0	1	0	0	5	5	4	1
	100.00%	66.67%	33.33%	18.89%	7.22%	41.11%	21.67%	1.67%	0.56%	0.00%	0.56%	0.00%	0.00%	2.78%	2.78%	2.22%	0.56%
NY STATE CONSVST S OFFICE	165	82	83	3	3	74	72	2	5	1	1	0	0	1	1	1	1
	100.00%	49.70%	50.30%	1.82%	1.82%	44.85%	43.64%	1.21%	3.03%	0.61%	0.61%	0.00%	0.00%	0.61%	0.61%	0.61%	0.61%
NC STATE CONSERVATIONISTS OFF	158	107	51	1	2	94	38	8	10	1	1	0	0	3	0	0	0
	100.00%	67.72%	32.28%	0.63%	1.27%	59.49%	24.05%	5.06%	6.33%	0.63%	0.63%	0.00%	0.00%	1.90%	0.00%	0.00%	0.00%
ND STATE CONSERVATIONIST OFF	264	159	105	7	0	147	102	0	0	0	1	0	0	3	2	2	0
	100.00%	59.85%	39.77%	2.65%	0.00%	55.68%	38.64%	0.00%	0.00%	0.00%	3.79%	0.00%	0.00%	11.36%	7.68%	7.68%	0.00%

100.00%	60.23%	39.77%	2.65%	0.00%	55.68%	38.64%	0.00%	0.00%	0.00%	0.38%	0.00%	0.00%	1.14%	0.76%	0.76%	0.00%
OH STATE CONSERVATIONIST OFF	228	145	83	3	4	128	63	9	13	1	0	0	2	1	2	2
100.00%	63.60%	36.40%	1.32%	1.75%	56.14%	27.63%	3.95%	5.70%	0.44%	0.00%	0.00%	0.00%	0.88%	0.44%	0.88%	0.88%
OKLA STATE CONVST OFF- STILLWTR	317	246	71	12	3	173	49	12	4	0	2	1	26	12	22	1
100.00%	77.60%	22.40%	3.79%	0.95%	54.57%	15.46%	3.79%	1.26%	0.00%	0.63%	0.32%	0.00%	8.20%	3.79%	6.94%	0.32%
OR STATE CONSERVATIONISTS OFF	167	90	77	5	3	79	67	0	2	1	1	1	3	1	2	2
100.00%	53.89%	46.11%	2.99%	1.80%	47.31%	40.12%	0.00%	1.20%	0.00%	0.60%	0.60%	0.60%	1.80%	0.60%	1.20%	1.20%
PA STATE CONS OFF	180	115	65	1	3	108	59	3	1	0	1	0	2	1	1	0
100.00%	63.89%	36.11%	0.56%	1.67%	60.00%	32.78%	1.67%	0.56%	0.00%	0.56%	0.00%	0.00%	1.11%	0.56%	0.56%	0.00%
RI STATE CONSERVATIONIST OFFC	33	20	13	1	0	15	8	2	1	2	0	0	1	0	0	1
100.00%	60.61%	39.39%	3.03%	0.00%	45.45%	24.24%	6.06%	3.03%	3.03%	6.06%	0.00%	3.03%	3.03%	0.00%	0.00%	3.03%
SC STATE CONSERVATIONISTS OFF	124	76	48	2	2	56	30	14	14	1	0	0	1	0	2	2
100.00%	61.29%	38.71%	1.61%	1.61%	45.16%	24.19%	11.29%	11.29%	0.81%	0.00%	0.00%	0.00%	0.81%	0.00%	1.61%	1.61%
SD STATE CONSERVATIONISTS OFF	248	163	85	3	0	151	75	0	0	1	1	0	4	7	4	2
100.00%	65.73%	34.27%	1.21%	0.00%	60.89%	30.24%	0.00%	0.00%	0.40%	0.40%	0.00%	0.00%	1.61%	2.82%	1.61%	0.81%
TENNESSEE	204	145	59	1	2	128	50	14	5	0	2	0	0	0	2	0
100.00%	71.08%	28.92%	0.49%	0.98%	62.75%	24.51%	6.86%	2.45%	0.00%	0.98%	0.00%	0.00%	0.00%	0.00%	0.98%	0.00%
TX STATE CONSERVATIONISTS OFF	768	571	197	83	17	443	154	29	17	0	2	1	11	5	4	2
100.00%	74.35%	25.65%	10.81%	2.21%	57.68%	20.05%	3.78%	2.21%	0.00%	0.26%	0.13%	0.00%	1.43%	0.65%	0.52%	0.26%
UT STATE CONSERVATIONISTS OFF	170	125	45	5	0	112	41	2	1	0	1	0	5	2	1	0
100.00%	73.53%	26.47%	2.94%	0.00%	65.88%	24.12%	1.18%	0.59%	0.00%	0.59%	0.00%	0.00%	2.94%	1.18%	0.59%	0.00%
VERMONT STATE CONSERVATIONISTS OFFICE-COLCHESTER	64	35	29	1	1	32	25	0	1	0	0	0	1	0	1	2
100.00%	54.69%	45.31%	1.56%	1.56%	50.00%	39.06%	0.00%	1.56%	0.00%	0.00%	0.00%	0.00%	1.56%	0.00%	1.56%	3.13%
VA STATE CONSERVATIONIST OFF	173	115	58	0	1	100	44	15	11	0	0	0	0	2	0	0
100.00%	66.47%	33.53%	0.00%	0.58%	57.80%	25.43%	8.67%	6.36%	0.00%	0.00%	0.00%	0.00%	0.00%	1.16%	0.00%	0.00%
WA STATE CONVST OFFICE	177	110	67	8	3	90	57	2	0	2	0	2	5	3	1	3

	100.00%	62.15%	37.85%	4.52%	1.69%	50.85%	32.20%	1.13%	0.00%	1.13%	0.00%	0.56%	1.69%	0.56%	1.69%	
WV STATE CONSERVATIONIST S OFF	142	97	45	1	1	89	40	1	0	0	0	0	1	1	5	3
	100.00%	68.31%	31.69%	0.70%	0.70%	62.68%	28.17%	0.70%	0.00%	0.00%	0.00%	0.00%	0.70%	0.70%	3.52%	2.11%
WI STATE CONSERVATIONISTS OFF	246	147	99	3	7	135	89	3	2	2	0	0	4	1	0	0
	100.00%	59.76%	40.24%	1.22%	2.85%	54.88%	36.18%	1.22%	0.81%	0.00%	0.00%	0.00%	1.63%	0.41%	0.00%	0.00%
WYOMING STATE CONSERVATIONISTS OFFICE-CASPER	139	96	43	3	4	85	35	2	1	3	1	0	2	1	1	1
	100.00%	69.06%	30.94%	2.16%	2.88%	61.15%	25.18%	1.44%	0.72%	2.16%	0.72%	0.00%	1.44%	0.72%	0.72%	0.72%
NATIONAL CENTERS SERVICING UNIT	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PACIFIC BASIN DIRECTORS OFFICE	2	2	0	0	0	1	0	0	0	0	0	1	0	0	0	0
	100.00%	100.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
CARIBBEAN AREA DIR OFF SN JUAN	58	34	24	33	22	0	1	1	1	0	0	0	0	0	0	0
	100.00%	58.62%	41.38%	56.90%	37.93%	0.00%	1.72%	1.72%	1.72%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EAST REMOTE SENSING LAB	34	19	15	2	0	13	11	3	3	1	0	0	0	0	0	1
	100.00%	55.88%	44.12%	5.88%	0.00%	38.24%	32.35%	8.82%	8.82%	2.94%	0.00%	0.00%	0.00%	0.00%	0.00%	2.94%
CENTRAL REMOTE SENSING LAB	44	30	14	3	2	24	9	0	3	0	0	0	0	0	3	0
	100.00%	68.18%	31.82%	6.82%	4.55%	54.55%	20.45%	0.00%	6.82%	0.00%	0.00%	0.00%	0.00%	0.00%	6.82%	0.00%
OFFICE OF THE CHIEF	732	361	371	17	15	224	185	95	146	12	10	1	3	3	9	12
	100.00%	49.32%	50.68%	2.32%	2.05%	30.60%	25.27%	12.98%	19.95%	1.64%	1.37%	0.14%	0.41%	0.41%	1.23%	1.64%
NATIONAL WATER MANAGEMENT CENTER	13	10	3	0	0	8	2	1	1	0	0	0	0	0	1	0
	100.00%	76.92%	23.08%	0.00%	0.00%	61.54%	15.38%	7.69%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	7.69%	0.00%
NDCSM CENTER	32	26	6	1	1	24	5	0	0	1	0	0	0	0	0	0
	100.00%	81.25%	18.75%	3.13%	3.13%	75.00%	15.63%	0.00%	0.00%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NATIONAL SOIL SURVEY CENTER	3	2	1	0	0	1	1	0	0	0	0	0	1	0	0	0
	100.00%	66.67%	33.33%	0.00%	0.00%	33.33%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%
WEST REMOTE SENSING LAB	23	16	7	0	0	14	6	0	0	0	1	0	1	0	1	0
	100.00%	69.57%	30.43%	0.00%	0.00%	60.87%	26.09%	0.00%	0.00%	0.00%	4.35%	0.00%	4.35%	0.00%	4.35%	0.00%

0499 - BIOLOGICAL SCIENCE STUDENT TRAINEE	257	136	121	20	8	75	78	29	19	2	8	0	0	0	8	6	2	2
	100.00%	52.92%	47.08%	7.78%	3.11%	29.18%	30.35%	11.28%	7.39%	0.78%	3.11%	0.00%	0.00%	0.00%	3.11%	2.33%	0.78%	0.78%
Occupational CLF																		
0890 - AGRICULTURAL ENGINEERING	256	187	69	14	5	159	58	8	2	2	2	1	0	2	2	1	0	0
	100.00%	73.05%	26.95%	5.47%	1.95%	62.11%	22.66%	3.13%	0.78%	0.78%	0.78%	0.39%	0.00%	0.78%	0.78%	0.39%	0.00%	0.00%
Occupational CLF																		
0201 - HUMAN RESOURCES MANAGEMENT	143	38	105	1	11	19	64	17	25	1	2	0	0	0	1	0	0	2
	100.00%	26.57%	73.43%	0.70%	7.69%	13.29%	44.76%	11.89%	17.48%	0.70%	1.40%	0.00%	0.00%	0.00%	0.70%	0.00%	0.00%	1.40%
Occupational CLF																		
0343 - MANAGEMENT PROGRAM ANALYSIS	142	63	79	3	3	45	51	5	19	4	3	0	0	6	0	0	0	3
	100.00%	44.37%	55.63%	2.11%	2.11%	31.69%	35.92%	3.52%	13.38%	2.82%	2.11%	0.00%	0.00%	4.23%	0.00%	0.00%	0.00%	2.11%
Occupational CLF																		
0318 - SECRETARY	132	5	127	1	6	3	100	0	13	0	2	0	1	0	2	1	0	3
	100.00%	3.79%	96.21%	0.76%	4.55%	2.27%	75.76%	0.00%	9.85%	0.00%	1.52%	0.00%	0.76%	0.00%	1.52%	0.76%	0.00%	2.27%
Occupational CLF																		
0471 - AGRONOMY	117	92	25	9	1	76	24	2	0	2	0	0	0	3	0	0	0	0
	100.00%	78.63%	21.37%	7.69%	0.85%	64.96%	20.51%	1.71%	0.00%	1.71%	0.00%	0.00%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
1371 - CARTOGRAPHIC TECHNICIAN	105	68	37	2	3	53	28	8	3	2	2	0	0	0	0	3	1	1
	100.00%	64.76%	35.24%	1.90%	2.86%	50.48%	26.67%	7.62%	2.86%	1.90%	1.90%	0.00%	0.00%	0.00%	0.00%	2.86%	0.95%	0.95%
Occupational CLF																		
0560 - BUDGET ANALYSIS	92	14	78	1	4	11	46	2	22	0	4	0	0	0	1	0	0	1
	100.00%	15.22%	84.78%	1.09%	4.35%	11.96%	50.00%	2.17%	23.91%	0.00%	4.35%	0.00%	0.00%	0.00%	1.09%	0.00%	0.00%	1.09%
Occupational CLF																		
0301 - MISCELLANEOUS ADMINISTRATION and PROGRAM	89	34	55	1	3	18	28	14	22	1	0	0	0	0	2	0	0	0
	100.00%	38.20%	61.80%	1.12%	3.37%	20.22%	31.46%	15.73%	24.72%	1.12%	0.00%	0.00%	0.00%	0.00%	2.25%	0.00%	0.00%	0.00%
Occupational CLF																		
1035 - PUBLIC AFFAIRS	86	24	62	1	0	21	50	2	7	0	3	0	0	0	1	0	1	1
	100.00%	27.91%	72.09%	1.16%	0.00%	24.42%	58.14%	2.33%	8.14%	0.00%	3.49%	0.00%	0.00%	0.00%	1.16%	0.00%	1.16%	1.16%
Occupational CLF																		
1102 - CONTRACTING	85	39	46	1	2	31	32	6	10	0	0	1	0	0	1	0	1	1
	100.00%	45.88%	54.12%	1.18%	2.35%	36.47%	37.65%	7.06%	11.76%	0.00%	0.00%	1.18%	0.00%	0.00%	1.18%	0.00%	0.00%	1.18%

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE**
Table A8: New Hires By Type of Appointment - Distribution by Race/Ethnicity and Sex
 Year = FY 2012

TYPE OF APPOINTMENT	TOTAL WORKFORCE				RACE/ETHNICITY												
	All	Hispanic or Latino		White		Black or African American		Asian		Non-Hispanic or Latino 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		
PERMANENT	409	247	162	15	6	200	129	16	20	2	4	1	0	7	1	6	2
	100.00%	60.39%	39.61%	3.67%	1.47%	48.90%	31.54%	3.91%	4.89%	0.49%	0.98%	0.24%	0.00%	1.71%	0.24%	1.47%	0.49%
TEMPORARY	496	244	252	17	20	172	161	39	47	8	11	1	1	5	5	2	7
	100.00%	49.19%	50.81%	3.43%	4.03%	34.68%	32.46%	7.86%	9.48%	1.61%	2.22%	0.20%	0.20%	1.01%	1.01%	0.40%	1.41%
NON-APPROPRIATED CLF (2000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%	

U. S. DEPARTMENT OF AGRICULTURE
 NATURAL RESOURCES CONSV SERVICE
Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex
 Year = FY 2012

TYPE OF APPOINTMENT	TOTAL WORKFORCE		RACE/ETHNICITY															
	All	Male	Hispanic or Latino		White		Black or African American		Asian		Non-Hispanic or Latino 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	Male	Female
Total Employees	858	510	348	32	11	401	270	41	44	11	6	3	0	11	7	11	13	
Eligible for Career Ladder Promotions	100.00%	59.44%	40.56%	3.73%	1.28%	46.74%	31.47%	4.78%	5.13%	1.28%	0.70%	0.35%	0.00%	1.28%	0.82%	1.28%	1.52%	
Time in grade in excess of minimum																		
1 - 12 months	199	115	84	11	2	77	53	17	24	5	2	0	0	2	0	3	3	
	100.00%	57.79%	42.21%	5.53%	1.01%	38.69%	26.63%	8.54%	12.06%	2.51%	1.01%	0.00%	0.00%	1.01%	0.00%	1.51%	1.51%	
13 - 24 months	90	46	44	2	1	39	35	4	6	0	0	0	0	1	0	0	2	
	100.00%	51.11%	48.89%	2.22%	1.11%	43.33%	38.89%	4.44%	6.67%	0.00%	0.00%	0.00%	0.00%	1.11%	0.00%	0.00%	2.22%	
25+ months	220	135	85	4	2	115	78	4	2	2	1	2	0	6	1	2	1	
	100.00%	61.36%	38.64%	1.82%	0.91%	52.27%	35.45%	1.82%	0.91%	0.91%	0.45%	0.91%	0.00%	2.73%	0.45%	0.91%	0.45%	

U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE
Table A11: Internal Selections for Senior Level Positions (GS 13/14, GS 15, and SES) - Distribution by Race/Ethnicity and Sex
 Year = FY 2012

TYPE OF APPOINTMENT	TOTAL WORKFORCE		RACE/ETHNICITY																	
			Hispanic or Latino		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 Series/Grade(s) of Vacancy:																				
Relevant Applicant Pool																				
Total Applications Received																				
Qualified																				
Selected																				
Job Series/Grade(s) of Vacancy:																				
Relevant Applicant Pool																				
Total Applications Received																				
Qualified																				
Selected																				
Job Series/Grade(s) of Vacancy:																				
Relevant Applicant Pool																				
Total Applications Received																				
Qualified																				
Selected																				

Relevant Applicant Pool = all employees in the next lower pay grade and in all series that qualify them for the position announced.

U. S. DEPARTMENT OF AGRICULTURE
 NATURAL RESOURCES CONSERVATION SERVICE
 Table A12: Participation in Career Development - Distribution by Race/Ethnicity and Sex
 Year = FY 2012

TYPE OF APPOINTMENT	TOTAL WORKFORCE		RACE/ETHNICITY													
			Hispanic or Latino				Non-Hispanic or Latino				Two or More Races					
			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	
Career Development Programs for GS 5-12:																
Slots																
Applied																
Participants																
Career Development Programs for GS 13 - 14:																
Slots																
Applied																
Participants																
Career Development Programs for GS 15 and SES:																
Slots																
Applied																
Participants																

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE**
Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex
Year = FY 2012

Type of Award	TOTAL WORKFORCE		RACE/ETHNICITY														
			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	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TIME-OFF AWARDS - 1-9 HOURS																	
Total Time-Off	181	87	94	10	7	57	68	13	13	5	1	0	0	1	2	1	3
Awards Given	100.00%	48.07%	51.93%	5.52%	3.87%	31.49%	37.57%	7.18%	7.18%	2.76%	0.55%	0.00%	0.00%	0.55%	1.10%	0.55%	1.66%
Total Hours	1337	635	702	75	56	412	493	98	105	36	8	0	0	8	16	6	24
Average Hours	7	7	7	8	8	7	7	8	8	7	8	0	0	8	8	6	8
TIME-OFF AWARDS - 9+ HOURS																	
Total Time-Off	380	197	183	12	17	171	133	5	22	4	5	2	0	1	1	2	5
Awards Given	100.00%	51.84%	48.16%	3.16%	4.47%	45.00%	35.00%	1.32%	5.79%	1.05%	1.32%	0.53%	0.00%	0.26%	0.26%	0.53%	1.32%
Total Hours	8355	4329	4026	273	394	3774	2980	82	467	72	73	32	0	32	16	64	96
Average Hours	22	22	22	23	23	22	22	16	21	18	15	16	0	32	16	32	19
CASH AWARDS - \$100 - \$500																	
Total Cash Awards Given	2081	1267	814	53	53	1065	618	76	90	15	14	4	7	33	19	21	13
Total Amount	100.00%	60.88%	39.12%	2.55%	2.55%	51.18%	29.70%	3.65%	4.32%	0.72%	0.67%	0.19%	0.34%	1.59%	0.91%	1.01%	0.62%
Average Amount	794940	494750	300090	20624	18404	418095	228416	27971	33021	5935	5238	1350	2326	12646	8074	8129	4611
CASH AWARDS - \$500+																	
Total Cash Awards Given	5624	3574	2050	194	111	3006	1605	223	202	39	36	5	2	74	46	33	48
Total Amount	100.00%	63.55%	36.45%	3.45%	1.97%	53.45%	28.54%	3.97%	3.59%	0.69%	0.64%	0.09%	0.04%	1.32%	0.82%	0.59%	0.85%
Average Amount	6200464	3971575	2228889	219423	110467	3322455	1731281	279703	240498	43392	44943	3834	3052	70700	50858	32068	47790
QUALITY STEP INCREASES (QSI)																	
Total QSI's Awarded	296	175	121	10	3	140	100	19	13	0	3	1	1	4	0	1	1
Total Benefit	100.00%	59.12%	40.88%	3.38%	1.01%	47.30%	33.78%	6.42%	4.39%	0.00%	1.01%	0.34%	0.34%	1.35%	0.00%	0.34%	0.34%
Average Benefit	567931	347584	220347	18324	5450	277345	176913	41215	28980	0	5361	2389	1254	7057	0	1254	2389
QUALITY STEP INCREASES (QSI)																	
Average Benefit	1919	1986	1821	1832	1817	1981	1769	2169	2229	0	1787	2389	1254	1764	0	1254	2389

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE**
Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex
Year = FY 2012

TYPE OF SEPARATION	TOTAL WORKFORCE		RACE/ETHNICITY															
			Hispanic or Latino		White		Black or African American		Asian		Non-Hispanic or Latino 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	Male	Female
VOLUNTARY	All	737	513	224	17	11	432	181	39	22	1	3	0	1	18	4	6	2
		100.00%	69.61%	30.39%	2.31%	1.49%	58.62%	24.56%	5.29%	2.99%	0.14%	0.41%	0.00%	0.14%	2.44%	0.54%	0.81%	0.27%
INVOLUNTARY	All	22	13	9	0	1	7	7	3	1	0	0	0	0	3	0	0	0
		100.00%	59.09%	40.91%	0.00%	4.55%	31.82%	31.82%	13.64%	4.55%	0.00%	0.00%	0.00%	0.00%	13.64%	0.00%	0.00%	0.00%
TOTAL SEPARATIONS	All	759	526	233	17	12	439	188	42	23	1	3	0	1	21	4	6	2
		100.00%	69.30%	30.70%	2.24%	1.58%	57.84%	24.77%	5.53%	3.03%	0.13%	0.40%	0.00%	0.13%	2.77%	0.53%	0.79%	0.26%
TOTAL WORKFORCE	All	1119	724	3875	391	200	5986	3045	493	391	79	65	19	15	165	79	111	80
		100.00%	65.15%	34.85%	3.52%	1.80%	53.84%	27.39%	4.43%	3.52%	0.71%	0.58%	0.17%	0.13%	1.48%	0.71%	1.00%	0.72%

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE
Table B3-2: Occupational Categories - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = FY 2012**

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)	131	119	3	9	0	0	0	0	0	0	0	0	0	0			
- Mid-Level (Grades 13-14)	446	385	6	55	3	0	0	0	0	0	0	0	3	0			
- First Level (Grades 12 and Below)	55	49	2	4	0	0	0	0	0	0	0	0	0	0			
- Other Officials and Managers	548	478	4	66	9	3	1	1	2	0	0	0	2	0			
Officials and Managers Total	1180	1031	15	134	12	3	1	1	2	0	0	0	5	0			
2. Professionals	7327	6585	107	635	59	5	5	5	10	4	4	0	25	1			
3. Technicians	1935	1689	37	209	21	3	0	0	5	2	4	0	5	0			
4. Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
5. Administrative Support Workers	669	530	11	128	14	6	1	0	1	2	2	0	2	0			
6. Craft Workers	1	1	0	0	0	0	0	0	0	0	0	0	0	0			
7. Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8. Laborers and Helpers	5	5	0	0	0	0	0	0	0	0	0	0	0	0			
9. Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTAL	11119	9843	170	1106	106	17	7	6	18	8	8	4	37	1			

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE
Table B6: Participation Rates for Major Occupations - Distribution by Disability [OPM Form 256 Self-Identification Codes] (Perm)
Year = FY 2012**

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]			
0018 - SAFETY and OCCUPATIONAL HEALTH MANAGEMENT	1	1	0	0	0	0	0	0	0	0	0	0	0	0			
	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0020 - COMMUNITY PLANNING	4	3	0	1	0	0	0	0	0	0	0	0	0	0			
	100.00%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0080 - SECURITY ADMINISTRATION	4	4	0	0	0	0	0	0	0	0	0	0	0	0			
	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0086 - SECURITY CLERICAL and ASSISTANCE	1	0	0	1	1	1	0	0	0	0	0	0	0	0			
	100.00%	0.00%	0.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0110 - ECONOMIST	40	38	1	1	0	0	0	0	0	0	0	0	0	0			
	100.00%	95.00%	2.50%	2.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0150 - GEOGRAPHY	18	17	0	1	1	0	0	0	0	0	0	0	1	0			
	100.00%	94.44%	0.00%	5.56%	5.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	0.00%			
0184 - SOCIOLOGY	3	2	0	1	1	0	1	0	0	0	0	0	0	0			
	100.00%	66.67%	0.00%	33.33%	33.33%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0193 - ARCHEOLOGY	42	34	1	7	1	1	0	0	0	0	0	0	0	0			
	100.00%	80.95%	2.38%	16.67%	2.38%	2.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0199 - SOCIAL SCIENCE STUDENT TRAINEE	4	2	0	2	0	0	0	0	0	0	0	0	0	0			
	100.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
0201 - HUMAN RESOURCES MANAGEMENT	143	117	4	22	2	0	0	0	1	0	0	0	1	0			
	100.00%	81.82%	2.80%	15.38%	1.40%	0.00%	0.00%	0.00%	0.70%	0.00%	0.00%	0.00%	0.70%	0.00%			

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE**
Table B8: New Hires By Type of Appointment - Distribution by Disability [OPM Form 256 Self-Identification Codes]
Year = FY 2012

TYPE OF APPOINTMENT	ALL Employees					TARGETED DISABILITY										
	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	409	354	9	46	3	0	0	0	0	0	0	3	0			
	100.00%	86.55%	2.20%	11.25%	0.73%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.73%	0.00%			
TEMPORARY	496	449	5	42	1	0	0	0	0	1	0	0	0			
	100.00%	90.52%	1.01%	8.47%	0.20%	0.00%	0.00%	0.00%	0.00%	0.20%	0.00%	0.00%	0.00%			
NON-APPROPRIATED	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
<u>TOTAL CURRENT YEAR</u>	905	803	14	88	4	0	0	0	0	1	0	3	0			
	100.00%	88.73%	1.55%	9.72%	0.44%	0.00%	0.00%	0.00%	0.00%	0.11%	0.00%	0.33%	0.00%			
<u>TOTAL PRIOR YEAR</u>	1072	966	23	83	6	0	0	0	0	2	0	4	0			
	100.00%	90.11%	2.15%	7.74%	0.56%	0.00%	0.00%	0.00%	0.00%	0.19%	0.00%	0.37%	0.00%			

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE
Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability (Perm)**

Year = FY 2012

	ALL EMPLOYEES					TARGETED DISABILITY											
	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	858	728	17	113	14	1	0	1	1	1	0	1	9	0			
Eligible for Career Ladder Promotions	100.00%	84.85%	1.98%	13.17%	1.63%	0.12%	0.00%	0.12%	0.12%	0.12%	0.00%	0.12%	1.05%	0.00%			
1 - 12 months	199	164	5	30	3	0	0	0	0	0	0	0	3	0			
	100.00%	82.41%	2.51%	15.08%	1.51%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.51%	0.00%			
13 - 24 months	90	76	1	13	1	0	0	0	0	0	0	0	1	0			
	100.00%	84.44%	1.11%	14.44%	1.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.11%	0.00%			
25+ months	220	185	3	32	8	1	0	1	1	1	0	1	3	0			
	100.00%	84.09%	1.36%	14.55%	3.64%	0.45%	0.00%	0.45%	0.45%	0.45%	0.00%	0.45%	1.36%	0.00%			

**U. S. DEPARTMENT OF AGRICULTURE
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Table B12: Participation in Career Development - Distribution by Disability
Year = FY 2012

	ALL EMPLOYEES					TARGETED DISABILITY											
	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]				
Career Development Programs for GS 5-12:																	
Slots																	
Relevant Pool																	
Applied																	
Participants																	
Career Development Programs for GS 13 - 14:																	
Slots																	
Relevant Pool																	
Applied																	
Participants																	
Career Development Programs for GS 15 and SES:																	
Slots																	
Relevant Pool																	
Applied																	
Participants																	

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**U. S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSV SERVICE
Table B13: Employee Recognition and Awards - Distribution by Disability
Year = FY 2012**

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	181	157	6	18	0	0	0	0	0	0	0	0	0	0						
Awards Given	100.00%	86.74%	3.31%	9.94%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Total Hours	1337	1159	48	130	0	0	0	0	0	0	0	0	0	0						
Average Hours	7	7	8	7	0	0	0	0	0	0	0	0	0	0						
TIME-OFF AWARDS - 9+ HOURS																				
Total Time-Off	380	330	10	40	5	1	0	1	2	1	0	0	0	0						
Awards Given	100.00%	86.84%	2.63%	10.53%	1.32%	0.26%	0.00%	0.26%	0.53%	0.26%	0.00%	0.00%	0.00%	0.00%						
Total Hours	8355	7267	228	860	108	16	0	40	40	12	0	0	0	0						
Average Hours	22	22	23	22	22	16	0	40	20	12	0	0	0	0						
CASH AWARDS - \$100 - \$500																				
Total Cash Awards Given	2081	1883	36	162	24	4	0	1	2	6	2	1	6	2						
	100.00%	90.49%	1.73%	7.78%	1.15%	0.19%	0.00%	0.05%	0.10%	0.29%	0.10%	0.05%	0.29%	0.10%						
Total Amount	794840	721486	13870	59484	7310	644	0	500	438	1742	730	419	2058	779						
Average Amount	382	383	385	367	305	161	0	500	219	290	365	419	343	390						
CASH AWARDS - \$500+																				
Total Cash Awards Given	5624	5140	72	412	37	4	3	1	3	4	6	1	14	1						
	100.00%	91.39%	1.28%	7.33%	0.66%	0.07%	0.05%	0.02%	0.05%	0.07%	0.11%	0.02%	0.25%	0.02%						
Total Amount	6200464	5655398	75616	469450	45221	3236	2504	2712	2789	3410	7925	680	20725	1240						
Average Amount	1103	1100	1050	1139	1222	809	835	2712	930	853	1321	680	1480	1240						
QUALITY STEP INCREASES (QSI)																				
Total QSI's	296	278	3	15	4	0	0	0	0	0	0	0	3	0						
	100.00%	93.92%	1.01%	5.07%	1.35%	0.00%	0.34%	0.00%	0.00%	0.00%	0.00%	0.00%	1.01%	0.00%						
Total Benefit	567931	535586	7006	25339	7703	0	2009	0	0	0	0	0	5694	0						
Average Benefit	1919	1927	2335	1689	1926	0	2009	0	0	0	0	0	1898	0						

**U. S. DEPARTMENT OF AGRICULTURE
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Table B14: Separations by Type of Separation - Distribution by Disability [OPM Form 256 Self-Identification Codes]**
Year = FY 2012

TYPE OF SEPARATION	ALL Employees										TARGETED DISABILITY									
	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	737	666	13	58	4	0	0	2	0	1	1	0	0							
	100.00%	90.37%	1.76%	7.87%	0.54%	0.00%	0.00%	0.27%	0.00%	0.14%	0.14%	0.00%	0.00%							
INVOLUNTARY	22	20	0	2	0	0	0	0	0	0	0	0	0							
	100.00%	90.91%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
<u>TOTAL SEPARATIONS</u>	759	686	13	60	4	0	0	2	0	1	1	0	0							
	100.00%	90.38%	1.71%	7.91%	0.53%	0.00%	0.00%	0.26%	0.00%	0.13%	0.13%	0.00%	0.00%							
TOTAL WORKFORCE	11119	9843	170	1106	106	17	7	18	8	8	4	37	1							
	100.00%	88.52%	1.53%	9.95%	0.95%	0.15%	0.06%	0.16%	0.07%	0.07%	0.04%	0.33%	0.01%							