

<b>EEOC FORM 715-01 PART A - D</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>For period covering October 1, 2013, to September 30, 2014.</b>				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Grain Inspection, Packers &amp; Stockyards Administration</b>	
	1.a. 2 <sup>nd</sup> level reporting component			
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 1400 Independence Ave SW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20250</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4.</b>	<b>5.</b>
<b>PART B</b> Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>			<b>1. 630</b>
	<b>2. Enter total number of temporary employees</b>			<b>2. 92</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>			<b>3. 4</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 726</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Larry Mitchell, Administrator</b>	
	<b>2. Agency Head Designee</b>		<b>2.</b>	
	<b>3. Principal EEO Director/Official Title/series/grade</b>		<b>3. Kevin N. Smith, Civil Rights Director</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Linda Alston, EEO Specialist</b>	
	<b>5. Section 501 Affirmative Action Program Official</b>		<b>5.</b>	
	<b>6. Complaint Processing Program Manager</b>		<b>6. Dawn Cowan, EEO Specialist</b>	
	<b>7. Other Responsible EEO Staff</b>			

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<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes

<b>EEOC FORMS and Documents Included With This Report</b>
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*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	N/A	*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	N/A
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

<b>EEOC FORM 715-01 PART E</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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Grain Inspection, Packers & Stockyards Administration	For period covering October 1, <u>2013</u> , to September 30, <u>2014</u> .
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**EXECUTIVE SUMMARY**

**Mission**

The Grain Inspection, Packers and Stockyards Administration (GIPSA) facilitates the marketing of livestock, poultry, meat, cereals, oilseeds, and related agricultural products, and promotes fair and competitive trading practices for the overall benefit of consumers and American agriculture.

GIPSA, part of Marketing and Regulatory Programs, is working to ensure a productive and competitive global marketplace for U.S. agricultural products.

The Agency's Packers and Stockyards Program (P&SP) promotes fair business practices and competitive environments to market livestock, meat, and poultry. Through its oversight activities, including monitoring programs, reviews, and investigations, P&SP fosters fair competition, provides payment protection, and guards against deceptive and fraudulent trade practices that affect the movement and price of meat animals and their products. P&SP's work protects consumers and members of the livestock, meat, and poultry industries.

The Agency's Federal Grain Inspection Service (FGIS) facilitates the marketing of U.S. grain and related agricultural products by establishing standards for quality assessments, regulating handling practices, and managing a network of Federal, State, and private laboratories that provide impartial, user fee funded official inspection and weighing services.

**Self-Assessment**

GIPSA has met 95% (101) of the 106 Essential Elements measures. Several of the measures identified in this report are beyond the control or not the responsibility of this Agency.

**Workforce Analysis (Tables A1/B1)**

At the end of FY 2014, GIPSA's total workforce was 726 employees, including 630 permanent employees, 92 temporary and 4 non-appropriated. This is a net change of +3.71% (+26), an increase from 700 total workforce at the end of FY 2013.

The participation rate for Females was 32.51% (236) of GIPSA's workforce; Minorities 43.25% (320); White 56.75% (412); Black or African American 33.61% (244), Hispanics 3.86% (28), Asians 3.17% (23), American Indian/Alaska Natives (AI/AN) 1.93% (14), and Two or More Races 0.69% (5).

The participation rates for several protected minority groups exceeded the comparable Civilian Labor Force (CLF) – Black or African American males 22.04% compared to the CLF rate of 5.49%, Black or African American females 11.57%, 6.53%; Asian males represent 2.07% of the CLF rate of 1.97%; AI/AN males 1.38%, CLF 0.55%; AI/AN females 0.55%, CLF 0.53%; Two or More Races males 0.41%, CLF 0.26%; and Two or More Races females 0.28%, CLF 0.28%.

The Total Female and several minority categories were below their comparable CLF rates. Total Females 32.51% compared to the CLF rate of 48.19%; White females 17.22% CLF 34.03%; Hispanic males 2.07%, CLF 5.17%; Hispanic females 1.79%, CLF 4.79; and Asian females 1.10%, CLF 1.93%.

In FY 2014, 7.02% (51) of GIPSA's total workforce are classified as having a reported disability, an increase over last year's rate of 6.43%. Employees with targeted disabilities represented 0.14%, of the workforce. The Federal High rate for People with Targeted Disabilities is 2.00%.

**Occupational Groups (Tables A3/B3)**

GIPSA has employees in five of the nine occupational groups. The majority of GIPSA's 630 permanent employees 43.33% (273) are in the Operatives category; 25.24% (159) are Professionals and 23.33% (147) are Officials and Managers; 6.35% (40) are Administrative Support Workers; and 1.75% (11) are Technicians.

Employees with Targeted Disabilities represent 0.37% of the Operative Category. No other occupational group has employees with Targeted Disabilities. Employees with Reported Disabilities represent 5.49% of the Operatives; 6.91% of the Professionals; 7.48% of the Officials and Managers; 20.00% of the Administrative Support Workers; and 18.18% of the Technicians.

**Grade Levels (Tables A4/B4)**

The agency currently has employees in grades 4-12 with four SES positions. The majority of GIPSA's permanent employees are at the GS-09 grade level. This group represents 21.90% (138) of permanent employment. GS-12 is the second highest groups representing 17.30% (109).

Grade 12 has the largest percentage of employees with reported disabilities, 16.67%. Grade 09 has the largest number of employees with targeted disabilities 11 out of 138 (7.97%)

**Major Occupations (Tables A6/B6)**

GIPSA's seven Mission Critical Occupations include 0110-Economist, 0343-Management Analyst, 0511-Auditor, 1101- Legal Specialist, 1146-Agricultural Marketing Specialist, 1980-Agricultural Commodity Grader (ACG), and 2210-Information Technology Specialist. ACGs have the largest mission critical occupation with permanent employees representing 36.03% (227) of the permanent employees.

Agricultural Commodity Graders, 1980 series, has the highest number of employees with reported disabilities 11 (4.85%), followed by Agricultural Marketing Specialist, 1146 series with 7 (7.37%) of their respective categories.

**New Hires (Tables A8/B8)**

There were 62 new hires in FY 2014. There were 23 permanent new hires, White males 47.83%, Black males 21.74%; White females 13.04%; Asian males 8.70%; and B/AA and Asian females 4.35% each. Temporaries made up 62.90% of the new hires.

People with Reported Disabilities made up 17.39% of the permanent new hires. There were no Targeted Disability hires in FY 2014.

**Separations (Tables A14/B14)**

Fifty-two employees voluntarily separated in FY 2014. White males represented 38.00% of the separations; Black males 18.00%; White females 16.00%; Black females 8.00%; Hispanic males 6.00%; Hispanic females, Asian males and females each 4.00%; and AI/AN males 2.00%.

Permanent employees with Reported Disabilities represented 5.77% of the separations and 9.62% of the separations included employees with a Not Identified Disability Status.

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<b>EEOC FORM 715-01 PART F</b>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b></p>
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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Kevin N. Smith, Civil Rights Director** am the

Principal EEO Director/Official for **Grain Inspection, Packers and Stockyards Administration**

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

11/20/14

Date

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

Signature of Agency Head or Agency Head Designee

24 Nov 14

Date



United States Department of Agriculture

Grain Inspection,  
Packers and Stockyards  
Administration

Office of the Administrator

1400 Independence Ave.  
SW, Stop 3601  
Washington, D.C. 20250

Voice (202) 720-0219  
Fax (202) 205-9237

Hotline 1-800-998-3447

[www.gipsa.usda.gov](http://www.gipsa.usda.gov)

To: All GIPSA Employees

JUL 24 2014

From: Larry Mitchell  
Administrator

Subject: Civil Rights Policy Statement

As your Administrator, I am firmly committed to ensuring that the Grain Inspection, Packers and Stockyards Administration (GIPSA) adheres to all Federal civil rights laws, regulations, rules, policies, and procedures. I fully support GIPSA's compliance with civil rights and equal employment opportunity for all employees regardless of age, color disability, gender, national origin, race, religion, family, marital, or parental status, political belief, protected genetic information or sexual orientation.

There is no principle more important. We must comply with every aspect of our Nation's civil rights laws. To do otherwise is simply not acceptable and will not be tolerated. All GIPSA employees especially managers and supervisors, are expected to support and comply with the Secretary's Civil Rights Policy Statement and the principles underlying that statement.

Furthermore, I expect support for GIPSA's policy on Equal Employment Opportunity and for ensuring that the workplace is free of discrimination. All personnel practices, including recruitment, selection, training, promotions, and transfers are required to be free of discrimination. Reprisal of any kind will not be tolerated. Our policy at USDA is zero tolerance for any form of discrimination and this standard applies to every employee and every action. GIPSA will promptly pursue appropriate disciplinary action against any employee who engages in unlawful discrimination.

With your help and commitment, we can create a better workplace based on inclusion where all employees are respected, trusted, valued, and together we create a better Agency that delivers programs and services fairly and with equality and integrity.

I look forward to fulfilling this vision -- our goals -- together.



United States Department of Agriculture

JUL 24 2014

Grain Inspection,  
Packers and Stockyards  
Administration

## GIPSA SEXUAL HARASSMENT POLICY STATEMENT

Office of the Administrator

1400 Independence Ave.  
SW, Stop 3601  
Washington, D.C. 20250

Voice (202) 720-0219  
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As your Administrator, I am committed to creating a work environment that is free from discrimination and harassment. All employees have the right to work in an environment that is free from unsolicited and unwelcomed sexual overtures. All employees, especially managers and supervisors are responsible for establishing and maintaining a workplace free from discrimination, including sexual harassment.

GIPSA defines sexual harassment as: (a) participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures, or physical comments of sexual nature; (b) using implicit or explicit coercive sexual behavior in the process or conducting agency business; (c) using implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee; or (d) displaying of material in the office or via e-mail on the internet that contains offensive images or textual references that are of a sexual nature.

Sexual harassment may include, but is not limited to, the use of sexual references that are overheard and found to be offensive by an employee or customer, the displaying of a poster that is found to be offensive by an employee or customer, or the physical cornering or trapping of an employee or customer. Although reports of sexual harassment are often filed by a woman against a man, reports have also been filed by a man against a woman, a man against a man, and a woman against a woman.

Sexual harassment is illegal according to title VII of the Civil Rights Act of 1964 (as amended) and will not be tolerated. All GIPSA employees are responsible for managing their behavior and for immediately reporting any allegations of sexual harassment. A substantiated sexual harassment complaint will receive swift, consistent and fair resolution. Discipline may include letters of reprimand, suspensions, or removal. Reports of sexual harassment may be made to any of the following: (a) the harasser's supervisor; (b) GIPSA's Civil Rights Staff (202-720-1748); (c) the USDA Inspector General (OIG) Hotline (calls may be made anonymously; 1-800-424-9121 or 202-690-1202 TTY); or (d) the Federal Women's Program (FWP) manager.

The reason that sexual harassment is of particular concern in GIPSA is that its consequences are harmful to individuals and the workplace environment. For the individual, emotions or physical pain may result in costs to managers and to the Agency; may include a poor public image; absenteeism; and high employee turnover rate. Supervisors are particularly charged with establishing and maintaining a safe productive workplace that is free of sexual harassment. Managers and supervisors who tolerate sexual harassment or fail to take appropriate action on reports of such incidents will be subject to disciplinary action.

An Equal Opportunity Provider and Employer



United States Department of Agriculture

GIPSA Anti-Harassment Policy Statement

JUL 24 2014

Grain Inspection,  
Packers and Stockyards  
Administration

Office of the Administrator

1400 Independence Ave.  
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GIPSA is committed to preventing and elimination all types of workplace harassment based upon race, religion, color, sex, age, national origin, disability, reprisal, sexual orientation, gender identity and/or expression, marital, parental or familial status, protected genetic information, or receipt of public assistance. USDA's Cultural Transformation initiative is a call to action to transform our policy into practice as we create a workplace where all employees are treated with dignity and respect. Creating this inclusive workplace culture is the responsibility of each and every GIPSA employee. Any actions that are contrary to this mission, vision, and shared values of the Agency are unacceptable.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual; has the purpose or effect of creating an intimidating, hostile, or offensive work environment; unreasonably interfering with an individual's work performance; or otherwise adversely affects employment opportunities. Harassing conduct includes, but is not limited to epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, and written or graphic material that denigrated or shows hostility or aversion toward an individual or group.

Employees seeking relief from harassment based on sex, with or without sexual conduct, race, color, religion, national origin, age, disability, sexual orientation, marital or parental status must contact the Civil Rights Staff at (202-720-1748) within 45 calendar days of an alleged incident. All other allegations of harassment should be reported to a supervisor or manager.

Complaints of harassment may be expressed by an employee, applicant, or beneficiary of a GIPSA program or activity without fear of retaliation. All acts of retaliation must be reported immediately through the appropriate forum indicated in the previous paragraph. All allegations will be investigated, and any individual(s) found to have violated prohibitions on harassment will be subject to disciplinary action.

Enforcement guidance from the Equal Employment Opportunity Commission on employer liability for acts of harassment states that "An employer is always liable for harassment by a supervisor on prohibited basis that culminates in a tangible employment action." Tangible employment actions include: hiring and firing; promotion and failure to promote; demotion; undesirable reassignment; a decision causing significant change in benefits; compensation decisions; and work assignment. The guidance also provides that "in some circumstances, an employer may be subject to vicarious liability for harassment by a supervisor who does not have actual authority over the employee."

This policy statement must be posted and disseminated to all employees. Prevention is the most effective tool to successfully eliminate harassment in the workplace.

  
Larry Mitchell  
Administrator

An Equal Opportunity Provider and Employer

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
The Agency Head was installed on <u>June 2012</u> . The EEO policy statement was issued on <u>July 30, 2014</u> . 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		
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>		X		

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

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>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.</b>				
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
		 <b>Measures</b>	<b>Yes</b>	
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> 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 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2 <sup>nd</sup> 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.				
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>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</b>
		 <b>Measures</b>	<b>Yes</b>	
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? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		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		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>	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		

<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>				
<b>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.</b>				
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
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	<b>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)]</b>	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	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	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 decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

<b>Essential Element D: PROACTIVE PREVENTION</b> Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	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	

Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		

<b>Essential Element E: EFFICIENCY</b>				
<b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X	
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?				
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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	Effective June 2013, USDA, Office of Civil Rights is responsible for the agency's investigations.
If yes, briefly describe how:				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		USDA, Office of Civil Right responsibility

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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**  
**This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?			X	GIPSA has control over the submission, but no control over the process.
Are procedures in place to promptly process other forms of ordered relief?				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM</b>
 <b>Measures</b>		Yes	No	

				<b>715-01 PART H to the agency's status report</b>
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.	Director of Civil Rights or Complaints Manager			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X			
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?	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 identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X			
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		
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Footnotes:

1. See 29 C.F.R. § 1614.102.

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

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Grain Inspection, Packers & Stockyards Administration	FY <u>2014</u>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element E: The current applicant tracking system cannot distinguish between GIPSA and non-GIPSA applicants.	
OBJECTIVE:	Develop a system to capture and report applicant flow data that distinguishes GIPSA AND non-GIPSA applicants	
RESPONSIBLE OFFICIAL:	Human Resources, National Finance Center	
DATE OBJECTIVE INITIATED:	October 2014	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Completion date, at this time, is beyond the control of GIPSA.	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific) September 2015	
	The development of a tracking system is out of GIPSA's control since the agency relies upon APHIS, MRPBS, HR to track applicants.	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>APHIS, MRPBS, Human Resources Division can track applicant flow data for race and sex, although the information is optional and at the discretion of the applicant. to disclose. The current system cannot track targeted disabilities data. A tacking system is being developed applicants pursuant to a Departmental decision.</p> <p>Currently, APHIS can isolate and provide some external hires data for GIPSA that is not populated in the National Finance Center's MD-715 Table A7 (Applicants and Hires for Major Occupations). Data specific to GIPSA cannot be captured for Table A9 (Selections for Internal promotions for Major Occupations), A11 (Internal Selections for Senior Level Positions, A12 (Participation in Career Development (GIPSA manually researches and tracks this information)). GIPSA is not able to provide information pertaining to the B Tables since OPM has not approved collection of that data.</p>		

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>LGBT workforce data is not available. Without workforce numbers to compare, the actual representation of Lesbian, Gay, Bisexual and Transgender (LGBT) individuals within the Agency is not available and is not measurable</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>NFC provides GIPSA with agency profiles containing the race, national origin, gender, and disability of the workforce. Unlike the other special emphasis programs, there are no official workforce statistics that show the representation of LGBT individuals with GIPSA. However, OPM included identification of sexual orientation in the Federal Employee Viewpoint survey for FY 2014. The survey results indicated that 2.8% of the Federal workforce who responded to the survey self-identified as LGBT, and 2.0% OF USDA respondents, self-identified as LGBT. However there are no CLF statistics for sub-agencies.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Workforce data is available for the LGBT community using the results from the FEVS, but only for the Federal Government and departments. This data is not shown/available in the results for specific agencies.</p>	
<p><b>% OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Until sub agency statistics are available, develop information specifically about LGBT's to educate the workforce about the LGBT community to dispel negative stereotypes and reinforce positive facts.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Civil Rights Staff, LGBT SEP Manager</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>1/2015</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>9/30/2015</p>	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Explore other sources to develop information regarding representation of LGBT individuals within the workforce.	9/2015	
Put together a packet of information, whether through presentation or webinar, on the LGBT community	9/2015	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p><u>Plan:</u></p> <p>The LGBT Program Manager is in the process of developing educational information and about the LGBT Community and acquiring a subject matter speaker to be presented to the agency</p>		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The participation rate for People with Targeted Disabilities (PWTD) is almost non-existent in GIPSA. One employee in the Agency is noted to have a targeted disability. GIPSA's rate is 0.15%, below the Federal High of 2.00%.</p> <p>Veterans with 10-Point 30% Disability represent 1.38% of GIPSA's workforce.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A comparison of the Agency's workforce of to the Presidential mandate of 2%.</p> <p>The MD-715 workforce tables, the quarterly reports distributed to managers show the underrepresentation of PWTD, NFC Reporting Center.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Hiring managers do not appear to be using the available hiring resources for hiring PWTD, such as the Workforce Recruitment Program.</p>	
<p><b>% OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Improve the employment of PWTD in GIPSA to reach the 2.00% Federal High by using Schedule A to recruit and hire PWTD.</p> <p>Continue to use special hiring authorities to hire Veteran's and encourage the use of the Workforce Recruitment Program website.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Civil Rights Director, Human Resources, Managers, Hiring Officials, DEPM</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>1/2015</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>9/30/2015</p>	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Offer employees the opportunity to update their disability and Veteran status using the Employee Personal Page.	3/31/2014	
Better utilize Human Resources recruiters, EEO Advisory Committees and Special Emphasis Program Managers to get vacancy information distributed to PWTD.	9/30/2015	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>Of GIPSA's new hires for FY 2014 11.29% were People with Reported Disabilities or employees who did not wish to be identified.</p> <p>Of the 24 requests for reasonable accommodations in FY 2014, 54.17% of the requests have been completed and closed.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	Veterans represent 7.99% of GIPSA's workforce.	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	A review of veteran status in the NFC reporting center.	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	Some veterans may not be hired if they do not possess the qualifications hiring manager need for the vacant position.	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	Continue to use special hiring authorities to hire Veteran's and encourage the use of the Workforce Recruitment Program website.	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Civil Rights Director, Human Resources, Managers, Hiring Officials, VEPM	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	1/2015	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	9/30/2015	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Educate and inform hiring officials on the Executive Order 13518 (Employment of Veterans in the Federal Government.	4/31/2015	
Better utilize Human Resources recruiters, EEO Advisory Committees and Special Emphasis Program Managers to get vacancy information distributed to veteran affinity groups.	9/30/2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>Veterans (of all status) represent 7.99% of GIPSA'S workforce.</p> <p>Veterans represented 11.29% of the 62 new hires in GIPSA for FY 2014.</p> <p>GIPSA hired a veteran as summer intern. The summer intern worked on the Feds Feed Families Program, the GIPSA mediator on the Alternative Dispute Resolution Program and initially assisted the Employee Engagement Team chairperson with Real Talk Session planning.</p>		

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	GIPSA's permanent workforce has a low participation rate for male and female Hispanics.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	A review of the Agency's MD-715 workforce tables, the quarterly workforce profile reports distributed to managers, GIPSA's Strategic Plan FY 2010-2015, and GIPSA's Human Capital Plan FY 2010-2015.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Hispanic females represent 1.79% of GIPSA's workforce, the CLF is 4.79%. Hispanic males represent 2.07% of the workforce, the CLF is 5.17%.	
<b>% OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	GIPSA's goal is to increase overall diversity make-up by achieving workforce profiles that are at least 90% of each CLF category.  Use the HEPMs to outreach to more Hispanic affinity groups, colleges and universities.	
<b>RESPONSIBLE OFFICIAL:</b>	Civil Rights Director, Human Resources, Managers	
<b>DATE OBJECTIVE INITIATED:</b>	1/2015	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	9/30/2015	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Use the HEPMs to conduct more outreach activities through campus visits, presentations, emails, work of mouth and referrals.	9/2015	
Continue to support the Hispanic Association of Colleges (HACU) and Universities by recruiting Hispanic students.	9/2015	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>GIPSA participated in the 2014 HACU program by recruiting three students for the spring, summer, and fall. The students experience aligned with GIPSA to meet the agency's future position requirements.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	GIPSA's permanent workforce has a low participation rate for male and female Asian.	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	A review of the Agency's MD-715 workforce tables, the quarterly workforce profile reports distributed to managers, GIPSA's Strategic Plan FY 2010-2015, and GIPSA's Human Capital Plan FY 2010-2015.	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	Asian females represent 1.10% of GIPSA's workforce, the CLF is 1.93%.	
<p><b>% OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	GIPSA's goal is to increase overall diversity make-up by achieving workforce profiles that are at least 90% of each CLF category.  Connect more with Asian affinity groups such as FAPAC, APAL and APANA.	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Civil Rights Director, Human Resources, Managers, AAPIM	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	1/2015	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	9/30/2015	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Use the AAPI Special Emphasis Managers to conduct more outreach activities through campus visits, presentations, emails, work of mouth and referrals.	9/2015	
Support the AAPI affinity groups such as Asian pacific American Leadership (APAL), Asian Pacific American Network in Agriculture (APANA), Federal Asian Pacific American Council (FAKPAC), along with others.	9/2015	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>Asians represented 3.23% of GIPSA new hires for FY 2014. The hires put this category at 56.99% of the CLF. GIPSA goal is to reach 90% for each CLF category.</p> <p>GIPSA gave a monetary donation to the USDA AAPI observance. The AAPI SEPM participated on of the committees for the observance and several GIPSA volunteers participated in assisting with the program observance and the cultural exchange that was held afterward.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Grain Inspection, Packers and Stockyards Administration	FY <u>2014</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	GIPSA's permanent workforce has a low participation rate for Females.	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	A review of the Agency's MD-715 workforce tables, the quarterly workforce profile reports distributed to managers.	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	Females represent 32.51% of GIPSA's workforce, the CLF is 48.14%.	
<p><b>% OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>GIPSA's goal is to increase overall diversity make-up by achieving workforce profiles that are at least 90% of each CLF category.</p> <p>Use the FWP to outreach to more Hispanic affinity groups, colleges and universities.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Civil Rights Director, Human Resources, Managers, FWPs	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	1/2015	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	9/30/2015	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Increase the outreach to affinity groups related to women, at career fairs, and conference booths.	9/2015	
Hold a workshop to help women to acquire new skills for personal and professional development	9/2015	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>Females represented 29.03% of GIPSA new hires for FY 2014. The hires put this category at 67.53% of the CLF. GIPSA goal is to reach 90% for each CLF category. Females also represented 33.33% of the promotions.</p> <p>GIPSA began its FY 2014 mentoring program in support of USDA's Departmental mentoring initiative. The GIPSA-wide program is composed of over 40 mentor/mentee pairings or about 80 staff for a participation rate of over 12% of GIPSA'S permanent employees. Also, 11 employees participated in mentoring through the Virtual University leadership programs, which require a mentoring component. Females made up 32.00% of the mentees and mentors.</p>		

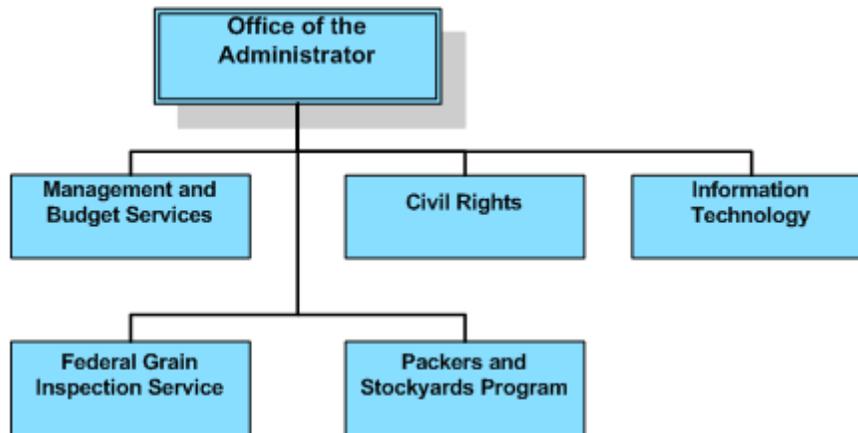
EEOC FORM 715-01 PART J	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b> <b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>									
<b>PART I Department or Agency Information</b>	1. Agency		1. Grain Inspection, Packers & Stockyards Administration							
	1.a. 2 <sup>nd</sup> Level Component		1.a.							
	1.b. 3 <sup>rd</sup> Level or lower		1.b.							
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change				
		Number	%	Number	%	Number	Rate of Change			
	Total Work Force	652	100.00%	630	100.00%	22	3.37%			
	Reportable Disability	46	6.76	45	7.16	1	2.17%			
	Targeted Disability*	1	.15	1	.16%	0	0			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					*				
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0					
<b>PART III Participation Rates In Agency Employment Programs</b>										
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>		
		#	%	#	%	#	%	#	%	
3. Competitive Promotions		Targeted disabilities data for applicants is being developed pursuant to a Departmental decision								
4. Non-Competitive Promotions										
5. Employee Career Development Programs	23	3	13.04	0	0	2	8.70	18	78.26	
5.a. Grades 5 - 12	19	2	10.53	0	0	2	10.53	15	78.95	
5.b. Grades 13 - 14	4	1	33.33	0	0	0	0	3	66.66	
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0	
6. Employee Recognition and Awards	497	39	7.85	1	0.20	21	4.23	437	87.93	
6.a. Time-Off Awards (Total hrs awarded)	9,992	774	7.75	20	0.20	500	5.00	8,718	87.25	
6.b. Cash Awards (total \$\$\$ awarded)	56,166	3,337	5.94	0	0	559	1.00	52,270	93.06	
6.c. Quality-Step Increase	0	No QSI's given in FY 2014								

\*Disability data for applicants is not captured pursuant to a Departmental decision

<p>EEOC FORM 715-01 Part J</p>	<p>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>
<p><b>Part IV</b>  Identification and Elimination of Barriers</p>	<p>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 <b>using FORM 715-01 PART I</b>. 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.</p>
<p><b>Part V</b>  Goals for Targeted Disabilities</p>	<p>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.</p> <p>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.</p>

## **Grain Inspection, Packers & Stockyards Administration Organizational Chart**

The Grain Inspection, Packers and Stockyards Administration (GIPSA) is structured to provide services and programs that help ensure a fair and competitive marketing system for all involved in the marketing of livestock, meat, and poultry, and grain and related products.



GIPSA's Packers and Stockyards Program has a headquarters office in Washington, D.C.; regional field offices in Atlanta, Georgia; Denver, Colorado; and Des Moines, Iowa; and a cadre of resident agents located throughout the country.

The agency's Federal Grain Inspection Service has headquarters units in Washington, DC, and Kansas City, Missouri, and field offices located in export and domestic markets in the United States and eastern Canada. GIPSA also oversees the official inspection and weighing system, a network of Federal, State, and private entities that provide inspection and weighing services to customers nationwide.

## Grain Inspection, Packers and Stockyards Administration

**Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex FY 2014**

		RACE/ETHNICITY															
		TOTAL				Non- Hispanic or Latino											
						Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male
<b>Career Development Programs for GS 5-12:</b>																	
Slots	#																
Relevant Pool	%																
Applied	#	Data not available															
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Participants	#	19	9	10	2	2	5	4	2	4	-	-	-	-	-	-	-
	%	100.00	47.37	52.63	10.53	10.53	26.32	21.05	10.53	21.05	-	-	-	-	-	-	-
<b>Career Development Programs for GS 13 - 14:</b>																	
Slots	#																
Relevant Pool	%																
Applied	#	Data not available															
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Participants	#	4	4	0	1	-	2	-	1	-	-	-	-	-	-	-	-
	%	100.00	100.00	0.00	25.00	-	50.00	-	25.00	-	-	-	-	-	-	-	-
<b>Career Development Programs for GS 15 and SES:</b>																	
Slots	#																
Relevant Pool	%																
Applied	#	Data not available															
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Participants	#	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%	0.00	0.00	-	-	-	0.00	-	-	-	-	-	-	-	-	-	-
<b>"Relevant Pool" includes all employees in pay grades eligible for the career development program.</b>																	